



Australian Government

Department of Education, Employment and Workplace Relations

AURV365356A Read and interpret vehicle body repair estimation/quotation

Release: 1

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Modification History

Unit Descriptor

This unit identifies the competence required to read and interpret a vehicle body repair estimation/quotation and determine work requirements, repair procedures, timelines and replacement part inventory.

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Application of the Unit

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

Elements and Performance Criteria Pre-Content

Elements define essential outcomes of a unit of competence

Performance criteria specify the level of performance required to demonstrate achievement of the element

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Elements and Performance Criteria

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Element	Performance Criteria
1 Read and interpret vehicle body repair quotation	1.1 Products/systems/components/items represented are identified
	1.2 Information presented is interpreted

- 2 Identify job requirements
 - 2.1 Specialised work activities and sub contracting requirements are identified
 - 2.2 Replacement part requirements are identified and supply source identified
 - 2.3 Repair processes are identified and resource requirements determined
 - 2.4 Repair timeframe is estimated
 - 2.5 Job requirements are documented
- 3 Determine and record body repair procedures
 - 3.1 Pre-repair operations are identified and documented
 - 3.2 Body repair procedures are identified and include:
 - stages within the repair procedure
 - repair, removal and replacement tasks
 - estimated timing relating to part/component purchase and delivery
 - subletting requirements, including access and timeframes
 - additional specialist and material requirements
 - 3.3 Assistance is to be sought from persons where repair quotation is not able to be fully interpreted
 - 3.4 Repair requirements are documented according to enterprise requirements and industry recommended codes of practice
 - 3.5 Determined repair procedures take into account requirements relating to industry regulations/guidelines, OH&S legislation, and enterprise policy and procedures

Required Skills and Knowledge

Evidence Guide

The Evidence guide identifies critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical aspects of evidence

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

Critical aspects of evidence (continued)

- accurately interpreting vehicle body repair quotation
- determining repair requirements, including repair procedures, component/part purchases and sublet work requirements
- estimating repair timelines

Relationship to other units

Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role

Underpinning knowledge

A working knowledge of:

- OH&S regulations/requirements, equipment, material and personal safety requirements
- reading and interpretation skills
- vehicle body repair estimate/quotation methods
- planning and work coordination procedures
- work activity timeframe estimation
- procedures

vehicle body repair methods and procedures
work organisation and planning processes
enterprise quality processes

Specific key competencies, underpinning and employability skills required to achieve the performance criteria

These include a number of processes that are learned throughout work and life, which are required in most jobs. Some of these are covered by the national key competencies, although others may be added. The details below highlight how these competencies are to be applied in the attainment of this unit. Application of the key competencies in this unit are to satisfy the nominated level in which:

Level 1 - relates to working effectively within set conditions and processes;

Level 2 - relates to management or facilitation of conditions or processes; and

Level 3 - relates to design, development and evaluation of conditions or process.

How will the candidate apply the following key competency in this unit? The candidate will need to:

Collect, analyse and organise information

Collect, organise and understand information related to work orders, plans and safety procedures for reading and interpreting vehicle body repair estimation/quotations (Level 2)

Communicate ideas and information

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 (Level 1)

Plan and organise activities

Plan and organise activities, including preparation and layout of worksite and obtaining of equipment and materials to avoid backtracking, workflow interruptions or wastage (Level 1)

Work with others and in a team

Work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity

(Level 1)

Solve problems

Establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and avoid wastage
(Level 1)

Use mathematical ideas and techniques

Use mathematical ideas and techniques to calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
(Level 1)

Use technology

Use workplace technology related to interpreting and using repair quotations, including the use of measuring equipment, computerised technology and communication devices and the reporting/recording of results
(Level 1)

Context of 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

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 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

Specific resource requirements for this unit

The following resources should be made available:

workplace location or simulated workplace materials relevant to interpreting and using repair quotations

equipment and tooling appropriate to interpreting and using repair quotations activities covering mandatory task requirements

specifications and work instructions

Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Unit scope

Methods are to include:

- reading and interpreting repair quotation
- consultation with customer/qualified persons
- determining repair requirements, including repair procedures, component/part purchases and sublet work requirements
- estimating repair timelines
- accurate recording of repair procedures

Unit context

Work requires individuals to demonstrate discretion, judgement and problem-solving skills in managing own work activities and contributing to a productive team environment

Work is carried out in accordance with award provisions

Safety (OH&S)

OH&S 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, handling of materials, use of fire fighting equipment, enterprise first aid, hazard control and hazardous materials and substances

Personal protective equipment is to include that prescribed under legislation/regulation/codes of practice and workplace policies and practices

Emergency procedures related to this unit are to include, but are not limited to extinguishing fires, enterprise first aid requirements and worksite evacuation

Environmental requirements

Environmental requirements are to include but are not limited to 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 computer software/ hardware, general office equipment, communication equipment

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

Information sources may include, but are not limited to verbal or written and graphical instructions, work bulletins, memos, material safety data sheets, diagrams or sketches
Regulatory/legislative requirements pertaining to automotive industry, including Australian Design Rules
Organisation work specifications and requirements
Instructions issued by authorised enterprise or external persons

Unit Sector(s)