



Australian Government

AURVTT3021 Select and use adhesives

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 adhesives for specific trimming applications and determine methods of attaching materials. The unit involves identifying different adhesives for work requirements, preparing for work, and completing work processes, including clean-up. 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	Work applies to trimming technicians who perform a variety of trimming and upholstery activities to a range of vehicles or components, including marine, motorcycles, aircraft and recreational vehicles. 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 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. Prepare for work	1.1. Work instructions and job specification are read and interpreted to determine job requirements, including adhesive types and attachment method 1.2. Workplace health and safety (WHS) requirements, including personal protective equipment (PPE) needs, are observed and addressed 1.3. Tools and equipment are identified, sourced and checked for safe and effective operation 1.4. Emergency procedures and equipment are identified 1.5. Information is accessed and interpreted from adhesive manufacturer specifications 1.6. Material applications and usage are compared with job requirements
2. Select adhesives	2.1. Material safety data sheet (MSDS) information is sourced and interpreted 2.2. Adhesives appropriate for the task are selected, following environmental, statutory and regulatory authority requirements
3. Prepare surfaces and apply adhesive	3.1. Surface and adhesive preparation is carried out according to adhesive manufacturer specifications 3.2. Adhesives are applied without causing damage to components or systems and in line with industry regulations and guidelines, WHS requirements and workplace procedures
4. Clean up work area and maintain equipment	4.1. Adhesives and materials that can be reused are collected and stored according to workplace sustainability practices 4.2. Waste and scrap are removed following workplace procedure 4.3. Equipment and work areas are cleaned and inspected for serviceable condition according to workplace procedures 4.4. Faulty equipment is identified and tagged according to workplace requirements

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 recognise a workplace problem or potential problem and take action
- learning skills to identify sources of information, assistance and expert knowledge to expand skills, knowledge and understanding
- literacy skills to:
 - read and follow information in written job instructions, quality procedures, specifications, standard operating procedures, charts, lists, drawings and other reference documents
 - document adhesive procedures and required parts
- numeracy skills to calculate surface area and adhesive requirements
- planning and organising skills to:
 - plan, use and follow job specifications when using adhesives
 - plan own work requirements and prioritise actions to achieve required outcomes and 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 person and suggest possible causes
 - seek information and assistance as required to solve problems
- self-management skills to:
 - select and use appropriate attaching equipment, adhesives, materials, processes and procedures
 - recognise own limitations and seek advice
 - follow workplace policies and documentation, such as codes of practice and attaching procedures
- technical skills to:
 - use adhesive attaching workplace tools and equipment relating to the manufacture and re-covering of leather trimmed components, including the use of adhesives, specialist tools and equipment
- technology skills to:
 - adapt to the use of adhesives and workplace tools and equipment
 - operate adhesive attaching equipment
 - use technology to collect and provide information on adhesive types

Required knowledge

- WHS and personal safety requirements

REQUIRED SKILLS AND KNOWLEDGE

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

- adhesive application equipment
- technical information relating to adhesive use
- MSDS and product safety requirements
- adhesive manufacturer specifications
- adhesive selection, preparation and application procedures
- procedures for the safe use of adhesive cleaning materials
- workplace quality processes relating to selecting and applying adhesives in vehicles

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:

- observe safety procedures and requirements
- select methods and techniques appropriate to the circumstances
- complete preparatory activity in a systematic manner
- select and apply a range of fabric adhesives
- follow workplace procedures and requirements as they apply to adhesive, tool and equipment use.

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 selecting and applying trim and fabric adhesives
- equipment, and hand and power tools appropriate to selecting and applying trim and fabric adhesives
- specifications and work instructions.

Method of assessment

Assessment must satisfy the endorsed Assessment Guidelines of

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Overview of assessment

this Training Package.

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant 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>Method</i> may include:	• clamping • crimping • gluing • sewing.
<i>Workplace health and safety requirements</i> may include:	• personal protective clothing and equipment • safe use of tools and equipment • workplace environment, including adequate workstation ventilation • safe handling of material • use of fire-fighting equipment • workplace first aid equipment • control of hazards and hazardous material and substances.
<i>Personal protective equipment</i> may include:	• eye protection • personal protective clothing • safety footwear.
<i>Emergency procedures</i> may include:	• extinguishing fires • workplace first aid requirements • workplace evacuation.
<i>Information</i> may include:	• verbal, written or graphical instructions • product manufacturer specifications • catalogues • colour charts • vehicle details • material safety data sheets (MSDS) • diagrams and sketches.
<i>Materials</i> may include:	• adhesives • fabric • vinyl • cleaning materials • leather.
<i>Environmental requirements</i> may include:	• EPA requirements • federal, state or territory environmental regulations • specific environmental considerations for:

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	• products used in the process • activities undertaken in the process • waste-management regulations • clean-up management.
<i>Statutory and regulatory authorities' requirements</i> may include:	• federal, state or territory, and local authorities administering Acts • industry regulations • codes of practice • Australian standards.

Unit Sector(s)

Competency field	Vehicle Body
Unit sector	Technical – Trimming and Upholstery

Custom Content Section

Not applicable.