

Training Package	Automotive Industry Retail, Service and Repair (AUR05)	HSC Requirements and Advice
Unit title	Remove, fit and adjust line trimming system components	
Unit code	Unit descriptor	HSC Indicative Hours
AURP245465A	<p>This unit covers the competence to remove, fit and adjust line trimming system components.</p> <p>The unit includes identification and confirmation of work requirement, preparation for work, customer's authorisation to proceed with the work, removal, fitting, adjustment and testing of system components and completion of work finalisation processes, including, clean-up and documentation.</p>	10

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	Underpinning knowledge
<p>It is <u>essential</u> 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:</p> <ul style="list-style-type: none"> 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 removal, fitting and adjusting of a range of line trimming system components in accordance with workplace and manufacturer/component supplier requirements completing work within workplace timeframes presentation of line trimmer to customer in compliance with workplace requirements. 	<ul style="list-style-type: none"> OH&S regulations/requirements, equipment, material and personal safety requirements. Operating principles of line trimming equipment. Types and layout of service/repair manuals (hard copy and electronic). Classifications of line trimming systems and components. Enterprise quality procedures. Work organisation and planning processes.

Evidence Guide cont/d

Context of assessment	Method of assessment	Specific resource requirements for this unit
<p>The application of competence <u>is to</u> be assessed in the workplace or simulated worksite.</p> <p>Assessment <u>is to</u> occur using standard and authorised work practices, safety requirements and environmental constraints.</p> <p>Assessment <u>is to</u> comply with regulatory requirements, including, Australian Standards.</p>	<p>Assessment <u>must</u> satisfy the endorsed assessment guidelines of the Automotive industry’s RS&R [Retail, Service & Repair] Training Package.</p> <p>Assessment methods <u>must</u> confirm consistency and accuracy of performance together with application of underpinning knowledge.</p> <p>Assessment <u>must</u> be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies.</p> <p>Assessment <u>may</u> be applied under project related conditions (real or simulated) and require evidence of process.</p> <p>Assessment <u>must</u> 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.</p> <p>It is <i>preferable</i> that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance <u>may</u> be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements.</p>	<p>The following resources <u>should</u> be made available:</p> <ul style="list-style-type: none"> • workplace location or simulated workplace • area for safe testing of line trimming system • material relevant to removal, fitting and adjustment of line trimming system components • equipment, hand and power tooling appropriate to removal, fitting and adjustment of line trimming system components • activities covering mandatory task requirements • specifications and work instructions.
		<p>Relationship to other units</p>
		<p>Competence in this unit <u>may</u> be assessed in conjunction with other functional units which together form part of the holistic work role.</p>

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

These include a number of processes 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 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	Apply research and interpretive skills sufficient to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures. Apply analytical skills for identification and analysis of technical information.	Level 1
Communicate ideas and information	Apply plain English literacy and communication skills in relation to dealing with customers and team members. Apply questioning and active listening skills for example when obtaining information from customers. Apply oral communication skills sufficient to convey information and concepts to customers.	Level 1
Plan and organise activities	Apply planning and organising skills to own work activities, including, making good use of time and resources, sorting out priorities and monitoring one's own performance.	Level 1
Work with others and in a team	Interact effectively with other persons both on a one to one basis and in groups, including, understanding and responding to the needs of a customer and working effectively as a member of a team to achieve a shared goal.	Level 1
Use mathematical ideas and techniques	Use mathematical ideas and techniques to correctly calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks.	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 technology	Use workplace technology related to removal, fitting and adjustment of line trimming system components, including, use of specialist tooling, measuring equipment, use of communication devices and reporting/recording of results.	Level 1

