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|  **Name of RTO** | **Downs Group Training** |
| **Delivery period** | 1 January 2016 – 31 December 2016 |
| **Code and title of qualification** | AUR20712 Certificate II in Automotive Vocational Preparation |
| **Units of competency** | **Code** | **Title** | **Core/Elective** |
| AURAEA2002 | Apply environmental and sustainability best practice in an automotive workplace | Core |
| AURAFA2003 | Communicate effectively in an automotive workplace | Core |
| AURAFA2004 | Solve routine problems in an automotive workplace | Core |
| AURASA2002 | Apply safe working practices in an automotive workplace | Core |
|  | AURETR1003 | Apply automotive electrical system fundamentals | Core |
|  | AURLTA1001 | Apply automotive mechanical system fundamentals | Core |
|  | AURTTK2002 | Use and maintain workplace tools and equipment | Core |
|  | AURETR2015 | Inspect and service batteries | Elective |
|  | AURTTA2004 | Carry out servicing operations | Elective |
|  | AURTTA1001 | Remove and tag steering, suspension and brake system components | Elective |
|  | AURTTA2005 | Select and use bearings, seals, gaskets, sealants and adhesives | Elective |
|  | AURTTJ2001 | Balance wheels and tyres | Elective |
| **Qualification Packaging Rules** | Total number of units | 12 units of competency: |
|  | Number of core units | 7 core units |
|  | Number of elective units | 5 elective units. |
|  | Other notes (imported units, levels of units, etc) | The elective units are to be chosen as follows:* 5 elective units, of which:
* up to 5 elective units may be chosen from the elective units listed below
* up to 2 elective units may be chosen from a Certificate I or Certificate II qualification in this Training Package or another endorsed Training Package or accredited course, provided that the units chosen contribute to the vocational outcome of this qualification and do not duplicate the outcome of another unit chosen for the qualification.
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|  | Entry Requirements | This qualification may be accessed by direct entry.  |
|  | Licensing requirements | There are no specific licences that relate to this qualification. However, some units in this qualification may have licensing or regulatory requirements. Local regulations should be checked for details. |
| **Client(s)** | This qualification covers the skills and knowledge required to perform a limited range of tasks related to familiarisation and inspection of mechanical and electrical components and systems of cars, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles. This qualification also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited.**Job roles and employment outcomes**The Certificate II in Automotive Vocational Preparation prepares prospective employees to undertake work in the broader automotive industry.Job roles related to this qualification include:trades assistantvehicle service assistantautomotive service assistanttrainee servicepersonautomotive trainee.**Application**This qualification provides individuals with an introduction to the automotive industry as well as some of the basic skills needed. It is an appropriate level for an individual undertaking work experience, or in a probationary period in employment. The qualification is particularly applicable to school-based studies as an entry-level pathway to employment, and is suitable as an Australian traineeship or apprenticeship pathway.  |
| **Delivery and assessment arrangements** | **Duration**The volume of learning for this qualification is 0.5 to 1 year. As a component of this, the amount of training provided in course delivery comprises of:* Trainer/Assessor supervised instruction and observation in the workshop
* Student self-directed theoretical learning
* Supervised written assessment
* Work Experience on a construction site

Duration and amount of training may be reduced where students are assessed in line with DGT’s recognition of current competency. DGT holds interviews with students prior to commencement of study to:* Confirm previous experience, and
* Obtain copies of the students resume and any qualifications or previous study associated with AUR20712 Certificate II in Automotive Vocational Preparation.

