



**Australian Government**

# **AURVTG2003 Remove and install butyl sealed windscreens**

**Release 1**

## AURVTG2003 Remove and install butyl sealed windscreens

### Modification History

| Release   | Comment                                                                                                                                                                                                                                                |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Release 1 | <p>Replaces AURV233463A Remove and install butyl sealed windscreens</p> <p>Unit code updated to meet policy requirements</p> <p>Reference to OHS legislation replaced with new WHS legislation</p> <p>Licensing statement added to unit descriptor</p> |

### Unit Descriptor

|                        |                                                                                                                                                                                                                                                                                                                  |
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| <b>Unit descriptor</b> | <p>This unit covers the competence required to remove and install butyl sealed windscreens in various applications.</p> <p>Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.</p> |
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### Application of the Unit

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Application of the unit</b> | <p>The unit includes identification and confirmation of work requirement, preparation for work, removal of windscreens, the installation of windscreens and their testing and completion of work finalisation processes, including clean-up and documentation.</p> <p>Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.</p> |
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### Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

Not applicable.

## Employability Skills Information

|                             |                                          |
|-----------------------------|------------------------------------------|
| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

|                                                                   |                                                                                                                                                                                                                                                                                                                  |
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| 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 for work                | <p>1.1. Work instructions are used to determine job requirements, including method, material and equipment.</p> <p>1.2. Job specifications are read and interpreted.</p> <p>1.3. WHS requirements, including dust and fume collection, breathing apparatus, eye and ear personal protection needs are observed throughout the work.</p> <p>1.4. Materials for use are selected appropriate to the application.</p> <p>1.5. Equipment and tooling are identified and checked for safe and effective operation.</p> <p>1.6. Procedures are determined to minimise waste material.</p> <p>1.7. Procedures are identified for maximising energy efficiency while completing the job.</p> |
| 2. Remove butyl sealed windscreen  | <p>2.1. Information is accessed and interpreted from manufacturer/ component supplier specifications.</p> <p>2.2. Removal is carried out in accordance with vehicle manufacturer/component supplier specifications and tolerances.</p> <p>2.3. Removal is completed without causing damage to component or system.</p> <p>2.4. Workplace documentation is completed and dealt with.</p> <p>2.5. Removal activities are carried out according to industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies.</p>                                                                                                                               |
| 3. Install butyl sealed windscreen | <p>3.1. Information is accessed and interpreted from manufacturer/ component supplier specifications.</p> <p>3.2. Installation is carried out in accordance with vehicle manufacturer/component supplier specifications and tolerances.</p> <p>3.3. Installation is completed without causing damage to component or system.</p> <p>3.4. Installation is tested in accordance with manufacturer/ component supplier and workplace requirements.</p> <p>3.5. Workplace documentation is completed and dealt with.</p> <p>3.6. Installation activities are carried out according to</p>                                                                                                |

| ELEMENT                                      | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | industry regulations/guidelines, WHS requirements, legislation and enterprise procedures/policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4. Clean up work area and maintain equipment | <p>4.1. Material that can be reused is collected and stored.</p> <p>4.2. Waste and scrap are removed following workplace and environmental procedures.</p> <p>4.3. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures.</p> <p>4.4. Unserviceable equipment is tagged and faults identified in accordance with workplace requirements.</p> <p>4.5. Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures.</p> <p>4.6. Tooling is maintained in accordance with workplace procedures.</p> |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

Required skills include:

- collect, organise and understand information related to work orders, plans and safety procedures for the removal and installation of butyl glazed windscreens
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with worksite supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material to avoid backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and wastage
- use mathematical ideas and techniques to calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- use workplace technology related to the removal and installation of butyl sealed windows, including the use of measuring equipment and communication devices and the reporting/documenting of results

#### Required knowledge

A working knowledge of:

- WHS regulations/requirements, equipment, material and personal safety requirements
- removal and installation methods for butyl glazed windscreens
- technical information
- test procedures
- work organisation and planning processes
- enterprise quality processes

