

Training Package	Automotive Retail, Service and Repair (AUR05)	HSC Requirements and Advice
Unit title	Carry out sewing operations	
Unit code	Unit descriptor	HSC Indicative Hours
AURV331108A	This unit covers the competence required to carry out sewing operations, including hand and machine procedures. The unit includes identification and confirmation of work requirement, preparation for work, carrying out hand and machine sewing procedures, maintaining equipment and completion of work finalisation processes, including clean-up and documentation.	30

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 ▪ interpreting methods (i.e. hand or machine sewing) ▪ matching materials ▪ hand sewing a range of products ▪ machine sewing a range of products. 	<p>A working knowledge of:</p> <ul style="list-style-type: none"> ▪ OH&S regulations/requirements, equipment, material and personal safety requirements ▪ technical information ▪ equipment operation and safety requirements ▪ manufacturer/component supplier/company policies ▪ material matching procedures ▪ machine sewing procedures ▪ hand sewing procedures ▪ sewing methods appropriate to various material types ▪ work organisation and planning processes ▪ enterprise quality procedures.

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 may 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 carrying out sewing operations ▪ equipment, hand and power tooling appropriate to carrying out sewing operations ▪ 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	Collect, organise and understand information related to work orders, plans and safety procedures for hand and machine sewing operations. Technical literacy and communication skills sufficient to interpret and apply common industry terminology, and interpret technical information and specifications. Research and interpretive skills to locate, interpret and apply operational and safety information.	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. Plain English literacy and communication skills in relation to dealing with others involved in the work. Questioning and active listening skills, for example when obtaining information regarding sewing procedures and equipment operation.	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 or workflow interruptions.	Level 2
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 tests and measurements to determine sewing requirements.	Level 1
Solve problems	Use prechecking and inspection techniques to anticipate planning and scheduling problems, avoid wastage of time and material. Manipulative and dexterity skills to perform sewing operations. Problem-solving skills for a range of differing procedural issues.	Level 2
Use technology	Use workplace technology related to carrying out sewing operations, including the use of specialist tooling, measuring equipment, computerised technology and communication devices and the reporting/recording of results.	Level 1

Element	Performance Criteria	Range Statement
1 Prepare for work	1.1 Work instructions are used to determine job requirements, including process and equipment. 1.2 Job specifications are read and interpreted. 1.3 OH&S requirements, including personal safety needs, are observed throughout the work. 1.4 Equipment and tooling are identified and checked for safe and effective operation. 1.5 Procedures are determined to minimise task time.	<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 hand sewing, machine sewing, tufting, buttoning, matching of materials, measuring, cutting and overlocking sewing <i>may</i> be required for components in recreational equipment, marine craft, aircraft, heavy vehicle, plant and agricultural equipment. <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 materials, 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/ 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 Carry out hand sewing procedures	2.1 Information is accessed and interpreted from manufacturer/ component supplier specifications. 2.2 All sewing procedures are carried out in accordance with workplace/industry standard practices. 2.3 All sewing procedures are completed within established industry/enterprise guidelines. 2.4 All activities are carried out according to industry regulations/ guidelines, OH&S legislation, and enterprise procedures/policies.	
3 Carry out machine sewing procedures	3.1 Information is accessed and interpreted from manufacturer/ component supplier specifications. 3.2 All sewing procedures are carried out in accordance with workplace/industry practices and manufacturer/component supplier specifications. 3.3 All sewing procedures are completed within established industry/enterprise guidelines. 3.4 All activities are carried out according to industry regulations/guidelines, OH&S legislation, and enterprise procedures/policies.	

Element	Performance Criteria	Range Statement
4 Clean up work area and maintain equipment	4.1 Material that can be reused is collected and stored.	<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 hand tooling, power/air tooling, and specialist tooling for dismantling/assembly, sewing machine, scissors, needles, knives, straight edge, tape and square. <p>Materials</p> <ul style="list-style-type: none"> ▪ materials <i>may</i> include spare parts, lubricants 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 may 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 carrying out sewing operations - regulatory/legislative requirements pertaining to automotive industry, including Australian Design Rules - engineer's design specifications and instructions - organisation of work specifications and requirements - instructions issued by authorised enterprise or external persons - Australian Standards.
	4.2 Waste and scrap is removed following workplace procedures.	
	4.3 Equipment and work area are cleaned and inspected for serviceable conditions in accordance with workplace procedures.	
	4.4 Unserviceable equipment is tagged and faults identified in accordance with workplace procedures.	
	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.	