



Australian Government

AURVTG2007 Clean glass surfaces

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 prepare and clean glass surfaces to remove visible dirt and grime. 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 the cleaning of glass components and windscreens when fitted to an automotive vehicle. The selection of cleaning fluids, cleaning equipment and cleaning techniques is in line with industry standards. Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment. Work is carried out according to award provisions. Vehicles may include light vehicles, commercial vehicles, heavy vehicles, and agricultural and recreational vehicles.
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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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or 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. Select and prepare glass-cleaning fluids and equipment	1.1. Glass-cleaning fluids and equipment are selected and prepared according to workplace procedures 1.2. Personal protective equipment is selected and used 1.3. Workplace policies and procedures, including workplace health and safety (WHS) and environmental policies, are located and followed
2. Set up for glass cleaning	2.1. Work areas are cleared to allow set-up and activities to take place according to workplace policies and procedures 2.2. Glass-cleaning activities are set up without causing damage to property and equipment 2.3. Glass-cleaning fluids and equipment are set up according to workplace policies 2.4. Glass-cleaning activities are carried out according to industry standards, WHS and environmental requirements, legislation and workplace policies
3. Carry out glass cleaning	3.1. Glass-cleaning procedures are carried out using approved materials, methods and equipment and according to industry and workplace standards relating to WHS and environmental sustainability 3.2. Glass-cleaning fluids are applied without causing damage to vehicle or components 3.3. Glass-cleaning fluids are removed using lint-free cloths 3.4. Glass surfaces are finished to a streak-free standard
4. Clean up and restore site to original condition	4.1. Final clean-up is conducted to a quality standard without causing damage to vehicle or components 4.2. Worksite is cleaned and restored to original condition 4.3. Clean-up activities and storage of cleaning fluids are undertaken in line with WHS requirements and environmental legislation 4.4. Equipment is cleaned and stored in appropriate storage area after use

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to follow workplace verbal instructions
- initiative and enterprise skills to:
 - adapt practice to suit glass-cleaning products and workplace equipment
 - recognise a workplace problem or potential problem and take action
- literacy skills to:
 - read and follow information in written job instructions, specifications, standard operating procedures, charts, material safety data sheets (MSDS), drawings and other reference documents
 - document cleaning products used
- numeracy skills to measure and calculate cleaning fluid requirements
- planning and organising skills to:
 - plan glass-cleaning job requirements following job specifications
 - ensure tasks are completed on time
 - identify risk factors and take action to minimise them
- problem-solving skills to refer problems outside area of responsibility to appropriate persons
- self-management skills to:
 - select and use appropriate glass-cleaning products, materials, processes and procedures
 - recognise own limitations and seek advice
 - follow workplace policies and documentation, including codes of practice
- technical skills to use glass-cleaning fluids, materials, and specialist tools and equipment

Required knowledge

- different methods of cleaning for various applications
- different cleaning materials and equipment for various applications
- equipment safety requirements for various glass-cleaning activities and contexts
- WHS regulations, requirements, equipment and material relating to glass-cleaning activities, including personal safety requirements
- cleaning material MSDS specifications

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, the 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:

- clean glass surfaces
- observe workplace safety procedures and requirements
- select and apply correct glass-cleaning products and methods
- apply all WHS and safety standards
- observe MSDS information.

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 must be made available for the assessment of this unit:

- workplace location or simulated workplace
- materials relevant to glass-cleaning activities
- tools and equipment relevant for glass-cleaning activities
- specifications and work instructions.

Method of assessment

Assessment must satisfy the endorsed Assessment Guidelines of this Training Package.

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant

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Overview of assessment

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. Bold italicised wording, 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.

<i>Glass cleaning</i> may include:	• lint-free cleaning cloths • glass-cleaning fluids • chamois • squeegees • scrapers • chemicals and clean solutions • water hoses.
<i>Personal protective equipment</i> :	• is that prescribed under legislation, regulations, codes of practice, and workplace policies and practices • may include: • eye protection • personal protective clothing • safety footwear • gloves.
<i>Workplace health and safety requirements</i> may include:	• first aid equipment • safe handling of material • hazard control, including control of hazardous materials and toxic substances • personal safety • safe use of tools and equipment • use of personal protective clothing • use of fire-fighting equipment • workplace policies • workplace safety.
<i>Environmental requirements</i> may include:	• waste management • clean-up policy and procedures.
<i>Legislation</i> may include:	• federal, state or territory, and local authorities administering Acts • Australian standards • industry codes of practice.
<i>Quality standard</i> may include:	• industry codes of practice • Australian standards • workplace quality procedures

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- original equipment manufacturer-recommended cleaning procedures.

Unit Sector(s)

Competency field	Vehicle Body
Unit sector	Technical – Glazing

Custom Content Section

Not applicable.