## Evidence Guide

| <b>EVIDENCE GUIDE</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Overview of assessment</b>                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>                                                                                                                    | <p>It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:</p> <ul style="list-style-type: none"> <li>• observing safety procedures and requirements</li> <li>• communicating effectively with others involved in or affected by the work</li> <li>• selecting methods and techniques appropriate to the circumstances</li> <li>• completing preparatory activity in a systematic manner</li> <li>• applying vehicle protection methods</li> <li>• removing and installing a range of butyl glazed windscreens to manufacturer/component supplier requirements</li> <li>• completing work within workplace time requirements</li> <li>• presenting the vehicle to customer expectations</li> <li>• completing workplace and equipment records.</li> </ul> |
| <b>Context of, and specific resources for assessment</b>                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Application of competence is to be assessed in the workplace or simulated worksite.</li> <li>• Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.</li> <li>• Assessment is to comply with regulatory requirements, including Australian Standards.</li> <li>• The following resources should be made available: <ul style="list-style-type: none"> <li>• workplace location or simulated workplace</li> <li>• materials relevant to the removal and installation of butyl sealed windows</li> <li>• equipment, hand and power tooling appropriate to the removal and installation of butyl sealed windows</li> <li>• activities covering mandatory task requirements</li> <li>• specifications and work instructions.</li> </ul> </li> </ul>                                 |
| <b>Method of assessment</b>                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed assessment guidelines of AUR12 Automotive Industry Retail, Service and Repair Training Package.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**EVIDENCE GUIDE**

- 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.

## 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.

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Windscreens</b>                   | Windscreens may be those in: <ul style="list-style-type: none"> <li>passenger/commercial type vehicles, recreational equipment, small commercial vehicles, forestry equipment and marine craft</li> </ul>                                                                                                                                                                                                                                      |
| <b>Removal and installation</b>      | Removal and installation are to include: <ul style="list-style-type: none"> <li>glass components, moulding/trim, mirrors, sun visors, aerials, electrical and mechanical components, hot and cold butyl tapes and primers</li> </ul>                                                                                                                                                                                                           |
| <b>WHS</b>                           | WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include: <ul style="list-style-type: none"> <li>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 material and substances</li> </ul> |
| <b>Personal protective equipment</b> | Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices                                                                                                                                                                                                                                                                                                |
| <b>Safe operating procedures</b>     | Safe operating procedures are to include, but are not limited to: <ul style="list-style-type: none"> <li>operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors</li> </ul>                                                                     |
| <b>Emergency procedures</b>          | Emergency procedures related to this unit are to include, but are not limited to:                                                                                                                                                                                                                                                                                                                                                              |

| <b>RANGE STATEMENT</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | <ul style="list-style-type: none"> <li>• emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and worksite evacuation.</li> </ul>                                                                                                                                                                                                                                                                                                    |
| <b>Environmental requirements</b>       | <p>Environmental requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• waste management, noise, dust and clean-up management.</li> </ul>                                                                                                                                                                                                                                                                                                 |
| <b>Quality requirements</b>             | <p>Quality requirements are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• regulations, including Australian Standards, internal company quality policy and standards and enterprise operations and procedures</li> </ul>                                                                                                                                                                                                                          |
| <b>Statutory/regulatory authorities</b> | <p>Statutory/regulatory authorities may include:</p> <ul style="list-style-type: none"> <li>• federal, state/territory and local authorities administering acts, regulations and codes of practice</li> </ul>                                                                                                                                                                                                                                                                        |
| <b>Tooling and equipment</b>            | <p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> <li>• hand tooling, power tooling, cleaning equipment, sealing equipment, lifting equipment, scaffolds and cutting equipment</li> </ul>                                                                                                                                                                                                                                                                 |
| <b>Materials</b>                        | <p>Materials may include:</p> <ul style="list-style-type: none"> <li>• adhesives, solvents and cleaning materials</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |
| <b>Communications</b>                   | <p>Communications are to include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• verbal and visual instructions and fault reporting and may include worksite specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers</li> </ul>                                                                                                                                                                          |
| <b>Information/documents</b>            | <p>Sources of information/documents may include:</p> <ul style="list-style-type: none"> <li>• verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets, diagrams or sketches</li> <li>• safe work procedures related to the removal and installation of butyl sealed windows</li> <li>• regulatory/legislative requirements pertaining to automotive industry, including Australian</li> </ul> |

**RANGE STATEMENT**

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Design Rules</p> <ul style="list-style-type: none"><li>• engineer's design specifications and instructions</li><li>• organisation work specifications and requirements</li><li>• instructions issued by authorised enterprise or external persons</li><li>• Australian standards</li></ul> |
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**Unit Sector(s)**

|                    |              |
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| <b>Unit sector</b> | Vehicle body |
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**Co-requisite units**

Not applicable.

**Competency field**

|                         |                     |
|-------------------------|---------------------|
| <b>Competency field</b> | Technical - Glazing |
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