



Australian Government

AURVTT2002 Carry out trim repairs and alterations

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURV230708A Carry out trim repairs and alterations 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 of competency covers the skills and knowledge required to measure, cut, fabricate, and attach material covers to vehicle components. 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	The unit includes identification and confirmation of work requirements, preparation for work, matching, measuring, cutting, fabricating and attaching material to vehicle components, and completion of work finalisation processes, including clean-up and documentation. Work requires individuals to demonstrate judgement and problem-solving skills in selecting, altering, fabricating and applying trim material.
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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. Prepare for work	1.1. Work instructions are used to determine job requirements, including quality, material, equipment and quantities. 1.2. Job specifications are read and interpreted. 1.3. Workplace health and safety (WHS) requirements, including personal protection needs, are observed throughout the work. 1.4. Materials for repairs and alterations are selected and inspected for quality. 1.5. Hand and power tooling are identified and checked for safe use. 1.6. Products are determined to minimise waste material. 1.7. Procedures are identified for maximising energy efficiency while completing the job.
2. Match material	2.1. Information is accessed and interpreted from manufacturer/ component supplier specifications. 2.2. Matching procedures are carried out in accordance with manufacturer/component supplier specifications. 2.3. Matching procedures are completed within established industry/enterprise guidelines. 2.4. Activities are carried out according to industry regulations/ guidelines, WHS requirements, legislation and enterprise procedures policies.
3. Measure and cut material	3.1. Information is accessed and interpreted from manufacturer/ component supplier specifications. 3.2. Measuring and cutting procedures are carried out in accordance with manufacturer/component supplier specifications. 3.3. Measuring and cutting procedures are completed within established industry/enterprise guidelines. 3.4. Activities are carried out according to industry regulations/ guidelines, WHS requirements, legislation and enterprise procedures/policies.
4. Fabricate trim/covers to suit vehicle components	4.1. Information is accessed and interpreted from manufacturer/ component supplier specifications. 4.2. Trim/cover fabrication procedures are carried out in accordance with manufacturer/component supplier specifications. 4.3. Fabrication procedures are completed within

ELEMENT	PERFORMANCE CRITERIA
	established industry/enterprise guidelines. 4.4.Activities are carried out according to industry regulations/ guidelines, WHS requirements, legislation and enterprise procedures/policies.
5. Attach material cover to vehicle/component	5.1.Information is accessed and interpreted from manufacturer/ component supplier specifications. 5.2.Attaching procedures are completed in accordance with manufacturer/component supplier specifications and within established industry/enterprise guidelines. 5.3.Material is attached without causing damage to component or system. 5.4.Activities are carried out according to industry regulations/ guidelines, WHS requirements, legislation and enterprise procedures/policies.
6. Clean up work area and maintain equipment	6.1.Material that can be reused is collected and stored. 6.2.Waste and scrap is removed following workplace procedures. 6.3.Equipment and work area are cleaned and inspected for serviceable conditions in accordance with workplace procedures. 6.4.Unserviceable equipment is tagged and faults identified in accordance with workplace. 6.5.Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures. 6.6.Tooling is maintained 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

Required skills include:

- collect, organise and understand information related to trimming, fabrication adhesives, material and work orders, plans and safety procedures
- 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
- use mathematical ideas and techniques to calculate time, apply accurate measurements, calculate material requirements and establish quality checks
- 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 workplace technology related to carrying out trim repairs and alterations, including the use of specialist tooling, measuring equipment and communication devices and the reporting/documenting of results

Required knowledge

Required knowledge includes:

- WHS cleaning materials, equipment, material and personal safety requirements
- technical and legal requirements
- manufacturer/component supplier/company policies
- removal and replacement methods
- measuring/testing and adjustment procedures
- types and use of various materials
- trim fabrication, matching, measuring and cutting procedures
- planning trim repairs, fabrication processes and techniques
- workplace guidelines regarding acceptable tolerance levels
- procedures for reporting faults and material defects
- work organisation and planning processes
- enterprise quality 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 is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations 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
- identifying, setting up, operating and maintaining trim repairs equipment and procedures to complete a range of:
 - trim repairs
 - sewing operations
 - fabrication techniques
 - completing workplace records.

Context of, and specific resources for assessment

- Application of competence is to be assessed in the 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
 - materials relevant to carrying out trim repairs and alterations
 - equipment, hand and power tooling appropriate to carrying out trim repairs and alterations
 - activities covering mandatory task requirements
 - specifications and work instructions.

EVIDENCE GUIDE**Method of assessment**

- Assessment must satisfy the endorsed Assessment Guidelines of the Automotive Industry Retail, Service and Repair 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.

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.

Trim repairs and alterations	Trim repairs and alterations are to include: • small repairs and alterations to vehicle trim
Repair and alteration methods	Repair and alteration methods are to include: • removing, repairing, fabricating, and altering vehicle trim components
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 firefighting equipment • enterprise first aid • hazard control and hazardous material and substances
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices
Safe operating procedures	Safe operating procedures are to include, but are not limited to: • operational risk assessment and treatments associated with vehicular movement, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting, working in proximity to others and worksite visitors
Emergency procedures	Emergency procedures related to this unit are to include, but are not limited to: • emergency shutdown and stopping of

RANGE STATEMENT	
	equipment • extinguishing fires • enterprise first aid requirements • worksite 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 policies and standards • 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 and power tooling • specialist tooling for dismantling/assembly • staple gun, hammers, wad punches and heat gun • foam cutter, scissors and knives • revolving hole punch • ruler and tape • hand clamps • adhesive gun • pop rivet kit • punch and die set • hog ring pliers • door handle remover • hacksaw • sander • staple and tack remover • scrapers and putty knives • stuffing irons • vacuum formers

RANGE STATEMENT	
Materials	Materials may include: • trim • adhesives • fabrication material and components • cleaning materials
Communications	Communications are to include, but are not limited to: • 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
Information/documents	Sources of information/documents may include: • verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets (MSDS), diagrams or sketches • safe work procedures related to carrying out trim repairs and alterations • regulatory/legislative requirements pertaining to 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

Unit Sector(s)

Unit sector	Vehicle body
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Co-requisite units

Not applicable.

Competency field

Competency field	Technical - Trimming and Upholstery
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