

AUM *Version 2.2*

Implementation Guide

*Automotive
Manufacturing
Training Package*

*Implementation
Guide
Version 2.2 –
June 2022*

Implementation Guide

This Implementation Guide is designed to assist registered training organisations (RTOs), trainers, assessors and automotive workplaces in understanding the purpose and use of the AUM Automotive Manufacturing Training Package (Version 2.2).

Overview Information

Here you will find information on:

- Training packages
- Version control and modification history
- Coding and title conventions
- Qualifications, skill sets and units
- Qualification mapping
- Unit mapping
- Imported and prerequisite units
- Industry training requirements
- Regulations and licensing implications.

Implementation Information

This section is designed to assist assessors, trainers, registered training organisations (RTOs) and enterprises in implementing the training package. Here you will find:

- Training package features and pathways
- Industry sectors and occupational outcomes
- Entry requirements
- Pathways advice
- Access and equity
- Foundation skills
- Health and safety
- Resource and equipment lists
- Legal considerations.

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Training Package Overview

About Training Packages

What is a Training Package

A Training Package is an integrated set of nationally endorsed competency standards, assessment requirements, credit arrangements and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing peoples skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training which suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes

How do Training Packages fit within the National Skills Framework?

The National Skills Framework applies nationally, is endorsed by the Standing Council on Tertiary Education, Skills and Employment (SCOTESE), and nationally endorsed Training Packages.

How are Training Packages developed?

Training Packages are developed by Industry Reference Committees or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO, as specified in the Standards for Registered Training Organisations (RTOs) 2015.

Training Package Components

Training Packages are made up of mandatory components and optional support materials.

Training Package Endorsed Components

The nationally endorsed components include the units of competency, assessment requirements (associated with each unit of competency), qualifications and credit arrangements. These form the basis of training and assessment in the Training Package and, as such, they must be used.

Units of Competency

Each unit of competency identifies a discrete workplace requirement and includes the foundation skills that underpin competency as well as work health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Requirements

The Assessment Requirements provide the performance evidence, knowledge evidence and assessment conditions associated with each unit of competency that ensure that the training and assessment of a unit of competency meet industry needs and nationally agreed standards as expressed in the Training Package and the Standards for Registered Training Organisations 2015.

Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are

referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Credit Arrangements

Each Training Package provides details of any known Credit Arrangements existing between Training Package qualifications and Higher Education qualifications for those qualifications contained within the training package. No credit arrangements exist for Automotive Manufacturing Training Package and Higher Education at the time of publication.

Training Package Companion Volumes

The endorsed components of Training Packages are complemented and supported by a quality assured Companion Volume Implementation Guide produced by the Training Package developer which is available at the time of endorsement. Training Package developers may produce other quality assured companion volumes to meet the needs of their stakeholders as required.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, and with the code always before the title.

Training Package Codes

Each Training Package has a unique three-character national code assigned when the Training Package is endorsed, for example AUM. The three characters are letters identifying the Training Package industry coverage, i.e. AUM = Automotive Manufacturing Industry.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example AUM20118. Qualification codes are developed as follows:

- the first three letters identify the Training Package;
- the first number identifies the qualification level (noting that, in the qualification titles themselves, Arabic numbers are not used);
- the next two numbers identify the position in the sequence of the qualification at that level; and
- the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed).

Unit of Competency Code Descriptor

Industry Sector		Function or Skill Area			
Fourth Letter		Fifth Letter		Sixth Letter	
Common	AUMA	Administration	A	Not assigned	A
Bicycle	AUMB	Support and Logistics	B	Brakes	B
Electrical	AUME	Sales and Marketing	C	Sooling Systems	C
Passenger	AUMF	Officiating	D	Steering and Suspension	D
Bus, Truck and Trailer	AUMG	Environment	E	Engines	E
Mechanical – Heavy Vehicle	AUMH	Foundation Skills	F	Fuel Systems	F
Mechanical – Motorcycle	AUMJ	Not assigned	G	Glazing	G
Mechanical – Mobile Plant	AUMK	Information Technology	K	Hybrid Vehicle and Battery Electric Vehicle	H
Mechanical – Light Vehicle	AUML	Regulatory or Legal	L	Wheels and Tyres	J
Motorsport	AUMM	Management, Leadership and Supervision	M	Tools and Equipment	K
Mechanical – Lifting Equipment	AUMN	Loss Assessment or Repair Quoting	N	Alternative Fuels	L
Outdoor Power Equipment	AUMP	Quality	Q	Manufacturing	M
Marine	AUMR	Health and Safety	S	Body	N
Sales and Parts, Administration and Management	AUMS	Technical	T	Paint	P
Mechanical Miscellaneous	AUMT			Driveline and Final Drives	Q
Vehicle Body	AUMV			Electrical and Electronic	R
				Fabrication	S
				Trimming and Upholstery	T
				Air Conditioning and HVAC	U
				Accessories	V
				Welding, Grinding, Machining and Soldering	W
				Transmission	X
				Chassis and Frame	Y
				Emission and Exhaust	Z

Training Package, Qualification and Unit of Competency titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Packages broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

- first, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, Vocational Graduate Diploma, or Associate Degree;
- this is followed by the words 'in' for Certificates I to IV, and 'of' for Diploma, Advanced Diploma, Vocational Graduate Certificate, Vocational Graduate Diploma and Associate Degree;
- then, the industry descriptor, for example Automotive Manufacturing; and
- then, if applicable, the occupational or functional stream in brackets;
- For example: AUM20118 Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example: AUMABA012 Operate load shifting equipment

Introduction to the AUM Automotive Manufacturing Training Package

The revised AUM Automotive Manufacturing Training Package Version 2.2 has been developed to replace the AUM Automotive Manufacturing Training Package Version 2.1. This training package includes a complete review and restructure of the training package to comply with the new NSSC Standards for Training Packages, including recoding all units of competency and qualifications in the training package. The review of the qualifications and units of competency in this training package also presented an ideal opportunity to rationalise competencies and apply a structured methodology to the coding of units of competency that aligns with current training package policy.

This Training Package is designed to meet the training and skills recognition needs of the Australian automotive manufacturing industry sector, including occupational areas covering:

- Passenger motor vehicles
- Bus, truck and trailers

This training package also provides access to the apprenticeship streams provided within current National Industry Competency Standards leading to national qualifications, with traineeship pathways also available. It also enables further career advancement beyond trade apprenticeship and technical traineeship, with progression to Diploma.

Introduction to the Industry

The automotive industry is one of Australia's key manufacturing sectors and an important source of employment and research and development. Australia is only one of thirteen countries with the capability to design, engineer and produce vehicles from beginning to end. The Australian vehicle market is also one of the most open and competitive in the world.

Australia's automotive industry is comprised of two very distinct sectors – the automotive manufacturing sector and the automotive retail, services and repair sector.

The manufacturing sector includes three motor vehicle manufacturers (Holden, Ford and Toyota) and three large truck manufacturers (IVECO, Kenworth and Volvo Commercial Vehicles) and more than 180 specialist component manufacturers. This sector of the industry is also a significant exporter of vehicles and components.

The Motor Vehicle and Motor Vehicle Parts Manufacturing sector consists of firms primarily engaged in the manufacture of motor vehicles (including bus, trucks vans), engines, vehicle bodies, trailers, electrical components and parts.

Total people employed in the automotive industry is estimated at 371,255 people in 2011-12, with 49,500 of these people being employed in motor vehicle and parts manufacture.

AUM Version 2 - Review Process

Throughout the development and improvement of this training package there has been extensive consultation with both the vehicle manufacturing bus, truck and trailer industry sector advisory committee and the vehicle manufacturing passenger motor vehicle industry sector advisory committee which comprise of industry stakeholder representatives. Click on the link below for details of the current members of these committees.

<https://www.aisc.net.au/content/industry-reference-committees>

Throughout the process, consultation has occurred through these committees, meeting minutes and letters of support.

New Training Package information

The AUM Automotive Manufacturing Training Package has been developed to replace the AUM12 Automotive Manufacturing Training Package. This Training Package is designed to meet the training and skills recognition needs of the Australian automotive manufacturing industry sector. It covers the competencies used by people employed in the automotive manufacturing industry sector in two areas: Passenger Motor Vehicle and Bus, Truck and Trailer.