Element	Performance Criteria	Range Statement
1 Prepare to undertake work on line trimming systems	1.1 OH&S requirements, including, State/Territory regulatory requirements and personal protection needs are observed throughout the work.	<p>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:</p> <p>Unit scope</p> <ul style="list-style-type: none"> • line trimming equipment <i>may</i> include brush cutters and lawn edgers which may be electric motor and petrol engine driven • line trimming equipment <i>may</i> be stand alone or fitted to other equipment systems • other variables <i>may</i> include: <ul style="list-style-type: none"> - impact and overload protection - automatic and manual line adjustment - line sizes and types • methods <u>are to</u> include removing, fitting, adjusting, testing and checking components and systems. <p>Unit context</p> <ul style="list-style-type: none"> • work <u>requires</u> individuals to demonstrate some judgement and problem-solving skills in managing own work activities and contributing to a productive team environment • work <u>is</u> carried out in accordance with award provisions. <p>Safety (OH&S)</p> <ul style="list-style-type: none"> • OH&S requirements <u>are to</u> be in accordance with legislation/regulations/ codes of practice and enterprise safety policies and procedures. This <i>may</i> include protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of material, use of fire fighting equipment, enterprise first aid, hazard control and hazardous material and substances • personal protective equipment <u>is to</u> include that prescribed under legislation/ regulation/codes of practice and workplace policies and practices • safe operating procedures <u>are to</u> include, but are not limited to the conduct of 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 site visitors • emergency procedures related to this unit <u>are to</u> include, but are not limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation.
	1.2 Procedures and information such as workshop manuals and specifications, and tooling are sourced.	
	1.3 Method options are analysed and those most appropriate to the circumstances are selected and prepared.	
	1.4 Technical requirements for line trimming systems are sourced and equipment is identified and prepared.	
2 Determine customer requirements	2.1 Customer requirements and equipment specifications are checked, following workplace procedures.	<p>Unit context</p> <ul style="list-style-type: none"> • work <u>requires</u> individuals to demonstrate some judgement and problem-solving skills in managing own work activities and contributing to a productive team environment • work <u>is</u> carried out in accordance with award provisions. <p>Safety (OH&S)</p> <ul style="list-style-type: none"> • OH&S requirements <u>are to</u> be in accordance with legislation/regulations/ codes of practice and enterprise safety policies and procedures. This <i>may</i> include protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of material, use of fire fighting equipment, enterprise first aid, hazard control and hazardous material and substances • personal protective equipment <u>is to</u> include that prescribed under legislation/ regulation/codes of practice and workplace policies and practices • safe operating procedures <u>are to</u> include, but are not limited to the conduct of 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 site visitors • emergency procedures related to this unit <u>are to</u> include, but are not limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation.
	2.2 Customer is advised of implications and costs.	
	2.3 Availability of line trimming system components, equipment, facilities and qualified persons is determined.	
	2.4 Customer authorisation to proceed with work is obtained.	
	2.5 Line trimming system components are checked for suitability of purpose.	
3 Remove and fit line trimming system components	3.1 Task sequence is planned to include testing and checking processes.	<p>Environmental requirements</p>
	3.2 Tooling are selected to meet job requirements and checked to ensure they are in good working order.	
	3.3 Components are removed as planned and work checked at designated points.	
	3.4 Components are fitted and adjusted to line trimming system specifications and customer requirements.	
	3.5 The line trimming system is operated through full operating	

Element	Performance Criteria	Range Statement
	range and operation checked against specifications and customer needs.	<ul style="list-style-type: none"> environmental requirements <u>are to</u> include, but are not limited to waste management, noise, dust and clean up management.
4 Return line trimming system to customer service	4.1 Workplace records are completed, including, warranty information.	<p>Quality requirements</p> <ul style="list-style-type: none"> quality requirements <u>are to</u> include, but are not limited to regulations, including, Australian Standards, internal company quality policy and standards and enterprise operations and procedures. <p>Statutory/regulatory authorities</p> <ul style="list-style-type: none"> statutory/regulatory authorities <i>may</i> include Federal, State/Territory and local authorities administering applicable acts, regulations and codes of practice. <p>Tooling and equipment</p> <ul style="list-style-type: none"> tooling and equipment <u>are to</u> include general workshop equipment, line trimming system components, equipment stands, air tooling and exhaust gas extraction system. <p>Materials</p> <ul style="list-style-type: none"> materials <i>may</i> include spare parts, line, lubricants and cleaning materials. <p>Communications</p> <ul style="list-style-type: none"> communications <u>are to</u> include but not be limited to verbal and visual instructions and fault reporting and may include site specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers. <p>Information</p> <ul style="list-style-type: none"> information sources <i>may</i> include, but are not limited to: <ul style="list-style-type: none"> - 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 removal, fitting and adjustment of line trimming system components - regulatory/legislative requirements pertaining to outdoor power equipment - engineer's design specifications and instructions - organisation work specifications and requirements - instructions issued by authorised enterprise or external persons - Australian Standards.
	4.2 Customer report is provided including, information on replacements.	
	4.3 Customer report is provided including, information on replacements.	
	4.4 Use and care of equipment and warranty requirements are explained to the customer.	
	4.5 Job card is completed and delivered to appropriate persons.	