



Australian Government

AURPTA1002 Perform minor adjustments to outdoor power equipment

Release 1

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Modification History

Release	Comment
Release 1	New unit of competency

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes required to carry out minor adjustments to components and equipment on outdoor power equipment. The unit involves demonstrating knowledge of outdoor power equipment componentry and operation and using mechanical hand tools to make adjustments to outdoor power equipment to ensure safe and efficient performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	Work applies to minor mechanical adjustment of outdoor power equipment, components and systems.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to inspect and adjust outdoor power equipment	1.1. Job requirements are checked and confirmed according to workplace procedures and customer requirements 1.2. Tools and equipment are selected to meet job requirements 1.3. Work area is checked for safe working conditions and cleanliness prior to commencing task 1.4. Workplace health and safety (WHS) requirements and other appropriate precautions are identified and taken
2. Inspect outdoor power equipment and determine work requirement	2.1. Standard workplace inspection procedures for outdoor power equipment are used to determine condition 2.2. Service and repair options for outdoor power equipment are identified 2.3. Workplace documentation procedures are used to record minor adjustments to be performed
3. Perform minor adjustments	3.1. Tools and equipment are handled and used according to WHS requirements 3.2. Minor adjustments are performed on outdoor power equipment according to manufacturer and component supplier specifications 3.3. Outdoor power equipment component or system having undergone maintenance is operated through full range, noting test results, including non-conformity 3.4. Workplace documentation is used to record any work requirements beyond the scope of minor adjustments being performed
4. Clean up work area and finalise work processes	4.1. Tools and equipment are checked and stored according to workplace expectations 4.2. Work area is cleaned and tidied according to workplace procedures 4.3. Workplace documentation is completed according to workplace procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - confirm work requirements and specifications
 - communicate effectively regarding work requirements with supervisor or other workers
 - report work outcomes and other requirements
- literacy skills:
 - reading skills to the level required to understand information relating to work orders, including common industry terminology and safety procedures
 - writing skills to prepare reports and interpret technical information and specifications
- numeracy skills to interpret instruments, gauges and measuring equipment
- planning and organising skills to:
 - identify risk factors to minimise risk to self and others
 - contribute to activities which implement and follow standard workplace procedures
- problem-solving skills to:
 - identify technical and procedural problems
 - refer problems outside area of responsibility to appropriate person
 - self-management skills to:
 - locate and identify appropriate tools and equipment
 - recognise limitations and seek timely advice
 - follow basic workplace documentation, such as minor maintenance procedures
- teamwork skills to: work with others to contribute to job requirements and work outcomes
- technical skills to:
 - select tools and equipment appropriate to the task
 - use tools and equipment to perform minor adjustments to outdoor power equipment components and systems
- technology skills to use workplace technology to assist with work practices

Required knowledge

- WHS regulations, requirements, equipment and material, and personal safety requirements relevant to outdoor power equipment
- methods of sourcing information relevant to performing minor adjustments to outdoor power equipment
- types and application of appropriate tools and equipment
- adjustment methods for outdoor power equipment
- workplace documentation policies and procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria and required skills and knowledge.

A person who demonstrates competency in this unit must be able to:

- observe safety procedures and requirements
- communicate effectively with others involved in or affected by the work
- select adjustment methods and techniques appropriate to the circumstances
- carry out a minimum of three minor adjustments according to workplace and manufacturer and component supplier specifications

Context of, and specific resources for assessment

Competency is to be assessed in the workplace or a simulated workplace environment that accurately reflects performance in a real workplace setting.

Assessment is to occur:

- using standard workplace practices and procedures
- following safety requirements
- applying environmental constraints.

Assessment is to comply with relevant:

- regulatory requirements
- Australian standards
- industry codes of practice.

The following resources should be made available:

- a range of outdoor power equipment
- hand and power tools and specialised repair tools and equipment appropriate for performing minor adjustments to outdoor power equipment
- specifications and workplace instructions.

Method of assessment

Assessment must satisfy the endorsed Assessment Guidelines of

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

this Training Package.

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with the application of required skills and knowledge.

Assessment methods must be by direct observation of tasks and include questioning on required skills and knowledge to ensure correct interpretation and application.

Competence in this unit may be assessed in conjunction with other units which together form part of a holistic work role.

Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate the needs of diverse clients.

Assessment processes and techniques must be culturally sensitive and appropriate to the language, literacy and numeracy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace procedures may include:

- verbal or written and graphical instructions
- written maintenance procedures
- safety and emergency procedures
- service instructions
- reporting and recording procedures
- sustainability and environmental considerations
- organisational quality policies and procedures.

Tools and equipment may include:

- hand tools
- hand-held power tools and air tools
- specialised outdoor power equipment repair tools
- floor stands, workbench.

Workplace health and safety (WHS) requirements:

- are those prescribed under legislation, regulations, codes of practice, and workplace policies and procedures
- may include:
 - protective clothing and equipment
 - use of tools and equipment
 - handling of material
 - use of fire-fighting equipment
 - first aid equipment
- hazard control, including control of hazardous materials and toxic substances.

Outdoor power equipment types may include:

- lawn mowers
- chainsaws
- line trimmers
- mulchers
- pumps
- post-hole borers
- portable generators
- stationary engines
- brush cutters
- leaf blowers.

Workplace documentation may include:

- job card or work schedule
- work bulletins
- memos

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	• material safety data sheets (MSDS) • regulatory/legislative requirements pertaining to outdoor power equipment safety • manufacturers design specifications and maintenance instructions • organisation work specifications and requirements • Australian standards.
<i>Minor adjustments</i> may include adjustments to:	• cutting systems • belt tension • cables and controls • carburettors • engine components • brakes • clutch • steering system • chain tension • foot controls.

Unit Sector(s)

Competency field	Outdoor Power Equipment
Unit sector	Technical

Custom Content Section

Not applicable.