It also provides access to the apprenticeship streams provided within current National Industry Competency Standards leading to national qualifications, with traineeship pathways also available. It also enables further career advancement beyond trade apprenticeship and technical traineeship, with progression to Diploma. Qualifications were reviewed and revised to reflect contemporary automotive manufacturing job roles, provide career pathways, as well as simplification of some of the qualification titles.

The bank of units of competency has been revised and rationalised. Part of the revision included bringing all units to the current approved format. Further information has been added to each unit to assist users.

Key Features of AUM Training Package

AUM covers the Passenger Motor Vehicle and Bus, Truck and Trailer Sectors. The following is a brief overview of the training package. The AUM Training Package represents the skill needs of the automotive manufacturing sector in Australia. As such, the qualification design represents the major sectors in the industry. The focus is on clarity of occupational outcomes with flexibility to allow for future variation in roles. The principles of the qualifications that were considered include: flexibility and options relevant to the industry will be a key feature of all qualifications to allow for ongoing change – restrictive ‘rules’ will be kept to a minimum whilst maintaining rigour of occupational outcomes specialisations and requirements to achieve the specialisations, will be nominated within relevant qualifications nominated specialisations will be based on industry sector criteria, in particular, industry development objectives and skills shortages.

Rationalisation and the reduction of unnecessary duplication is a national priority, though there is currently no agreed national definition of rationalisation. Where units have been merged or amalgamated this has been done to achieve: reduced duplication within and between training products a cohesive and flexible set of national training products to meet the skill development needs of industry, the community and individuals.

AQF Qualifications Framework

What is the Australian Qualifications Framework?

The Australian Qualifications Framework (AQF) provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

A brief overview of the AQF follows. For a full explanation of the AQF, see the AQF Implementation Handbook:

<http://www.aqf.edu.au/Portals/0/Documents/2013%20docs/AQF%202nd%20Edition%20January%202013.pdf>

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following eight AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- Vocational Graduate Diploma of ...
- Associate Degree of ...

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the AQF Implementation Handbook and the Standards for Registered Training Organisations (RTOs) 2015.

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). Issuance of Statements of Attainment must comply with the advice provided in the current AQF Implementation Handbook.

RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

AQF Guidelines and Learning Outcomes

The AQF Implementation Handbook provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

For a detailed description of the various AQF qualification levels go to:

<http://www.aqf.edu.au>

Qualifications and Packaging Rules

AUM Qualifications

Qualification requirements are stipulated in individual qualifications, including prerequisites and any licensing requirements. While some variation occurs in numbers of units of competency across qualifications, occupational outcomes align with the descriptions provided by the AQF at various levels.

VET in Schools

The delivery and assessment of competence under this package is seen as appropriately designed for VET in Schools and these programs are to be encouraged.

However, due to the requirement to demonstrate competence, it may be difficult for a school to assess and award qualifications within AUM, except in close partnerships with other RTOs or organisations within the industry.

Transition Arrangements

Qualifications achieved from AUM12 will be recognised.

People who have attained units of competency from AUM12, should be granted equivalent units of competency in AUM, hence, credit towards a full AUM qualification. A comprehensive mapping from AUM12 to AUM is included.

AUM Assessment Criteria

AUM complies with the mandatory 2012 Standards for Training Packages, which provide the endorsed framework for assessment of units of competency in this Training Package. Assessments against units of competency in this Training Package must be carried out in accordance with these Standards.

Additional assessment advice is provided below with regard to simulated workplace environments. Some emphasis has been given to the establishment of partnerships in delivery and assessment to ensure satisfactory demonstration of workplace competence. This section provides an overview of the requirements for assessment when using the AUM Training Package, including a summary of the licensing/registration requirements, and assessment pathways.

Assessment in the Automotive Manufacturing Industry

The automotive manufacturing industry considers skills and knowledge demonstrated in a real workplace environment to be of great importance. While assessment of the units of competency in the AUM Training Package can be carried out in a simulated work environment, the industry strongly recommends that assessment of skills acquired is conducted under partnership arrangement in the workplace.

Assessment of competence requires the collection of evidence which should be conducted over a period of time. This assessment approach may include demonstration at the workplace and/or a simulated work environment to ensure that demonstration of competence is valid and reliable. The individual being assessed needs to be aware that the collection of evidence is ongoing and part of planning, conducting and reviewing the assessment process.

Simulated Work Environment

The AUM Training Package defines Simulated Work Environment as a model of convenience that is established to resemble the real thing which is for training purposes only.

Should it be necessary to conduct competency-based training and/or assessment in a simulated work environment and/or worksite, both the environment and/or worksite must resemble the real circumstances according to the task required to be assessed. These tasks should not be interpreted as being projects that are related to the off-the-

job training outcomes rather than skills acquired within any given competency standard.

Units of competency from the AUM Training Package should wherever possible be assessed in a work environment. Where this is not possible assessment may occur in a simulated environment.

A simulated work environment may be required for the following reasons:

- the candidate may not have access to a workplace (e.g. Certificate I qualification, which is targeted at VET in Schools)
- the workplace may not use the relevant skill, equipment or process
- conducting assessments may be disruptive or interfere with work requirements, for example, there may be ethical, privacy or confidentiality issues to consider
- it may not be appropriate to apply the skills in the workplace due to potential risks, such as work health and safety (WHS) or equipment being damaged.

In order to be valid and reliable, the simulation must closely resemble what occurs in a real work environment. The simulated work environment should involve a range of activities that reflect real work experience.

It is critical that when a simulated work environment is being set up that the assessor is thoroughly familiar with the units of competency as well as experienced in the current circumstances of the work.

In deciding whether a simulation or an assessment environment has been adequately set up, the following questions should be considered. Are there opportunities to:

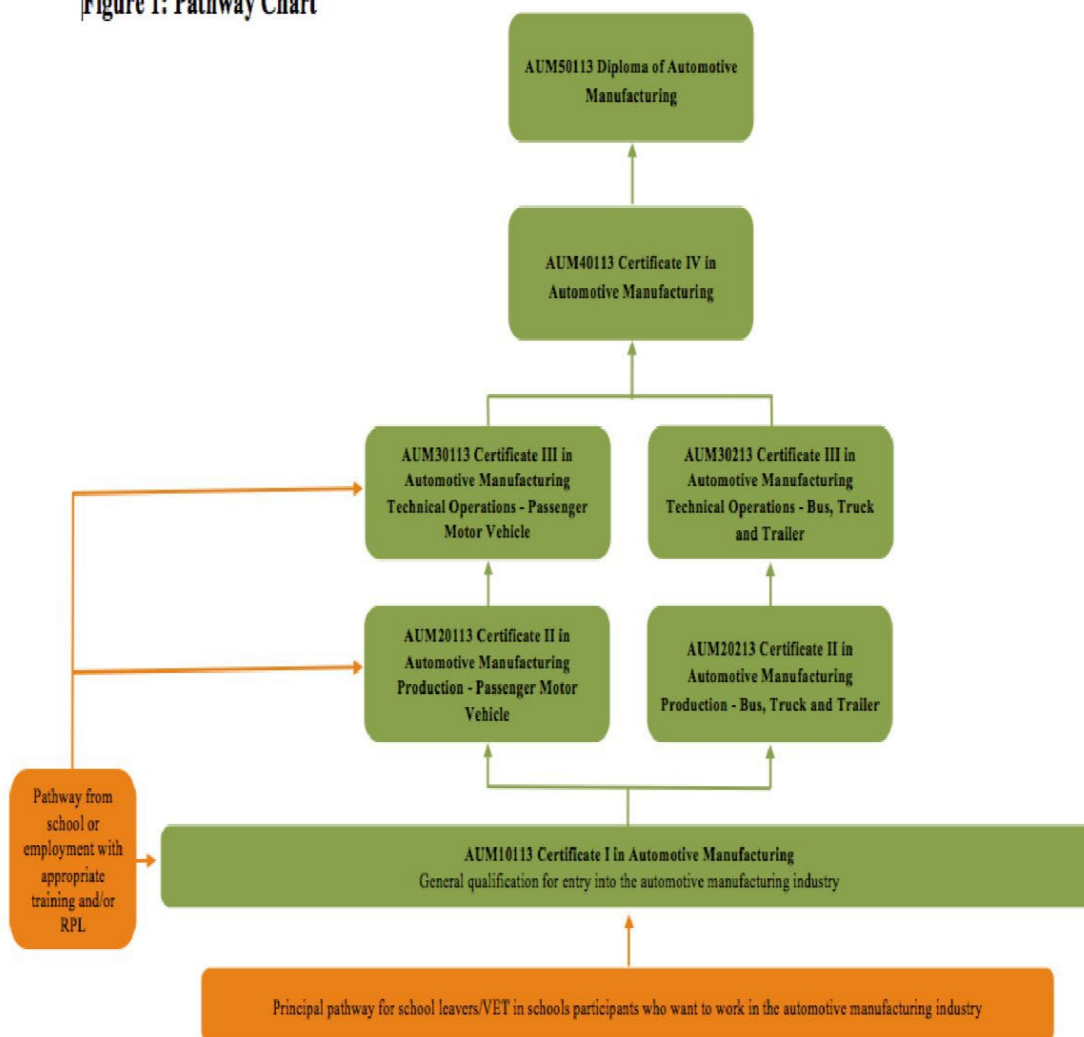
- test the full range of equipment?
- use up to date equipment and software?
- reflect times and deadlines?
- show the complexity of dealing with multiple tasks?
- involve prioritising among competing tasks?
- deal with customers, including difficult ones?
- work with others in a team?
- communicate with diverse groups?
- find, discuss and test solutions to problems?
- explore health and safety issues?
- answer practically oriented, applied knowledge questions?
- show the level of written and verbal expression sufficient for the work requirements?