If required, DGT provides additional teaching and learning activities to ensure that learners:* Gain all relevant skills and knowledge, and
* Are able to successfully complete AUR20712 Certificate II in Automotive Vocational Preparation.
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| **Context**The training program is conducted over a six (6) month period one day a week.  |
| **Alignment with units of competency** |
|  | **Program Area** | **Unit(s) of Competency** |
| Environment  | Apply environmental and sustainability best practice in an automotive workplace | AURAEA2002 |
| Foundation Skills | Communicate effectively in an automotive workplaceSolve routine problems in an automotive workplace | AURAFA2003AURAFA2004 |
| Health and Safety | Apply safe working practices in an automotive workplace | AURASA2002 |
| Electrical and Electronic | Apply automotive electrical system fundamentals | AURETR1003 |
| Mechanical | Apply automotive mechanical system fundamentalsUse and maintain workplace tools and equipmentInspect and service batteriesCarry out servicing operationsRemove and tag steering, suspension and brake system componentsSelect and use bearings, seals, gaskets, sealants and adhesivesBalance wheels and tyres | AURLTA101AURTTK2002AURRET2015AURTTA2004AURTTA1001AURTTA2005AURTTJ2001 |
| **Delivery modes****Evidence-gathering techniques** – the numbers on this chart refer to the documented evidence gathering techniques that are used in each module. |
| **Program area** | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| Apply environmental and sustainability best practice in an automotive workplace | X | X |  | X |  | X | X |  |
| Communicate effectively in an automotive workplace | X | X |  | X |  | X | X |  |
| Solve routine problems in an automotive workplace | X | X |  | X |  | X | X |  |
| Apply safe working practices in an automotive workplace | X | X |  | X |  | X | X |  |
| Apply automotive electrical system fundamentals | X | X |  | X |  | X | X |  |
| Apply automotive mechanical system fundamentals | X | X |  | X |  | X | X |  |
| Use and maintain workplace tools and equipment  | X | X |  | X |  | X | X |  |
| Inspect and service batteries | X | X |  | X |  | X | X |  |
|  | Carry out servicing operations | X | X |  | X |  | X | X |  |
|  | Remove and tag steering, suspension and brake system components | X | X |  | X |  | X | X |  |
|  | Select and use bearings, seals, gaskets, sealants and adhesives | X | X |  | X |  | X | X |  |
|  | Balance wheels and tyres | X | X |  | X |  | X | X |  |
|  | **KEY** | **A** Demonstration **C** Interview **E**  Role play **G** Written test**B**  Questioning **D** Scenario- **F** Case study **H** Critical  problem solving - fault finding incident report |
|  | **Schedule**The training program is conducted over a six (6) month period one day a week. The structure below shows the recommended enrolment pattern for unit delivery. |
|  | **Month** | **Program structure** |
|  | 1 | AURAEA2002AURASA2002 | Apply environmental and sustainability best practice in an automotive workplaceApply safe working practices in an automotive workplace |
|  | 2 | AURAFA2003AURAFA2004 | Communicate effectively in an automotive workplaceSolve routine problems in an automotive workplace |
|  | 3 | AURETR1003AURETR2015 | Apply automotive electrical system fundamentalsInspect and service batteries |
|  | 4 | AURLTA101AURTTK2002 | Apply automotive mechanical system fundamentalsUse and maintain workplace tools and equipment |
|  | 5 | AURTTA2004AURTTA1001 | Carry out servicing operationsRemove and tag steering, suspension and brake system components |
|  | 6 | AURTTA2005AURTTJ2001 | Select and use bearings, seals, gaskets, sealants and adhesivesBalance wheels and tyres |
| **Delivery and assessment staff** | **Program area** | **Staff** | **Delivery/ Assessment** | **Competencies of staff****(**[**Training Matrix**](file:///G%3A%5CTraining%20Division%5CTrainer%20Matrix%20Information%5CTrainer%20Matrix%20Apr%202015.xlsx)**)** |
|  |  |  |  | **Technical** | **Assess** |
|  | Cert II in Automotive vocational Preparation | David Trenaman | D&A | X | X |
| **Infrastructure requirements** (A tick indicates that the RTO has the required infrastructure.) | * All staff (including full time, part time and casual staff) involved in the delivery and assessment of this qualification, have direct access to the current version of the relevant Training Package, including the appropriate units of competency, assessment guidelines and qualification structure.
* All staff (including full time, part time and casual staff) involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment.
* All assessors have access to print and electronic copies of the assessment tools used in this program.
* All assessors have access to print and electronic copies of the assessment tools used in this program.
* The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that incorporates reasonable adjustment procedures.
* The RTO has reviewed the equipment and facility requirements for the unit of competency and guarantees it has access to the equipment needed to implement the program. These include a suitable training venue; computer and internet access; simulated small business resources for financial components if required; VET industry information; latest materials and research on Construction.
* [Resource register](file:///G%3A%5CTraining%20Division%5CNew%20Standards%20April%202015%5CResource%20Register_TAS.xlsx)
 |
| **Pathways**  | **Pathways into the qualification**Credit may be granted towards this qualification by those who have completed AUR10112 Certificate I in Automotive Vocational Preparation or other relevant qualifications.**Pathways from the qualification** Further training pathways from this qualification include AUR12 Training Package Certificate III qualifications or other relevant qualifications. |
| **TYPE OF EVIDENCE**(Note: delete any information in this table not required by your organisation.) | **YES** | **LOCATION OF EVIDENCE** |
| **CLIENT NEEDS** |
| Surveys, research reports, statistical information on needs of client groups | YES | Client surveys are to be issued annually to ensure that material meets the needs of industry groups |
| Customised delivery and assessment strategies to meet client needs | YES | As per the Learning and Assessment Strategy, each program delivered is customised to meet client needs and their individual work environment. |
| **Support services:** As a minimum requirement under the Standards for RTO’s 2015, support ought to include:* Identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) students would need to complete each course, and
* Developing strategies to make support available where gaps are identified

