



Australian Government

AURTTX2002 Inspect and service transmissions (manual)

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURT206670A Inspect and service transmissions (manual) Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation Licensing statement added to unit descriptor

Unit Descriptor

Unit descriptor	This unit covers the competence required to inspect and service manual transmissions in an automotive retail, service and/or repair context. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.
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Application of the Unit

Application of the unit	This unit of competency applies to the following and should be contextualised to the qualification to which it is being applied: • light vehicle, heavy vehicle, outdoor power equipment, mobile plant. The unit includes identification and confirmation of work requirement, preparation for work, inspection, analysis and servicing of manual transmissions and completion of work finalisation processes, including clean-up and documentation. Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment within the scope of this unit. This includes an understanding of the level of work to be performed.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. 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 undertake the inspection of manual transmissions	1.1. Nature and scope of work requirements are identified and confirmed 1.2. WHS requirements, including individual State/Territory regulatory requirements and personal protection needs are observed throughout the work 1.3. Procedures and information such as workshop manuals and specifications, and tooling required, are sourced 1.4. Methods appropriate to the circumstances are selected and prepared in accordance with standard operating procedures 1.5. Resources required for inspection of manual transmissions are sourced and support equipment is identified and prepared 1.6. Warnings in relation to working with manual transmissions are observed
2. Conduct inspection and analyse results	2.1. Inspection is implemented in accordance with workplace procedures and manufacturer/component supplier specifications 2.2. Inspection results are compared with manufacturer/component supplier specifications to indicate compliance or non-compliance 2.3. Results are documented with evidence and supporting information and recommendation(s) made 2.4. Report is processed in accordance with workplace procedures
3. Prepare to service manual transmissions	3.1. WHS requirements, including individual State/Territory regulatory requirements and personal protection needs are observed throughout the work 3.2. Procedures and information required are identified and sourced 3.3. Resources required for servicing manual transmissions are identified and support equipment is identified and prepared
4. Carry out service	4.1. Service is implemented in accordance with workplace procedures and manufacturer/component supplier specifications 4.2. Adjustments made during the service are in accordance with manufacturer/component supplier specifications

ELEMENT	PERFORMANCE CRITERIA
5. Prepare equipment for use or storage	5.1. Service schedule documentation is completed 5.2. Final inspection is made to ensure protective guards, safety features and cowlings are in place 5.3. Final inspection is made to ensure work is to workplace expectations 5.4. Equipment is prepared for use or stored to workplace expectations 5.5. Job card is processed in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- apply research and interpretive skills sufficient to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures
- apply analytical skills required for identification and analysis of technical information
- apply plain English literacy and communication skills in relation to dealing with customers and team members
- apply questioning and active listening skills for example when obtaining information from customers
- apply oral communication skills sufficient to convey information and concepts to customers
- apply planning and organising skills to own work activities, including making good use of time and resources, sorting out priorities and monitoring one's own performance
- interact effectively with other persons both on a one-to-one basis and in groups, including understanding and responding to the needs of a customer and working effectively as a member of a team to achieve a shared goal
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and avoid wastage
- use mathematical ideas and techniques to correctly calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- use workplace technology related to the inspection and servicing of manual transmissions, including the use of diagnostic and servicing tooling and equipment, measuring equipment, computerised technology and communication devices and the reporting/documenting of results

Required knowledge

A working knowledge of:

- WHS regulations/requirements, equipment, material and personal safety requirements
- dangers of working with manual transmissions
- identification of application, purpose and operating principles
- types and layout of service/repair manuals (hard copy and electronic)
- inspection procedures
- service procedures
- enterprise quality procedures

REQUIRED SKILLS AND KNOWLEDGE

- work organisation and planning processes

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	It is essential that competence in this unit signifies ability to transfer competence to changing circumstances and to respond to unusual circumstances in the critical aspects of: • observing safety procedures and requirements • communicating effectively with others involved in or affected by the work • selecting methods and techniques, appropriate to the circumstances • completing preparatory activity in a systematic manner • identification of application, purpose and operating principles • conducting inspection, servicing and operational testing in accordance with workplace and manufacturer/component supplier specifications • completing service of manual transmissions and associated components within workplace timeframes • equipment is presented to customer in compliance with workplace requirements
Context of, and specific resources for assessment	Application of competence is to be assessed in workplace or simulated worksite Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints Assessment is to comply with regulatory requirements, including Australian Standards The following resources should be made available: • workplace location or simulated workplace • material relevant to the inspection and servicing of manual transmissions • equipment, hand and power tooling appropriate to the inspection and servicing of manual transmissions • activities covering mandatory task requirements • specifications and work instructions
Method of assessment	Assessment must satisfy the endorsed assessment guidelines

EVIDENCE GUIDE

	of the automotive industry's RS&R Training Package Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies Assessment may be applied under project related conditions and require evidence of process Assessment must confirm a reasonable inference that competence is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role
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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. Bold italicised wording, if used in the performance criteria, is detailed below. 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.

Inspection methods

Inspection methods include visual, aural and functional assessment (including: fluid leakage, selection)

Specific requirements

Specific requirements may include:

- manual transmissions, front and/or rear wheel drive configurations
- belt drive transmissions

Variables

Other variables may include:

- power take off assemblies,
- multiple forward and reverse gears,
- synchronised and non-synchronised gear selection,
- metal and non-metal gears
- electrical/pneumatic controls
- transverse/longitudinal mounting
- helical, double helical and spur gears
- transaxle, overdrive, transfer case and belt drive speed control

Servicing

Servicing to include fluids, filters, adjustments and operational testing, visual inspections and documents

WHS

WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of material, use of fire fighting equipment, enterprise first aid, hazard control and hazardous materials and substances

Personal protective equipment

Personal protective equipment is to include that

RANGE STATEMENT	
	prescribed under legislation/regulations/codes of practice and workplace policies and practices
Safe operating procedures	Safe operating procedures are to include, but are not limited to the conduct of operational risk assessment and treatments associated with vehicular movement, hazardous substances, electrical safety, machinery movement, manual lifting and shifting, working in proximity to others and site visitors
Emergency procedures	Emergency procedures related to this unit are to include, but are not limited to emergency shutdown and stopping of equipment, operating safely in the event of fires, enterprise first aid requirements and site evacuation
Environmental requirements	Environmental requirements are to include but are not limited to waste management, noise, dust and clean-up management
Quality requirements	Quality requirements are to include, but are not limited to regulations, including Australian Standards, internal company quality policy and standards and enterprise operations and procedures
Statutory/regulatory authorities	Statutory/regulatory authorities may include Federal, State/Territory and local authorities administering acts, regulations and codes of practice
Tooling and equipment	Tooling and equipment may include hand tooling, meters, gauges and load testing devices
Materials	Materials may include lubricants, spare parts and cleaning materials
Communications	Communications are to include, but are not limited to verbal and visual instructions and fault reporting and may include site specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers
Information/documents	Sources of information/documents may include:

RANGE STATEMENT

	• verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets, diagrams or sketches • safe work procedures related to the inspection, analysis and servicing of manual transmissions • regulatory/legislative requirements pertaining to the automotive industry, including Australian Design Rules • engineer's design specifications and instructions • organisation work specifications and requirements • instructions issued by authorised enterprise or external persons • Australian Standards
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Unit Sector(s)

Unit sector	Mechanical Miscellaneous
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Co-requisite units

Not applicable.

Competency field

Competency field	Technical - Transmission
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