Qualification Pathways

The following pathways charts are provided to show the types of pathways into and from qualifications that are possible with this Training Package. For more information about qualifications and pathways contact PwC's Skills for Australia - info@skillsforaustralia.com.

AUM Automotive Manufacturing Training Package – Qualifications Pathways

Figure 1: Pathway Chart



For further information on pathways see ‘Implementation Information’ in this Guide.

Skill Sets

Definition

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a license or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill sets are not qualifications.

Where skill sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording 'these competencies meet [insert skill set title or identified industry area] need' on the Statement of Attainment. This wording applies only to skill sets that are formally identified as such in the endorsed Training Package.

See the AQF Implementation Handbook for advice on wording on Statements of Attainment:

<http://www.aqf.edu.au/Portals/0/Documents/2013%20docs/AQF%202nd%20Edition%20January%202013.pdf>

Skill Sets in this Training Package

This section provides information on Skill Sets within this Training Package, with the following important disclaimer: Readers should ensure that they have also read the part of the Training Package Companion Volume Implementation Guide that outlines licensing and regulatory requirements.

Where this section is blank, nationally recognised Skill Sets have yet to be identified in this industry.

There are no Skill Sets in this Training Package.

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.

Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

Reasonable Adjustments

It is important that education providers take meaningful, transparent and

reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the Disability Standards for Education 2005, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While 'reasonable adjustment' and 'unjustifiable hardship' are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

Competency Standards

What is Competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency, Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focusing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency, each of which describes a key function or role in a particular job function or occupation. Each unit of competency in a Training Package is linked to one or more AQF qualifications.

Contextualisation of Units of Competency by RTOs

Registered Training Organisations (RTOs) may contextualise units of competency in this endorsed Training Package to reflect required local outcomes. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this Training Package must be within the bounds of the following advice:

- RTOs must not remove or add to the number and content of elements and performance criteria.
- RTOs can include specific industry terminology in the range of conditions.
- Any amendments and additions to the range of conditions made by RTOs must not diminish the breadth of application of the competency, or reduce its portability.
- RTOs may add detail to the unit's assessment requirements in areas such as the evidence requirements or required resources and infrastructure – but only where these expand the breadth of the unit of competency and do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Code

The unit code contains the three alpha characters identifying the Training Package, followed by alpha and/or numeric characters. It must comply with the length specified in the AVETMIS Standard (no more than 12 characters).

Unit Title

The unit title concisely describes the unit outcome. It must comply with the length specified in the AVETMIS Standard (no more than 100 characters).

Application

The application briefly describes how the unit is practically applied in the industry and in what context(s) the unit may be applied. It includes:

- a summary statement of unit content;
- focused, useful information on how and where the unit of competency could be practically applied and who might use it;
- and the unit of competency's relationship to any licensing, legislative, regulatory or certification requirements.

Prerequisite Unit (optional)

Any unit(s) in which the candidate must be deemed competent prior to the determination of competency in the unit.

Competency Field (Optional)

Used to categorise a set of units within a Training Package in relation to a type of work.

Unit Sector (optional)

Used to categorise a set of units within a Training Package in relation to an industry sector.

Elements of Competency

Elements describe the essential outcomes of the unit the competency.

Performance Criteria

Performance criteria describe the performance needed to demonstrate achievement of the element.

Foundation Skills

Describes those language, literacy, numeracy and employment skills that are essential to performance. Where all foundation skills essential to performance in the unit are explicit in the performance criteria the following statement may be inserted in this field; *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.*

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation,

needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Unit Mapping Information

Specifies code and title of any equivalent unit of competency. Where there is no equivalent this will be indicated by the words *No equivalent unit*.

Foundation Skills

Foundation skills include language, literacy and numeracy (LLN) skills, and skills used in the workplace which are summarised in the automotive units of competency as communication, planning and organising, problem solving, teamwork and digital literacy. Foundation skills may range from very basic skills to specialised and highly developed skills.

Introduction

Foundation Skills comprise Core Skills that are incorporated within the Australian Core Skills Framework (ACSF) and Employment Skills. It includes language, literacy and numeracy (LLN) skills, and skills used in the workplace which are summarised in the automotive units of competency as communication, planning and organising, problem solving, teamwork and digital literacy. Foundation Skills may range from very basic skills to specialised and highly developed skills.

What is the ACSF?

The Australian Core Skills Framework (ACSF) provides a rich, detailed picture of real-life performance in adult learning and English language, literacy and numeracy skills. The ACSF can be used for benchmarking an individual's core skills performance, mapping core skills requirements in education and training, and tailoring approaches to teaching and learning.

It describes levels of performance in five core skills that are essential for individuals to participate effectively in society:

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy.

The ACSF has been developed to facilitate a consistent national approach to the identification and development of the core skills in diverse personal, community, work, and education and training contexts. It offers:

- shared concepts and language for identifying, describing and discussing coreskills
- a systematic approach to benchmarking, monitoring and reporting on core skills performance.

Adult core skills development is lifelong because we are likely to require new or enhanced core skills each time we take on new roles and responsibilities or move into a new situation, or as a result of changes in the environment, including new technologies.

Thus, any focus on improving core skills should not be confined to those with limited skills, but extend 'to all people trying to understand new forms of communication and information as they take on different roles in life and work' (Foster & Beddie 2005 p.1).

Key Features of the ACSF

The ACSF describes each of the five core skills across three interactive dimensions:

1. Five levels of performance ranging from 1 (low level performance) to 5 (high level performance)
2. Four performance variables that may influence a person's performance at any time:
 - The nature and degree of support available
 - Familiarity with context
 - Text complexity
 - Task complexity.
3. Three Domains of Communication, broad contexts within which the core skill may be used:
 - Personal and community (related to expressing personal identity and achieving personal goals, and understanding and interacting within the wider community)
 - Workplace and employment (refers to activities that an individual may be involved in as a member of an organisation or that may be conducted by someone working alone)
 - Education and training (refers to any form of structured learning).

Describing Performance

The levels of performance are described using:

Indicators, which are statements that provide an overview of exit performance at each level

- Focus Areas, which are the strands within each Indicator against which Performance Features are organised
- Performance Features, which are detailed descriptors of what an individual is able to do at each level
- Sample Activities, which are specific examples of what a person may be able to do at a particular level of performance within each of the Domains of Communication.

