



Australian Government

AURVTT3011 Repair seat frames

Release 1

AURVTT3011 Repair seat frames

Modification History

Release	Comment
Release 1	Replaces AURV331066A Repair seat frames 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 repair damaged vehicle seat frames. 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 requirement, preparation for work, removal of seat, seat trim and padding and repair of seat frame, refitting and adjusting of seat trim and padding, reinstallation of seat, 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.
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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 the job requirements, including method, process and equipment. 1.2. Job specifications are read and interpreted. 1.3. WHS requirements, including personal safety needs, are observed throughout the work. 1.4. Equipment and tooling are identified and checked for safe and effective operation. 1.5. Procedures are determined to minimise task time.
2. Remove seat	2.1. Information is accessed and interpreted. 2.2. Removal procedures are carried out in accordance with manufacturer/component supplier procedures. 2.3. Removal procedures are completed within established industry and enterprise guidelines. 2.4. Removal activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
3. Remove seat trim and padding	3.1. Information is accessed and interpreted. 3.2. Removal procedures are carried out in accordance with manufacturer/component supplier procedures. 3.3. Removal procedures are completed within established industry and enterprise guidelines. 3.4. Removal activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
4. Repair seat frame	4.1. Information is accessed and interpreted. 4.2. Repairs are completed using tooling and equipment. 4.3. Repairs are carried out in accordance within established industry and enterprise practices and guidelines. 4.4. Repair processes and materials meet manufacturer/component supplier standards and road worthy requirements. 4.5. All activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
5. Refit and adjust seat trim and padding	5.1. Information is accessed and interpreted. 5.2. Refitting procedures are carried out in accordance with manufacturer/component supplier procedures.

ELEMENT	PERFORMANCE CRITERIA
	5.3.Refitting and adjustment procedures are completed within established industry and enterprise guidelines. 5.4.Refitting and adjustment activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
6. Reinstall seat	6.1.Information is accessed and interpreted from manufacturer/component supplier procedures. 6.2.Reinstallation procedures are carried out in accordance with manufacturer/component supplier procedures. 6.3.Reinstallation and testing procedures are completed within established industry and enterprise guidelines. 6.4.Reinstallation and testing activities are carried out according to industry regulations/guidelines, WHS legislation, and enterprise procedures/policies.
7. Clean up work area and maintain equipment	7.1.Material that can be reused is collected and stored. 7.2.Waste and scrap is removed following workplace procedure. 7.3.Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures. 7.4.Unserviceable equipment is tagged and faults identified in accordance with workplace requirements. 7.5.Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures. 7.6.Tooling and equipment 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

- collect, organise and understand information related to work orders, plans and safety procedures for seat and trim removal and reinstalling/refitting, and frame repair 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 materials to avoid backtracking or workflow interruptions
- 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 complete tests and measurements to determine repair requirements
- use pre-checking and inspection techniques to anticipate planning and scheduling problems, avoid wastage of time and material
- manipulative and dexterity skills to perform trimming activities
- problem-solving skills for a range of differing procedural issues
- use workplace technology related to repair of seat frames, including the use of specialist tooling, measuring equipment, computerised technology and communication devices and the reporting/recording of results

Required knowledge

A working knowledge of:

- WHS regulations/requirements, equipment, material and personal safety requirements
- material safety requirements/material safety data sheets
- technical and legal requirements and implications/ roadworthy requirements
- manufacturer/component supplier/company policies
- types of vehicle seating and their application, including function, properties, application, handling and maintenance
- vehicle seating construction, including component types, spring and suspension systems
- seat removal and replacement methods and safety requirements
- seat dismantling and assembling, including trim, padding, springs, runners, recliners and refitting and adjustment procedures
- types and use of various frame repair materials
- seat frame repair, reinforcing and testing procedures

REQUIRED SKILLS AND KNOWLEDGE

- work organisation and planning processes
- enterprise quality procedures

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 • completing a range of seat removal and reinstallation tasks • completing a range of trim and padding removal, refitting and adjustment tasks • completing a range of seat frame repair and testing tasks.
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 repair of seat frames • equipment, hand and power tooling appropriate to repair of seat frames • activities covering mandatory task requirements • specifications and work instructions.
Method of assessment	• Assessment must satisfy the endorsed assessment guidelines 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

EVIDENCE GUIDE

	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.
Guidance information for assessment	

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.

Methods	Methods are to include dismantling, assembling, reinforcing, removing, refitting, welding, riveting, cutting, forming and bolting.
Seat frames	Seat frames may be in marine craft, aircraft, heavy vehicle and equipment.
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,

RANGE STATEMENT	
	use of tooling and equipment, workplace environment and safety, handling of materials, 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 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, toxic substances, 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 equipment, extinguishing fires, enterprise first aid requirements and 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 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, power/ air tooling, specialist tooling for trim/cover removal and refitting, seat dismantling/assembling, staple gun, clamps, pop rivet kit, punch and die set, hog ring pliers, hacksaw, sander, staple and tack remover, attachments, W ferrules, zig zag spring and spring

RANGE STATEMENT	
	edge wire.
Materials	Materials may include wire electrodes, metals, sealants, paint, argon/CO ₂ , elastic webbing, foam, high-density foam, 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 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, diagrams or sketches • safe work procedures related to repair of seat frames • 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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