

Training Package	Automotive Industry Retail, Service and Repair (AUR05)	HSC Requirements and Advice
Unit title	Clean and polish vehicle exterior paint	
Unit code	Unit descriptor	HSC Indicative Hours
AURV231809CA	<p>This unit covers the competence required to carry out vehicle body exterior paint cleaning and polishing.</p> <p>The unit includes identification and confirmation of work requirement, preparation for work, cleaning and polishing vehicle body exterior paint work and completion of work finalisation processes, including clean-up and documentation.</p>	5

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 • selecting and using material and equipment • cleaning and polishing of a range of vehicle body exterior paints. 	<p>A working knowledge of:</p> <ul style="list-style-type: none"> • OH&S and environmental regulations/requirements, equipment, material and personal safety requirements • environmental requirements for storage, handling and disposal of substances • material safety data sheets • cleaning agents and their recommended applications • polishing agents and their recommended applications • cleaning and polishing procedures for vehicle body exterior finish • 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 & 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 • materials relevant to cleaning and polishing vehicle exterior paint • equipment, hand and power tooling appropriate to cleaning and polishing vehicle exterior paint • activities covering mandatory task requirements • specifications and work instructions. <p align="center">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	Collect, organise and understand information related to work orders, plans and safety procedures for vehicle cleaning and polishing. Identifying safety precautions. Identifying recommended applications and procedures.	Level 1
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. Reading and interpreting product labels/directions. Listening and following verbal instructions.	Level 1
Plan and organise activities	Plan and organise activities, including preparation and layout of worksite and obtaining of equipment and material 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
Use mathematical ideas and techniques	Use mathematical ideas and techniques to complete measurements and estimate material requirements required for the work. Measuring and mixing cleaning and finishing material/fluids.	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 wastage.	Level 1
Use technology	Use workplace technology related to cleaning and polishing vehicle exterior paint, including the use of measuring equipment and communication devices and the reporting/documenting of results.	Level 2

Element	Performance Criteria	Range Statement
1 Prepare for work	<p>1.1 Work instructions are used to determine work requirements, including method, material and equipment.</p> <p>1.2 Job specifications are read and interpreted.</p> <p>1.3 OH&S requirements, including personal protection needs are observed throughout the work.</p> <p>1.4 Material for work is selected.</p> <p>1.5 Equipment and tooling are identified and checked for safe and effective operation.</p> <p>1.6 Procedures are determined to minimise waste material.</p> <p>1.7 Procedures are identified for maximising energy efficiency while completing the work.</p>	<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"> • methods <u>are to</u> include manual or machine assisted cleaning and polishing. <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 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 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 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 worksite evacuation. <p>Environmental requirements</p> <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. <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.
2 Clean vehicle body exterior paint	<p>2.1 Tooling and equipment are selected and used according to workplace methods and customer requirements.</p> <p>2.2 Materials are selected according to vehicle finish type, workplace methods and paint manufacturer/component supplier recommendations.</p> <p>2.3 Materials are used and stored according to manufacturer/ component supplier recommendations and regulatory requirement.</p> <p>2.4 Vehicle body exterior finish is cleaned according to workplace and industry/product manufacturer/component supplier prescribed methods and procedures.</p> <p>2.5 Cleaning is completed without causing damage to component or system.</p>	

Element	Performance Criteria	Range Statement
3 Polish vehicle body exterior paint	2.6 Vehicle body exterior paint is cleaned according to industry standards/regulations/guidelines, OH&S requirements, legislation and enterprise procedures/policies.	<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 acts, regulations and codes of practice. <p>Tooling and equipment</p> <ul style="list-style-type: none"> tooling and equipment <i>may</i> include polishers. <p>Materials</p> <ul style="list-style-type: none"> materials <i>may</i> include cleaning and polishing agents and cleaning materials. <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 worksite 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 cleaning and polishing vehicle exterior paint 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.
	3.1 Tooling and equipment are selected and used according to workplace methods and customer requirements.	
	3.2 Materials are selected according to vehicle finish type, workplace methods and paint manufacturer/component supplier recommendations.	
	3.3 Materials are used and stored according to manufacturer/component supplier recommendations and regulatory requirements.	
	3.4 Vehicle body exterior paint is polished according to workplace, and industry/product manufacturer/component supplier prescribed methods and procedures.	
	3.5 Polishing is completed without causing damage to component or system.	
4 Clean up work area and maintain equipment	4.1 Material that can be reused is collected and stored.	
	4.2 Waste material is removed following workplace and environmental procedure.	
	4.3 Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures.	
	4.4 Unserviceable equipment is tagged and faults identified in accordance with workplace requirements.	
	4.5 Operator maintenance is completed in accordance with manufacturer/component supplier specifications and worksite procedures.	
	4.6 Tooling is maintained in accordance with workplace procedures.	