		ACSF Performance Variables Grid			
		SUPPORT	CONTEXT	TEXT COMPLEXITY	TASK COMPLEXITY
FIVE LEVELS OF PERFORMANCE	1	Works alongside an expert/mentor where prompting and advice can be provided	Highly familiar contexts Concrete and immediate Very restricted range of contexts	Short and simple Highly explicit purpose Limited, highly familiar vocabulary	Concrete tasks of 1 or 2 steps Processes include locating, recognising
	2	May work with an expert/mentor where support is available if requested	Familiar and predictable contexts Limited range of contexts	Simple familiar texts with clear purpose Familiar vocabulary	Explicit tasks involving a limited number of familiar steps Processes include identifying, simple interpreting, simple sequencing
	3	Works independently and uses own familiar support resources	Range of familiar contexts Some less familiar contexts Some specialisation in familiar/known contexts	Routine texts May include some unfamiliar elements, embedded information and abstraction Includes some specialised vocabulary	Tasks involving a number of steps Processes include sequencing, integrating, interpreting, simple extrapolating, simple inferencing, simple abstracting
	4	Works independently and initiates and uses support from a range of established resources	Range of contexts, including some that are unfamiliar and/or unpredictable	Complex texts Embedded information	Complex task organisation and analysis involving

			Some specialisation in less familiar/known contexts	Includes specialised vocabulary Includes abstraction and symbolism	application of a number of steps Processes include extracting, extrapolating, inferencing, reflecting, abstracting
5	Autonomous learner who accesses and evaluates support from a broad range of sources	Broad range of contexts Adaptability within and across contexts Specialisation in one or more contexts	Highly complex texts Highly embedded information Includes highly specialized language and symbolism	Sophisticated task conceptualisation, organisation and analysis Processes include synthesising, critically reflecting, evaluating, recommending	

Modification History

Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

This Training Package is Version 2.2 – check whether this is the latest version by going to the Training.gov.au (TGA) <http://training.gov.au/> and locating information about the Training Package. Alternatively, contact PwC's Skills for Australia (<http://www.skillsforaustralia.com>) to confirm the latest version number.

Explanation of version number conventions

The primary release of this Training Package is Version 1.0. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1.0. Do not confuse the version number with the Training Package's national code (which remains the same during its period of endorsement).

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Modification History Summary

Version	Release Date	Comments
Version 1.0	January 2014	Primary Release
Version 2.0	December 2018	<p>Three revised qualifications:</p> <ul style="list-style-type: none"> • AUM20118 Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle • AUM20218 Certificate II in Automotive Manufacturing Production – Bus, Truck and Trailer

		<ul style="list-style-type: none"> • AUM30218 Certificate III in Automotive Manufacturing Technical Operations – Bus, Truck and Trailer <p>7 revised units of competency</p> <ul style="list-style-type: none"> • AUMABA012 Operate load shifting equipment • AUMASAO11 Apply safe work practices in the automotive manufacturing environment • AUMATK013 Monitor and maintain automotive equipment • AUMGLM011 Apply heavy vehicle standards • AUMGTAO11 Read and interpret work orders and working drawings • AUMGTBO11 Assemble, install and test braking system kits • AUMGTM013 Install or replace mechanical units and assemblies <p>Minor updates to 14 units of competency</p> <ul style="list-style-type: none"> • AUMAMA002 Work effectively in teams • AUMATK002 Prepare and operate tools, equipment and machinery • AUMGCA001 Provide customer service • AUMGMA001 Participate in workplace productivity improvement processes • AUMGQA001 Apply workplace technical quality standards • AUMGTA002 Service vehicle after assembly • AUMGTDO01 Perform wheel alignment operations • AUMGTGO01 Install fixed and moveable glass components on vehicles
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		<ul style="list-style-type: none"> • AUMGTM002 Assemble vehicle frames and axles • AUMGTM004 Install and fit out components • AUMGTM005 Read and interpret engineering drawings and determine requirements • AUMGTM006 Assemble, install and test hydraulic system kits • AUMGTW001 Perform basic welding, thermal cutting, heating and gouging • AUMGTW002 Perform mechanical cutting <p>Minor updates to 4 qualifications</p> <ul style="list-style-type: none"> • AUM10113 Certificate I in Automotive Manufacturing • AUM30113 Certificate III in Automotive Manufacturing Technical Operations - Passenger Motor Vehicle • AUM40113 Certificate IV in Automotive Manufacturing • AUM50113 Diploma of Automotive Manufacturing
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Version 2.1	February 2021	<p>The following AUM components have been deleted as directed by AISC. The training products below were identified as having zero enrolments over the last 3 years.</p> <p>Qualifications</p> <ul style="list-style-type: none"> • AUM10113 Certificate I in Automotive Manufacturing • AUM30113 Certificate III in Automotive Manufacturing Technical Operations - Passenger Motor Vehicle • AUM40113 Certificate IV in Automotive Manufacturing • AUM50113 Diploma of Automotive Manufacturing <p>Units of competency</p> <ul style="list-style-type: none"> • AUMABM001 Control Stock • AUMAKM002 Produce computer-aided drawings • AUMAMA003 Prepare new product designs • AUMAMA004 Coordinate automotive project activities • AUMAMM001 Influence and lead work groups in an automotive manufacturing workplace • AUMANAO01 Prepare and document quotations • AUMAQA001 Apply quality assurance techniques • AUMASM001 Monitor and maintain a safe automotive work environment • AUMATA001 Develop documentation and procedures • AUMATA002 Conduct post-production inspections and tests • AUMATA003 Rectify faults in vehicle metal components • AUMATA004 Diagnose and repair mechanical faults • AUMATA005 Rectify assembly faults • AUMATA006 Provide automotive manufacturing advice • AUMATA007 Conduct vehicle performance tests • AUMATE001 Rework faulty production engines
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		<ul style="list-style-type: none"> • AUMATK001 Use and maintain tools and equipment • AUMATK004 Use and maintain measuring equipment • AUMATK005 Calibrate measuring equipment • AUMATK006 Test plant, tools, equipment, product and systems • AUMATK007 Install vehicle plant, equipment and systems • AUMATK008 Maintain vehicle plant, tools, equipment and systems • AUMATK009 Repair vehicle plant, tools, equipment and systems • AUMATK010 Manufacture and modify vehicle plant, tools, equipment and systems • AUMATK011 Use technical data relating to plant, tools, equipment and systems • AUMATN001 Repair structural faults in vehicles • AUMATP001 Rectify minor faults in vehicle paintwork • AUMATP002 Control vehicle paint line production • AUMATR001 Repair vehicle electrical faults in assembled vehicles • AUMATR002 Install and maintain motor vehicle instrumentation sensors and transmitters • AUMATS001 Stamp and press vehicle parts • AUMATW001 Test vehicle welds ultrasonically • AUMATW002 Inspect welding • AUMFBK001 Receive and dispatch vehicle components • AUMFMM001 Reduce cycle time in automotive manufacturing work processes • AUMFMM002 Reduce waste in automotive manufacturing work processes • AUMFMM003 Plan and organise automotive production and assembly processes • AUMFQM002 Sustain quality standards in an automotive manufacturing workplace
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		<ul style="list-style-type: none"> • AUMFTA001 Document manufacturing design processes • AUMFTA002 Perform die coating • AUMFTA003 Set and adjust automotive production machine tools • AUMFTA004 Monitor and maintain operation of metal treatment plants • AUMFTA005 Analyse test vehicles for research purposes • AUMFTA006 Develop research reports on vehicle design, development and production • AUMFTA007 Evaluate vehicle design, development and production information • AUMFTE001 Conduct engine hot tests • AUMFTK001 Test automotive production components, equipment and systems • AUMFTM001 Undertake preliminary fault finding and machine reset • AUMFTM002 Create new product designs • AUMFTM003 Develop conceptual models and prototypes • AUMGTW006 Machine Parts <p>Minor updates were made to three qualifications from the AUM Release 2.1, which contained at least one of the units of competency listed above:</p> <ul style="list-style-type: none"> • AUM20118 Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle • AUM20218 Certificate II in Automotive Manufacturing Production – Bus, Truck and Trailer • AUM30218 Certificate III in Automotive Manufacturing Technical Operations – Bus, Tracker and Trailer
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Version 2.2	June 2022	<p>The following training products have been reinstated as directed by the AISC. These training products were previously deleted as directed by the AISC due to zero enrolments over the past 3 years and have been identified for reinstatement.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • AUM20118 Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle • AUM30113 Certificate III in Automotive Manufacturing Technical Operations - Passenger Motor Vehicle • AUM40113 Certificate IV in Automotive Manufacturing • AUM50113 Diploma of Automotive Manufacturing <p>Units of competency:</p> <ul style="list-style-type: none"> • AUMAMA004 Coordinate automotive project activities • AUMAMM001 Influence and lead work groups in an automotive manufacturing workplace • AUMFMM001 Reduce cycle time in automotive manufacturing work processes • AUMFMM002 Reduce waste in automotive manufacturing work processes • AUMFMM003 Plan and organise automotive production and assembly processes • AUMFQM002 Sustain quality standards in an automotive manufacturing workplace • AUMFTA006 Develop research reports on vehicle design, development and production • AUMFTA007 Evaluate vehicle design, development and production information • AUMFTK001 Test automotive production components, equipment and systems
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		<ul style="list-style-type: none"> • AUMFTM002 Create new product designs • AUMFTM003 Develop conceptual models and prototypes <p>Minor updates were made to the following qualification to include an elective unit of competency:</p> <ul style="list-style-type: none"> • AUM20118 Certificate II in Automotive Manufacturing Production - Passenger Motor Vehicle <p>Minor updates were made to the following qualification to remove several units of competency:</p> <ul style="list-style-type: none"> • AUM40113 Certificate IV in Automotive Manufacturing
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Qualifications and Unit mapping

