

Training Package	Automotive Industry Retail, Service and Repair (AUR05)	HSC Requirements and Advice
Unit title	Use and maintain basic measuring devices	
Unit code	Unit descriptor	HSC Indicative Hours 10
AURT125667A	<p>This unit covers the competence required to use and maintain measuring equipment used in general repair and of a basic nature.</p> <p>The unit includes identification and confirmation of work requirement, preparation for work, conduct of measurements, analysis and documenting of outcomes, maintenance of equipment and the completion of work finalisation processes, including clean-up and documentation.</p>	

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 in this unit signifies 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 • measuring dimensions • maintaining measuring equipment • conducting measurement in accordance with workplace requirements • accurately interpreting measurements • completing measurements within workplace timeframes. 	<p>A working knowledge of:</p> <ul style="list-style-type: none"> • OH&S regulations/requirements, equipment, material and personal safety requirements • common automotive measurement terminology • types of non specialist measuring equipment and their applications • measurement procedures • measuring equipment maintenance procedures • 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>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 and 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 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 <u>should</u> be made available:</p> <ul style="list-style-type: none"> • workplace location or simulated workplace • material relevant to the use and maintenance of measuring equipment • equipment, hand and power tooling appropriate to the use and maintenance of measuring equipment • activities covering mandatory task requirements • specifications and work instructions.
		Relationship to other units
		<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 required 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 the use and maintenance of measuring equipment, computerised technology and communication devices and the reporting/documenting of results.	Level 1

Element	Performance Criteria	Range Statement
1 Prepare to undertake measurements	1.1 OH&S requirements, including individual 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"> work involved <u>includes</u> measurement of length, width, squareness, flatness and depth, using imperial and metric measurement. measuring equipment, <u>including</u> split levels, depth gauges, steel rulers, tape measures, T squares and straight edges. <p>Unit context</p> <ul style="list-style-type: none"> work <u>requires</u> individuals to demonstrate 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 materials and substances personal protective equipment <u>is to</u> include that prescribed under legislation/regulations/codes of practice and workplace policies and practices <p>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</p> <ul style="list-style-type: none"> 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 required, are sourced.	
	1.3 Method options are analysed and those most appropriate to the circumstances are selected and prepared.	
	1.4 Technical and/or calibration requirements for measuring equipment are sourced and support equipment is identified and prepared.	
	1.5 Warnings in relation to working with precision tooling are observed.	
	1.6 Correct and safe use of the repair equipment is demonstrated prior to work undertaken.	
2 Conduct measurements and analyse results	2.1 Methods for the conducting of measurements are implemented in accordance with workplace procedures and manufacturer/component supplier specifications.	<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 include</i> Federal, State/Territory and
	2.2 Measurement results are compared with manufacturer/component supplier specifications to indicate compliance or non compliance.	
	2.3 Results are documented with evidence and supporting information and recommendation(s) made.	
	2.4 Report is processed in accordance with workplace procedures.	
3 Maintain measuring equipment	3.1 Information required for maintenance is accessed from manufacturer/component supplier specifications and correctly interpreted.	<p>Statutory/regulatory authorities</p> <ul style="list-style-type: none"> statutory/regulatory authorities <i>may include</i> Federal, State/Territory and
	3.2 Routine maintenance of measuring equipment is carried out in accordance with manufacturer/component supplier specifications.	

Element	Performance Criteria	Range Statement
	3.3 Checks are completed without causing damage to component or system.	local authorities administering acts, regulations and codes of practice.
	3.4 Workplace documents are processed in accordance with workplace procedures.	<p>Communications</p> <ul style="list-style-type: none"> • communications <u>are to</u> include, but are not limited to verbal and visual instructions and fault reporting and <i>may</i> 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 include</i>, 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 the use and maintenance of measuring equipment - regulatory/legislative requirements pertaining to the automotive industry, including Australian Design Rules, Environment Protection Regulations (Diesel Fuels), National Environment Protection For Diesel Vehicle Guidelines Engineer's design specifications and instructions - organisation work specifications and requirements - instructions issued by authorised enterprise or external persons - Australian Standards.