



Australian Government

AURVTK2001 Use and maintain vehicle body repair hand tools

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 select, use and maintain hand tools in an automotive body repair workplace. 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 use, service and maintenance of vehicle body repair hand tools and may include the use of hand tools to repair damage vehicle panels Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment. This unit should not be selected if the hand tool is powered in any way.
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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. 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. Select and prepare hand tools	1.1. Vehicle body repair hand tools are selected to meet workplace requirements 1.2. Tools are prepared for use according to manufacturer and component supplier specifications 1.3. Workplace Health and Safety (WHS) requirements are identified and applied
2. Correct use of hand tools	2.1. Tools are used to produce outcomes according to job requirements 2.2. Tools are used in a safe manner to prevent injury to self and others 2.3. Tools are used in a manner that does not cause damage to other workplace equipment
3. Service and maintain hand tools	3.1. Tools are checked against manufacturer and component supplier recommendation to ensure safe operation 3.2. Service and maintenance operations are carried out according to industry, workplace and WHS requirements 3.3. Tools and equipment are checked and faulty items are identified and tagged
4. Store and secure hand tools	4.1. Tools and equipment are checked, cleaned and stored according to workplace expectations 4.2. Service schedule 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:
 - follow verbal instructions
 - communicate information related to the use of tools and equipment
- learning skills to identify sources of information, assistance and expert knowledge
- literacy skills to:
 - read and follow vehicle body repair instruction
 - read and apply operating procedures
- numeracy skills to correctly interpret metric and imperial measurement systems
- planning and organising skills to:
 - identify risk factors to minimise risk to self and others
 - contribute to activities which implement and follow workplace body repair procedures
- problem-solving skills to:
 - recognise a workplace problem or a potential problem
 - refer problems outside area of responsibility to appropriate person
 - identifying tool and equipment defects
- self-management skills to:
 - locate and identify appropriate vehicle body repair tools
 - recognise own limitations and seek advice
 - follow basic workplace documentation, such as manufacturer specification, industry codes of practice and workplace procedures
- technical skills to select, use, maintain and store vehicle body repair hand tools
- technology skills to use workplace technology to assist with work practices

Required knowledge

- WHS regulations, requirements, equipment and material, and personal safety requirements related to using vehicle body repair hand tools
- hazards and control measures associated with using vehicle body repair hand tools
- application and operation of vehicle body repair hand tools
- methods of identifying faults in vehicle body repair hand tools, including common faults and defects
- maintenance and storage procedures of vehicle body repair hand tools

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
- select appropriate vehicle body repair hand tools
- carry out a minimum of three vehicle body service or repair tasks using body repair hand tools
- maintain and store vehicle body repair hand tools.

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
- follow WHS requirements
- applying environmental policy.

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:

- panel repair toolkit
- materials used for body repair activities
- specialised panel repair hand tools
- specifications and workplace 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, 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.

Vehicle body repair hand tools may include:

- hacksaws
- hammers
- dollies
- screwdrivers
- files
- punches
- specialist tooling for component removal and adjustment.

Workplace requirements may include:

- workplace reporting and recording procedures
- safe work procedures
- quality policies and procedures
- sustainability, environment, equal opportunity and anti-discrimination
- manufacturer specifications
- work instruction
- industry code of practice.

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.

Job requirements may include:

- marking-out
- required finish, size or shape.

Maintenance operations may include:

- routine maintenance to specialised tools
- minor repairs to tools and equipment
- performing equipment calibration
- sharpening of hand tools
- documenting and tagging faulty equipment.

Unit Sector(s)

Competency field	Vehicle Body
Unit sector	Technical - Tools and Equipment

Custom Content Section

Not applicable.