Mapping of Qualifications

Summary Mapping of AUM Automotive Manufacturing Training Package (Version 2.1) to AUM Automotive Manufacturing Training Package (Version 2.2).

E= equivalent N= not equivalent NA = not applicable NC= newly created D = Deleted

Code and Title AUM V2.1	Code and Title AUM V2.2	Equivalence status	Comment in Relation to Training Package AUM Version 2.1
N/A	AUM30113 Certificate III in Automotive Manufacturing Technical Operations - Passenger Motor Vehicle	R	Reinstated – reinstatement directed by the AISC.
N/A	AUM40113 Certificate IV in Automotive Manufacturing	R	Reinstated – reinstatement directed by the AISC. Updated Elective unit bank to remove a Deleted unit.
N/A	AUM50113 Diploma of Automotive Manufacturing	R	Reinstated – reinstatement directed by the AISC.
AUM20118 Certificate II in Automotive Manufacturing Production (Release 2)	AUM20118 Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle (Release 3)	E	Minor update to include elective unit of competency.

Mapping of Units of Competency

Summary Mapping of AUM Automotive Manufacturing Training Package (Version 2.1) to AUM Automotive Manufacturing Training Package (Version 2.2).

E= equivalent N= not equivalent NA = not applicable NC= newly created D = Deleted

Code and Title AUM V2.1	Code and Title AUM V2.2	Equivalence status	Comment in Relation to Training Package AUM Version 2.2
N/A	AUMAMA004 Coordinate automotive project activities	R	Reinstated – reinstatement directed by the AISC
N/A	AUMAMM001 Influence and lead work groups in an automotive manufacturing workplace	R	Reinstated – reinstatement directed by the AISC
N/A	AUMAQA001 Apply quality assurance techniques	R	Reinstated – reinstatement directed by the AISC
N/A	AUMASM001 Monitor and maintain a safe automotive work environment	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFMM001 Reduce cycle time in automotive manufacturing work processes	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFMM002 Reduce waste in automotive manufacturing work processes	R	Reinstated – reinstatement directed by the AISC

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N/A	AUMFMM003 Plan and organise automotive production and assembly processes	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFQM002 Sustain quality standards in an automotive manufacturing workplace	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFTA006 Develop research reports on vehicle design, development and production	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFTA007 Evaluate vehicle design, development and production information	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFTK001 Test automotive production components, equipment and systems	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFTM002 Create new product designs	R	Reinstated – reinstatement directed by the AISC
N/A	AUMFTM003 Develop conceptual models and prototypes	R	Reinstated – reinstatement directed by the AISC

Qualifications and Units

The following tables list all qualifications and skill sets in the AUM Training Package,

Summary of AQF qualifications in the AUM Automotive Manufacturing Training Package Version 2.2

CODE	TITLE
<i>AQF II</i>	
AUM20118	Certificate II in Automotive Manufacturing Production - Passenger Motor Vehicle
AUM20218	Certificate II in Automotive Manufacturing Production - Bus, Truck and Trailer
<i>AQF III</i>	
AUM30113	Certificate III in Automotive Manufacturing Technical Operations - Passenger Motor Vehicle
AUM30218	Certificate III in Automotive Manufacturing Technical Operations -Bus, Truck and Trailer
<i>AFQ IV</i>	
AUM40113	Certificate IV in Automotive Manufacturing
<i>AQF V</i>	
AUM50113	Diploma of Automotive Manufacturing

Summary of Units of Competency in the AUM Automotive Manufacturing Training Package Version 2.2

UNIT CODE	UNIT TITLE
A: Common	
ABA - Common - Support and Logistics	
AUMAMA004	Coordinate automotive project activities
AUMABA012	Operate load shifting equipment
AFA - Common - Foundation Skills	
AUMAFA001	Apply for jobs and undertake job interviews
AUMAFA002	Maintain workplace relationships
AMA - Common - Management, Leadership and Supervision	
AUMAMA001	Contribute to production goals
AUMAMA002	Work effectively in teams
AUMAMM001	Influence and lead work groups in an automotive manufacturing workplace
ASA - Common - Health and Safety	
AUMASA011	Apply safe work practices in the automotive manufacturing environment
AUMASM001	Monitor and maintain a safe automotive work environment
ATA - Common - Technical	
AUMATA008	Produce drawings manually
ATK - Common - Technical - Tools and Equipment	
AUMATK002	Prepare and operate tools, equipment and machinery
AUMATK013	Monitor and maintain automotive equipment
FBM - Passenger Vehicle - Support and Logistics - Manufacture	
AUMFBM001	Prepare and process automotive materials and components
AUMFMM001	Reduce cycle time in automotive manufacturing work processes
AUMFMM002	Reduce waste in automotive manufacturing work processes
AUMFMM003	Plan and organise automotive production and assembly processes

FQM - Passenger Vehicle - Quality - Manufacture	
AUMFQM001	Apply continuous improvement in automotive manufacturing
AUMFQM002	Sustain quality standards in an automotive manufacturing workplace
AUMFTA006	Develop research reports on vehicle design, development and production
AUMFTA007	Evaluate vehicle design, development and production information
AUMFTK001	Test automotive production components, equipment and systems
AUMFTM002	Create new product designs
AUMFTM003	Develop conceptual models and prototypes
GCA - Bus, Truck and Trailer - Sales and Marketing	
AUMGCA001	Provide customer service
GLM - Bus, Truck and Trailer - Regulatory or Legal - Manufacture	
AUMGLM011	Apply heavy vehicle standards
GMA - Bus, Truck and Trailer - Management, Leadership and Supervision	
AUMGMA001	Participate in workplace productivity improvement processes
GQA - Bus, Truck and Trailer - Quality	
AUMGQA001	Apply workplace technical quality standards
GTA - Bus, Truck and Trailer - Technical	
AUMGTA002	Service vehicle after assembly
AUMGTA011	Read and interpret work orders and working drawings
GTB - Bus, Truck and Trailer - Brakes	
AUMGTB011	Assemble, install and test braking system kits
GTD - Bus, Truck and Trailer - Technical - Steering and Suspension	
AUMGTD001	Perform wheel alignment operations
GTG - Bus, Truck and Trailer - Technical - Glazing	
AUMGTG001	Install fixed and moveable glass components on vehicles
GTM - Bus, Truck and Trailer - Technical - Manufacture	
AUMGTM001	Assemble vehicle components
AUMGTM002	Assemble vehicle frames and axles
AUMGTM004	Install and fit out components
AUMGTM005	Read and interpret engineering drawings and determine requirements
AUMGTM006	Assemble, install and test hydraulic system kits
AUMGTM007	Assemble, install and test pneumatic system kits
AUMGTM008	Bond and repair fibreglass components
AUMGTM013	Install or replace mechanical units and assemblies