All students will be tested for these aspects via an online/written LLN test upon registration. <http://lln.safework.com.au/>Trainers/Assessors will evaluate the test results in line with ACSF level requirements and recommend LLN support where necessary.DGT engages the support of an LLN specialist to ensure students’ needs are met. |  | [LLN test](file:///G%3A%5CMaster%20Documents%5CTraining%20Division%20Documents%5CLanguage%2C%20Literacy%20and%20Numeracy%5CSRTO-013%20LLN%20Assessment.pdf) |
| **CLIENT INFORMATION** |
| Outline of program structure and delivery/assessment strategies | YES | Located in the course material for the unit. |
| Client information on delivery/assessment options | YES | Located in the [participant handbook](file:///G%3A%5CMaster%20Documents%5CHandbooks%20and%20Manuals%5CHB-009%20Training%20Course%20Participant%20Handbook.pdf). |
| RPL Policy and Application | YES | [RPL Policy](file:///G%3A%5CMaster%20Documents%5CTraining%20Division%20Documents%5CRecognition%20Prior%20learning%5CSRTO-001%20Application%20for%20RPL.pdf) and [Participant Handbook](file:///G%3A%5CMaster%20Documents%5CHandbooks%20and%20Manuals%5CHB-009%20Training%20Course%20Participant%20Handbook.pdf) |
| Credit Transfer | YES | [Credit Transfer](file:///G%3A%5CMaster%20Documents%5CTraining%20Division%20Documents%5CAdministration%5CSRTO-591%20Credit%20Transfer%20Application.pdf) |
| Training Package transition processes | YES | TWI-035  |
| **DELIVERY AND ASSESSMENT MATERIALS** |
| Delivery Materials/Session Plans | YES | Refer to [Resource Register](file:///G%3A%5CTraining%20Division%5CNew%20Standards%20April%202015%5CResource%20Register_TAS.xlsx) |
| Assessment Materials/Assessment Plans | YES | Refer to Resource Register |
| **ENTERPRISE/INDUSTRY CONSULTATION** |
| Industry representatives consulted with regards to:* Development of the learning and assessment strategy
* Monitoring of the learning and assessment strategy
* Developing and monitoring assessment tasks

Industry representatives are current in the industry across the range of themes provided in the course and consultation provides a clear impact on the strategy for training and assessment. | YES | Records of industry consultationContinuous improvement register/database(T Drive/ITA Database) |
| Letters acknowledging enterprise/industry involvement in development of assessment strategies |  |  |
| **REVIEW PROCESS** |
| Plans, agendas, minutes that indicate review of assessment and/or delivery materials | YES | Internal audit schedule |
| Plans, agendas, minutes that indicate review of assessment and/or delivery process | YES | Minutes of Training Meetings reviewing process |
| Revised assessment processes indicating action taken to improve quality and consistency of assessment | YES | Minutes of Training Meetings reviewing process |
| Stakeholder feedback on assessment processes | YES | Client surveys |
| **VALIDATION** |
| 5 Year validation plan in accordance with Standards for RTO’s 2015 |  | [Validation Plan](file:///G%3A%5CTraining%20Division%5CValidation%5C5%20Year%20Validation%20Plan%20and%20Schedule.xlsx) |
| Documented minutes of validation meetings |  | [Minutes of validation meetings](file:///G%3A%5CTraining%20Division%5CValidation) |

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| **RTO Manager’s endorsement:** |  |
| **Name:** | Bernie Ingle |
| **Date:** | 17/05/2016 |
| **Review Timeframe/Date:** | [Review Schedule](file:///G%3A%5CMaster%20Documents%5CTraining%20Division%20Documents%5CAdministration%5CADM-003%20Course%20Audit%20Review%20Schedule.docx): / 2016 |