

CERTIFICATE II
in
AUTOMOTIVE
MANUFACTURING

Trainee Record Book

NTIS ID:AUM20100
Automotive Industry Manufacturing Training Package

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Section 1

About this Book

What is the Record Book?

This Record Book is an important document. It is a record of the training competencies in the Certificate II in Automotive Manufacturing.

To achieve Certificate II in Automotive Manufacturing you must achieve the 13 units of competency outlined in this Record Book. For further information, please refer to packaging rules on page 85.

What is the purpose of the Record Book?

It helps you keep a record of the training which you have successfully achieved.

Benefits of the Record Book

Records your achievement and assists during training. Provides information to future employers about your skills. Helps you get advance standing in other Training programs.

How do I use the Record Book?

The Record of Training Book is organised into 2 sections:

Section 1 explains the purpose of the Record Book and how to use it. It also provides a list of the units of competency in the Certificate II Automotive Manufacturing.

Section 2 is a quick reference of the training you have successfully completed. Your Supervisor and Registered Training Organisation (RTO) will help you to complete the necessary information.

When you have successfully completed a unit of competency ask your assessor to tick and sign off on the Training Summary Record pages. The assessment checks whether the activity/skill/task can be performed to the standards required in the normal work environment. Assessment is ongoing through the course and provides you with feedback on:

- the way you go about the task
- the standard achieved through the task
- the results achieved on completion of the task
- your ability to transfer your knowledge, skill and experience to other tasks.

How do I successfully complete a unit of competency

To successfully complete a unit of competency you must be assessed as competent. There will be opportunities for you to demonstrate your competence during the training program and in the workplace. The activities, which will be included for you to judge your progress, will include:

- self assessment exercises
- participation in group activities
- feedback from your supervisor/workplace assessor

Assessment is the process of collecting enough evidence to demonstrate that you are competent and able to perform to the standard outlined. It involves on-the-job practical tasks and self paced activities and off-the-job written tasks. The assessment methods may include interviews, short written answers, written presentations and consultations with supervisors and assessors.

Your competence in the workplace is shown by the way you apply what you have learned to your work. This will be verified by someone in the workplace who is recognised by the Registered Training Organisation and it may be a supervisor or a workplace assessor.

Credit transfer and recognition of prior learning (RPL)

RPL is recognising that knowledge and skills you have gained through life experience, work experience, including informal and formal training conducted by industry or training organisations. When you provide the necessary evidence, RPL may be taken into account and save you undertaking training for skills you already have.

A Note about Your Traineeship Record Book

This is the most important document you will have during the traineeship. It is both a record of what has been achieved to date and a guide of what training is yet to be completed.

To make the most of your record book you should regularly discuss your progress with your supervisor or employer and keep an accurate record of your achievements. The book can assist your supervisor to keep track of your training.

Without this document you are unable to present evidence of having undertaken the training required to qualify for a certificate at the completion of the traineeship.

If you are unable to complete the traineeship then you should keep the partly completed book as a reference for future employers.

Core Units of Competency

Units	Unit Purpose
<i>AUM9001A</i>	
<i>AUM9002A</i>	
<i>AUM9003A</i>	
<i>AUM9004A</i>	
<i>AUM9005A</i>	
<i>AUM9006A</i>	
<i>AUM9007A</i>	
<i>AUM9008A</i>	
<i>AUM9009A</i>	

Specialist Administration Units of Competency

Units	Unit Purpose

Section 2

Trainee Details

Name:

Home Address:

.....

Home Tel:

Mobile:

Email:

Registered Training Organisation Details

Name:

Position:

Address:

.....

Contact person:

Phone:

Mobile:

Fax:

Email:

Trainer Details

Name:

Work Tel:

Mobile:

Email:

Assessor Details

Name:

Work Address:

.....

Telephone:

Mobile:

Assessor Qualification:

Automotive Manufacturing experience:

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Employer Details

Name:

Position:

Work Address:

.....

Contact Person:

Telephone:

Fax:

Email:

Section 3 Competency Units

Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9001A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

.....

Assessor's Comments

.....

On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9002A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9003A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9004A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9005A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9006A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9007A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9008A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Core Unit

Unit AUM9009A

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

.....
.....

Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

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Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Automotive Manufacturing

Specialist Administration Domain

Unit

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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SECTION 4

QUALIFICATION RULES FOR CERTIFICATE II IN AUTOMOTIVE MANUFACTURING (AUM20100)

Extract from VTO website <http://apprenticeship.det.nsw.edu.au/trainingpackage/tpalignment/htms/lmt.htm>

Qualification requirements

To be awarded this qualification, the trainee must attain a successful assessment of the nine (9) Certificate level II Automotive Manufacturing core Competency Standards to meet the Automotive Manufacturing enterprise work place/job profiles requirement.

Note: This qualification will be achieved in accordance with individual enterprise/industrial agreements with the application of the nine (9) core competencies to any one or more than one of the thirteen (13) recognised Automotive manufacturing streams (listed on next page).

Competencies must be achieved by assessment in accordance with the Assessment Guidelines for Automotive Industry and allowing a choice of assessment in one or more than one of these manufacturing streams.

Qualification rationale

The level of this qualification is based on the following criteria:

- The application of this group of competency units that are required to be attained by the trainee, are consistent with the Key Features of the Certificate II Qualification:

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions is usually clear and there is limited complexity in the range of options to be applied

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of a group or team

- This qualification aligns with the following performance descriptors for an AQF 2 certification (Australian Qualifications Framework Implementation Handbook – Second edition 1998). These included:

demonstrate basic operational knowledge in a moderate range of areas

apply a defined range of skills

apply known solutions to a limited range of predictable problems

perform a range of tasks where choice between a limited range of options is required

assess and record information from varied sources

take limited responsibility for own outputs in work and learning.

- The qualification has been supported by the industry at a Certificate II level

Competencies for Certificate II in Automotive Manufacturing
Certificate II

Core Competencies	
AUM9001 A	Monitor & maintain workplace environment
AUM9002 A	Receive & dispatch materials, equipment & tools
AUM9003 A	Prepare & process materials & components
AUM9004 A	Prepare & use/operate equipment, tools and/or machinery
AUM9005 A	Monitor & maintain continuous improvement of systems & processes
AUM9006 A	Monitor & maintain equipment, tools & machinery
AUM9007 A	Manage personal work priorities
AUM9008 A	Manage effective workplace relationships
AUM9009 A	Work effectively with others in a team

Note: The units of competence will apply to the following streams:

PMV Manufacturing Streams

- Body construction
- Aluminium die casting
- Foundry operations
- Engine machining
- Spray painting
- Automotive plastics
- Stamping and press operations
- Fabrication hardware
- Seat manufacture
- Trim manufacture
- Vehicle assembly
- Warehousing
- Engine assembly

Note: The nine (9) core Competency Standards may be applied to one or more than one of the recognised PMV manufacturing streams and assessment will take place according to the stream and/or streams in which a trainee is employed.