GTN - Bus, Truck and Trailer - Technical - Body	
AUMGTN001	Replace and repair vehicle body panels and fittings
GTP - Bus, Truck and Trailer - Technical - Paint	
AUMGTP001	Finish and paint vehicle body and part surfaces
AUMGTP002	Rework vehicle paint faults

GTR - Bus, Truck and Trailer - Technical - Electrical and Electronic	
AUMGTR001	Install and replace vehicle electrical units and assemblies
AUMGTR002	Manufacture and modify vehicle wiring harnesses
AUMGTR003	Test, modify and repair vehicle electrical circuits and systems
GTS - Bus, Truck and Trailer - Technical - Fabrication	
AUMGTS001	Prepare materials for fabrication using jigs and fixtures
AUMGTS002	Prepare materials for fabrication using manual processes
AUMGTS003	Fabricate plugs
AUMGTS004	Fabricate parts for vehicle sub-assemblies
GTT - Bus, Truck and Trailer - Technical - Trimming and Upholstery	
AUMGTT001	Apply trim to vehicle components
GTW - Bus, Truck and Trailer - Technical - Welding, Grinding, Machining and Soldering	
AUMGTW001	Perform basic welding, thermal cutting, heating and gouging
AUMGTW002	Perform mechanical cutting
AUMGTW003	Perform manual metal arc welding
AUMGTW004	Perform gas tungsten arc welding
AUMGTW005	Perform gas metal arc welding
GTY - Bus, Truck and Trailer - Technical - Chassis and Frame	
AUMGTY001	Paint vehicle chassis and panels
AUMGTY002	Install vehicle components
AUMGTY003	Modify and repair chassis and frames

Imported Units of Competency

Code	Title
AUR - Automotive Retail, Service and Repair Training Package	
AURACA001	Respond to customer needs and enquiries in an automotive workplace
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURAEA004	Manage environmental and sustainability best practice in an automotive workplace
AURAFa001	Use numbers in an automotive workplace
AURAFa003	Communicate effectively in an automotive workplace
AURAFa006	Conduct research and present technical reports
AURAMA001	Work effectively with others in an automotive workplace
AURASA002	Follow safe working practices in an automotive workplace
AURETA001	Analyse and evaluate electrical and electronic faults in electronic over hydraulic systems
AURETA002	Analyse and evaluate electrical and electronic faults in body management systems
AURETA003	Analyse and evaluate electrical and electronic faults in monitoring and protection systems
AURETA004	Analyse and evaluate electrical and electronic faults in convenience and entertainment systems
AURETA005	Analyse and evaluate electrical and electronic faults in theft-deterrent systems
AURETA006	Analyse and evaluate electrical and electronic faults in air conditioning and HVAC systems
AURETB002	Analyse and evaluate electrical and electronic faults in dynamic control management systems
AURETE001	Analyse and evaluate electrical and electronic faults in engine management systems
AURETH103	Analyse and evaluate electrical and electronic faults in HEV and BEV management systems
AURETR006	Solder electrical wiring and circuits
AURETR033	Develop and apply network electronic control system modifications
AURETR034	Develop and apply electrical system modifications
AURETX001	Analyse and evaluate electrical and electronic faults in driveline management systems
AURHTB001	Diagnose and repair heavy vehicle air braking systems

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AURHTD003	Diagnose and repair heavy commercial vehicle suspension systems
AURLTB002	Analyse and evaluate faults in light vehicle braking systems
AURLTF007	Analyse and evaluate faults in light vehicle steering and suspension systems
AURLTE003	Analyse and evaluate faults in light vehicle engine and fuel systems
AURLTQ003	Analyse and evaluate faults in light vehicle transmission and driveline systems
AURMTE001	Test engines using a dynamometer
AURTTA021	Diagnose complex system faults
AURTTB004	Inspect and service air braking systems
AURTTD003	Inspect suspension systems
AURTTD004	Inspect and service suspension systems
AURTTL015	Develop and apply gas fuel system modifications
BSB – Business Services Training Package	
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information
BSBINM302	Utilise a knowledge management system
BSBINN301	Promote innovation in a team environment
BSBLED401	Develop teams and individuals
BSBPMG412	Apply project cost management techniques
BSBPMG514	Manage project cost
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration
BSBWOR502	Lead and manage team effectiveness
MEM05 - Metal and Engineering Training Package	
MEM30031A	Operate computer-aided design (CAD) system to produce basic drawingelements

MSA07 - Manufacturing Training Package	
MSAENV272B	Participate in environmentally sustainable work practices
MSAENV472B	Implement and monitor environmentally sustainable work practices
MSAENV672B	Develop workplace policy and procedures for environmental sustainability
MSAPMSUP39 oA	Use structured problem solving tools
MSL09 - Laboratory Operations Training Package	
MSL924002A	Use laboratory application software
MSL973001A	Perform basic tests
MSL973007A	Perform microscopic examination
MSS - Manufacturing Sustainability Training Package	
MSS402001	Apply competitive systems and practices
MSS402001A	Apply competitive systems and practices
MSS402002	Sustain process improvements
MSS402002A	Sustain process improvements
MSS402010	Manage the impact of change on own work
MSS402010A	Manage the impact of change on own work
MSS402020A	Apply quick changeover procedures
MSS402021A	Apply Just in Time procedures
MSS402030A	Apply cost factors to work practices
MSS402031A	Interpret product costs in terms of customer requirements
MSS402040	Apply 5S procedures
MSS402040A	Apply 5S procedures
MSS402050A	Monitor process capability
MSS402051	Apply quality standards

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MSS402051A	Apply quality standards
MSS402060A	Use planning software systems in operations
MSS402061A	Use SCADA systems in operations
MSS402080	Undertake root cause analysis
MSS402080A	Undertake root cause analysis
MSS403001A	Implement competitive systems and practices
MSS403002A	Ensure process improvements are sustained
MSS403011A	Facilitate implementation of competitive systems and practices
MSS403021A	Facilitate a Just in Time system
MSS403030A	Improve cost factors in work practices
MSS403032A	Analyse manual handling processes
MSS403035A	Implement the visual workplace
MSS403040A	Facilitate and improve implementation of 5S
MSS403041A	Facilitate breakthrough improvements
MSS403051A	Mistake proof an operational process
MSS404050A	Undertake process capability improvements
MSS404052A	Apply statistics to operational processes
MSS404053A	Use six sigma techniques
MSS404060A	Facilitate the use of planning software systems in a work area or team
MSS404082A	Assist in implementing a proactive maintenance strategy
TLI – Transport and Logistics	
TLIA3017A	Identify products and store to specifications
TLIA3023A	Coordinate stocktakes
TLIA4028A	Assess and monitor optimum stock levels
TLID3036	Lift and move load using a mobile crane

Entry Requirements

The following table list all qualifications in the AUM Training Package, along with any specific mandatory entry requirements.

QUALIFICATION CODE	QUALIFICATION TITLE	ENTRY REQUIREMENTS
AUM20118	Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle	There are no mandatory entry requirements for this qualification. This qualification may be accessed by direct entry.
AUM20218	Certificate II in Automotive Manufacturing Production – Bus, Truck and Trailer	There are no mandatory entry requirements for this qualification. This qualification may be accessed by direct entry.
AUM30218	Certificate III in Automotive Manufacturing Technical Operations Bus, Truck and Trailer	There are no mandatory entry requirements for this qualification. This qualification may be accessed by direct entry.

Regulations and Licensing

This section provides information on licensing/registration requirements for this Training Package, with the following important disclaimer.

The developers of this Training Package consider that no licensing or registration requirements apply to RTOs, assessors or candidates with respect to this Training Package. Contact the relevant State or Territory Department(s) to check if there are any licensing or registration requirements with which you must comply. For contact details of licensing authorities go to the following links:

Licence Recognition - <http://www.licencerecognition.gov.au/authorities.aspx/>

Implementation Information

Qualifications Pathways and Job Outcomes

The following table list the qualifications and occupational outcomes in the automotive manufacturing industry.

Qualification Code	Qualification Title	Occupational Outcomes of Qualification	Entry Requirements
AUM20118	Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle	<p>This qualification is intended to prepare new employees or recognise and develop existing workers who are involved in the manufacture of passenger motor vehicles.</p> <p>Job roles related to this qualification may include:</p> <ul style="list-style-type: none"> • Product Assembler • Vehicle Body Assembler • Component Assembler • Warehouse and Material Logistics • Automotive Manufacturing Production Worker 	<p>There are no mandatory entry requirements for this qualification. This qualification may be accessed by direct entry.</p>
AUM20218	Certificate II in Automotive Manufacturing Production – Bus, Truck and Trailer	<p>This qualification is intended to prepare new employees or recognise and develop existing workers who are manufacturing components for vehicles.</p> <p>Job roles related to this qualification may include:</p> <ul style="list-style-type: none"> • Automotive Body Builder • Automotive Manufacturing Production Worker • Component Assembler 	<p>There are no mandatory entry requirements for this qualification. This qualification may be accessed by direct entry.</p>

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AUM30113	Certificate III in Automotive Manufacturing Technical Operations – Passenger Motor Vehicle	<p>This qualification is intended to prepare new employees or recognise and develop existing workers who manufacture vehicles.</p> <p>Job roles related to this qualification may include:</p> <ul style="list-style-type: none"> • Automotive Manufacturing Technician • Vehicle Body Builder • Coach Builder Technician • Sub Assembly Technician 	There are no mandatory entry requirements for this qualification. This qualification may be accessed by direct entry.
AUM30218	Certificate III in Automotive Manufacturing Technical Operations – Bus, Truck and Trailer	<p>This qualification is intended to prepare new employees or recognise and develop existing workers who manufacture vehicles.</p> <p>Job roles related to this qualification may include:</p> <ul style="list-style-type: none"> • Automotive Manufacturing Technician • Vehicle Body Builder • Coach Builder Technician • Sub Assembly Technician 	There are no mandatory entry requirements for this qualification. This qualification may be accessed by direct entry.
AUM40113	Certificate IV in Automotive Manufacturing	<p>This qualification is a post-trade level qualification in the automotive manufacturing industry. It is designed for a Lead Technician (Bus/Truck/Trailer) and Lead Technician (Passenger Vehicle) covering a range of specialised functions.</p>	Those undertaking this qualification are required to have completed AUMGQA001 Inspect work and apply workplace technical quality standards, or be able to demonstrate equivalent competency
AUM50113	Diploma of Automotive Manufacturing	<p>This qualification is a post-trade level qualification in the automotive manufacturing industry. It is designed for managers and supervisors covering a range of specialised functions in the automotive manufacturing sector.</p> <p>Job roles related to this qualification may include:</p> <ul style="list-style-type: none"> • Line Manager • Automotive Production Manager • Automotive Production Supervisor 	Those undertaking this qualification are required to have completed AUMGQA001 Inspect work and apply workplace technical quality standards, or be able to demonstrate equivalent competency.

Resources and Equipment List

The following lists describe the resources and equipment relevant to the AUM Training Package.

AUM20118 Certificate II in Automotive Manufacturing Production – Passenger Motor Vehicle

AUMAF002 Maintain workplace relationships

- automotive manufacturing workplace or simulated workplace
- workplace instructions and messages
- workplace conflict, diversity and equal opportunity procedures

AUMAMA001 Contribute to production goals

- automotive manufacturing workplace or simulated workplace
- workplace procedures and instructions relevant to the work area and production goals
- production schedules, work plans and job specifications
- production performance and continuous improvement indicators relating to production goals
- work sheets and documentation relating to production goals

AUMAMA002 Work effectively in teams

- automotive manufacturing workplace or simulated workplace
- workplace procedures relating to working effectively with others in teams
- workplace team meeting notices and schedules works
- teams made up of a range of different work groups meeting agendas

AUMASAO11 Apply safe work practices in the automotive manufacturing environment

- automotive manufacturing workplace or simulated workplace
- workplace procedures that support safe work practices
- personal protective equipment (PPE) appropriate to the candidate's work area
- a range of workplace material requiring handling and storage
- manual handling equipment incident and accident reports risk assessment forms

AUMATK002 Prepare and operate tools, equipment and machinery

- automotive manufacturing workplace or simulated workplace
- tools, equipment and machinery required for the manufacturing production process
- operating procedures for tools, equipment and machinery

AUMFBM001 Prepare and process automotive materials and components

- manufacturing workplace or simulated workplace
- workplace instructions relating to preparing and processing automotive materials and components
- operator instruction sheets (OISs) or workplace equivalent
- standard operating procedures (SOPs) or workplace equivalent
- process control plans (PCPs) or workplace equivalent
- a range of materials and components required for the manufacturing process
- production tools and equipment relating to preparing and processing automotive materials and components
- work sheets and workplace documentation relating to preparing and processing automotive materials and components

AUM20218 Certificate II in Automotive Manufacturing Production – Bus, Truck and Trailer

AUMAMA002 Work effectively in teams

- automotive manufacturing workplace or simulated workplace
- workplace procedures relating to working effectively with others in teams
- workplace team meeting notices and schedules
- work teams made up of a range of different work groups
- meeting agendas

AUMASAO11 Apply safe work practices in the automotive manufacturing environment

- automotive manufacturing workplace or simulated workplace
- workplace procedures that support safe work practices
- PPE appropriate to the candidate's work area
- a range of workplace material requiring handling and storage
- manual handling equipment

- incident and accident reports
- risk assessment forms

AUMATK002 Prepare and operate tools, equipment and machinery

- automotive manufacturing workplace location or simulated workplace
- tools, equipment and machinery required for the manufacturing production process
- operating procedures for tools, equipment and machinery

AUMGTA011 Read and interpret work orders and working drawings

- automotive manufacturing workplace or simulated workplace
- work orders, working drawings and specifications
- tools, equipment and materials required in the drawing process
- workplace procedures required to read and interpret work orders and working drawings
- work instruction to read and interpret work orders and working drawings

AUMGTM001 Assemble vehicle components

- automotive manufacturing workplace or simulated workplace
- workplace procedures relating to component assembly
- tools and equipment required for the assembly of components
- parts, fasteners, adhesives and assembly components
- vehicle or simulated frame requiring assembly of components
- assembly work sheets and job specifications

AUM30113 Certificate III in Automotive Manufacturing Technical Operations – Passenger Motor Vehicle

AUMAMA002 Work effectively with others

- automotive manufacturing workplace or simulated workplace
- workplace procedures relating to working effectively with others in teams
- workplace team meeting notices and schedules
- work teams made up of a range of different work groups
- meeting agendas

AUMASMO01 Monitor and maintain a safe automotive work environment

- automotive manufacturing workplace or simulated workplace
- automotive manufacturing work area instructions and plans
- workplace procedures and instructions relevant to the candidate's automotive manufacturing work area
- risk analysis documentation
- incident and accident reports

AUMFMM001 Reduce cycle time in automotive manufacturing work processes

- automotive manufacturing workplace or simulated workplace
- production cycle times and performance indicators

- vehicle or component production line or simulated production line
- work instructions relating to reducing cycle time
- tools, equipment and machinery that assist in reducing cycle time

AUMFMM002 Reduce waste in automotive manufacturing work processes

- automotive manufacturing workplace or simulated workplace
- waste-reduction procedures in automotive work processes
- continuous improvement plan relating to waste reduction in automotive work processes
- workplace instructions and procedures relevant to reducing waste in automotive work processes
- waste-reduction system and equipment to reduce automotive waste
- examples of waste materials and components in manufacturing

AUMFQM002 Sustain quality standards in an automotive manufacturing workplace

- automotive manufacturing workplace or simulated workplace
- work to be inspected and work orders
- job cards, quotes and job specifications
- workplace quality standards relating to automotive manufacturing
- workplace quality measurement methods and techniques

AUMGQA001 Apply workplace technical quality standards

- automotive manufacturing workplace or simulated workplace
- finished automotive manufactured components requiring quality inspection
- tools, equipment and machinery required for the quality inspection process
- workplace quality standards relating to the work to be quality inspected
- workplace procedures relating to conducting quality inspection of completed work
- workplace documentation related to performing and recording quality inspections

AUM30218 Certificate III in Automotive Manufacturing Technical Operations - Bus, Truck and Trailer

AUMAMA002 Work effectively in teams

- automotive manufacturing workplace or simulated workplace
- workplace procedures relating to working effectively with others in teams
- workplace team meeting notices and schedules
- work teams made up of a range of different work groups
- meeting agendas

AUMASA011 Apply safe work practices in the automotive manufacturing environment

- automotive manufacturing workplace or simulated workplace

- workplace procedures that support safe work practices
- PPE appropriate to the candidate's work area
- a range of workplace material requiring handling and storage
- manual handling equipment
- incident and accident reports
- risk assessment forms

AUMATK002 Prepare, and operate tools, equipment and machinery

- automotive manufacturing workplace or simulated workplace
- tools, equipment and machinery required for the manufacturing production process
- operating procedures for tools, equipment and machinery

AUMATK013 Monitor and maintain automotive equipment

- automotive manufacturing workplace or simulated workplace
- tools, equipment and machinery required for the production process of motor vehicles or components
- tools, equipment and machinery operating procedures
- maintenance tools relevant to the tools, equipment and machinery
- monitoring and maintenance documentation relevant to the tools, equipment and machinery

AUMGLM011 Apply heavy vehicle standards

- automotive manufacturing workplace or simulated workplace
- two different heavy vehicles
- heavy vehicle engineering and working drawings
- Vehicle Standards Bulletin 6 (VSB6) National Code of Practice
- Australian Design Rules (ADR) relevant to VSB6
- Heavy Vehicle National Law (HVNL) regulations
- original equipment manufacturer (OEM) manuals and guides
- tools and equipment for checking heavy vehicle against standards
- workplace documentation relevant to applying heavy vehicle standards to heavy vehicle and recording results

AUMGQA001 Apply workplace technical quality standards

- automotive manufacturing workplace or simulated workplace
- finished automotive manufactured components requiring quality inspections
- tools, equipment and machinery required for the quality inspection process
- workplace quality standards relating to the work to be quality inspected
- workplace procedures relating to conducting quality inspections of completed work
- workplace documentation related to performing and recording quality inspections

AUMGTA011 Read and interpret work orders and working drawings

- automotive manufacturing workplace or simulated workplace
- work orders, working drawings and specifications
- tools, equipment and materials required in the drawing process
- workplace procedures required to read and interpret work orders and working drawings
- work instructions to read and interpret work orders and working drawings

AUMGTM005 Read and interpret engineering drawings and determine requirements

- automotive manufacturing workplace or simulated workplace
- engineering drawings and job specifications
- equipment and material necessary to produce production work orders

AUMGTW001 Perform basic welding, thermal cutting, heating and gouging

- manufacturing workplace or simulated workplace
- vehicle or components that require basic welding, thermal cutting, heating and gouging operations
- work health and safety (WHS) equipment, including PPE relating to basic welding, thermal cutting, heating and gouging
- workplace procedures, equipment and operating instructions relating to basic welding, thermal cutting, heating and gouging
- welding consumables and materials
- welding equipment and operating instructions
- work sheets relating to basic welding, thermal cutting, heating and gouging operations

AUMGTW002 Conduct mechanical cutting

- automotive workplace or simulated workplace
- WHS equipment and PPE required for mechanical cutting operations
- mechanical cutting operations
- mechanical cutting equipment
- material for cutting
- marking and measuring equipment relevant to performing mechanical cutting
- working drawings and cutting specifications
- work sheets relating to performing mechanical cutting operations

AUM40113 Certificate IV in Automotive Manufacturing

AUMAMM001 Influence and lead work groups in an automotive manufacturing workplace

- automotive manufacturing workplace or simulated workplace
- work instructions
- workplace conflict-resolution, diversity and equal opportunity procedures that inform work involving influencing and leading automotive
- manufacturing work groups

AUMFMM003 Plan and organise automotive production and assembly processes

- automotive manufacturing workplace or simulated workplace
- component or vehicle specifications
- repair tools and equipment
- components that require production
- workplace instruction relating to production and assembly processes
- workplace quality procedures relating to production and assembly processes
- workplace environmental guidelines
- WHS requirements when planning and organising production
- workplace procedures to plan production
- job orders relating to production and assembly processes

MSS403041 Facilitate breakthrough improvements

- Resources for this imported unit are not listed

AUM50113 Diploma of Automotive Manufacturing

There are no core units for this qualification

Contacts and links

Companion volumes/ training package information

All AUR Companion Volumes can be found on the VETNet website:

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Training Package developer's quality assurance process for companion volumes

All training packages must be designed and developed to comply with the Australian Government's *Standards for Training Packages* and accompanying policies, which have been approved by Commonwealth and State/Territory ministers.

More information about training package standards and policies is available on the Department of Education, Skills and Employment website: <https://www.dese.gov.au/>
Training packages are developed to meet the training needs of specific industries and sectors. They differ from other education and training courses in that they must be created with industry involvement and extensive national consultation. They are regularly reviewed through a continuous improvement cycle and updated to ensure they remain current and relevant.

Contact details and other resources

PwC's Skills for Australia

One International Towers Sydney Watermans Quay
Barangaroo NSW Sydney 2000 Australia t: 1800 714 819
e: info@skillsforaustralia.com w: www.skillsforaustralia.com

Department of Education, Skills and Employment

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General

Australian Industry and Skills Committee (AISC) <https://www.aisc.net.au/>
Australian Apprenticeships www.australianapprenticeships.gov.au
Australian Qualifications Framework: Second edition, January 2013 <http://www.aqf.edu.au/>
Australian Skills Quality Authority (ASQA) <http://www.asqa.gov.au>
TGA website, training packages <http://www.training.gov.au/>
Training Accreditation Council (Western Australia) <http://www.tac.wa.gov.au>
Victorian Registration and Qualifications Authority (VRQA) <http://www.vrqa.vic.gov.au/>

State and Territory Training Authorities

Australian Capital Territory <https://www.education.act.gov.au/>
New South Wales
<http://www.dec.nsw.gov.au/>
Northern Territory <http://www.dob.nt.gov.au/>
Queensland <http://training.qld.gov.au/>
South Australia <http://www.statedevelopment.sa.gov.au/>
Tasmania <http://www.skills.tas.gov.au/>
Victoria <http://www.education.vic.gov.au/>
Western Australia <http://www.dtwd.wa.gov.au>

Industry Associations

Federal Chamber of Automotive Industries (FCAI) <http://www.fcai.com.au/>
The Institute of Automotive Mechanical Engineers (IAME)
<https://www.iame.com.au>

Motor Trades Association of Australia <http://www.mtaa.com.au/>
Motor Trades Association of the ACT (MTA ACT) <http://www.mtaact.com.au/>
Motor Traders' Association of NSW (MTA NSW) <http://www.mtansw.com.au/>
Motor Trades Association of the NT (MTA NT) <http://www.mtant.com.au/>
Motor Traders' Association of Queensland (MTA QLD) <http://www.mtaq.com.au/>
Motor Trade Association of SA (MTA SA) <http://www.mta-sa.asn.au/wcm/>
Motor Trade Association of WA (MTA WA) <http://www.mtawa.com.au/>
Tasmanian Automobile Chamber of Commerce (TACC) <http://www.tacc.net.au/>
Victorian Automobile Chamber of Commerce (VACC) <http://www.vacc.com.au/>

Traineeships and Apprenticeships

The Australian Apprenticeships site (www.australianapprenticeships.gov.au) offers information about traineeships and apprenticeships and includes links to state and territory authorities (STAs) that monitor provision.

About PwC's Skills for Australia

This Guide has been developed by PwC's Skills for Australia.

As a Skills Service Organisation, PwC's Skills for Australia is responsible for working with industry to

identify skills needs and to develop training products and services to meet those needs.

PwC's Skills for Australia is authorised and funded by the Australian government to produce training packages for its nine industries:

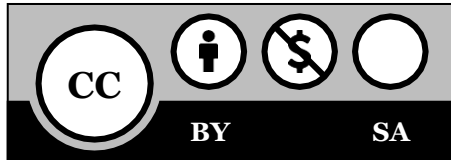
- Automotive
- Business services
- Creative arts and culture
- Financial services
- Information and communication technologies
- Naval shipbuilding
- Printing and graphic arts
- Training and education
- Mining, drilling and civil infrastructure

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