

Domain	AUTOMOTIVE MECHANICS	Unit ID: 71
Title:	Plan, organise and complete work in an automotive mechanics environment	
Level: 1		Credits: 2

Purpose

This unit standard specifies the competencies required to plan, organise and complete work in an automotive mechanic work. It includes pre-work planning, safely and efficiently sequencing work and working in teams. This unit standard is intended for those who work as automotive mechanics.

Special Notes

1. Entry information:
 - Prerequisite
 - Unit 65 - *Apply safety rules and regulations in an automotive mechanics workshop* or demonstrated equivalent knowledge and skills.
2. This unit standard is to be delivered and assessed in the context of automotive mechanic operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. To demonstrate competence, at a minimum, evidence is required of planning, organising and successfully completing three separate individual or group tasks. Perform these tasks ensuring correct identification of requirements and finishing of the tasks, correct selection and use of appropriate processes, tools and equipment and completing all work to specification.
4. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which automotive mechanic operations are carried out.
5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.
6. '*Specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, as well as workplace specific requirements.
7. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
 - Road Traffic and Transport Regulations No. 268, 2000
 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Plan and prepare for work

Range

Planning and preparation may include but is not limited to workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements.

Tools and equipment may include but are not limited to automotive mechanic hand tools, special tools, lift (hoist) and general workshop equipment as specified in the workshop manual.

Materials are to include but are not limited to mineral and synthetic oil products, ferrous and non-ferrous metals, non-metals and sintered materials.

Performance Criteria

- 1.1 Work instructions, including repair order forms, diagrams, specifications, and operational details are obtained, confirmed and applied.
- 1.2 Safety requirements are followed in accordance with safety plans and policies.
- 1.3 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults rectified or reported prior to commencement.
- 1.4 Material requirements are identified and obtained in accordance with job card and specifications.
- 1.5 Materials are processed and/or safely handled ready for use.
- 1.6 Environmental protection requirements are identified and applied in accordance with environmental legislative requirements.

Element 2: Sequence work safely

Range

Work sequencing may include but is not limited to receiving instructions, organising for task, carry out task and clean after completing task.

Performance Criteria

- 2.1 Individual steps to perform a given task are determined and performed in a logical and efficient sequence following the workshop manual and workplace specific requirements.
- 2.2 Tasks are completed to meet job card instructions.

Element 3: Work in a team

Performance Criteria

- 3.1 Tasks of the team are identified.
- 3.2 Tasks allocated to the individual as part of the team are identified.
- 3.3 Allocated tasks are completed within designated time lines.
- 3.4 Assistance is sought from other team members when difficulties in allocated task arise.
- 3.5 Questioning is used to clarify instructions or responsibilities.
- 3.6 Information and feedback provided by others in the work team is acknowledged.

Element 4: Complete work and clean up

Range

Work completion details may include but are not limited to work schedule or appointment sheet, vehicle drop-off form, repair order form, service record book, service plan form, sign-out form for equipment.

Performance Criteria

- 4.1 Work is completed and appropriate personnel notified in accordance with workplace procedures.
- 4.2 Work area is cleared of waste, cleaned, restored and secured in accordance with workplace procedures.
- 4.3 Reusable material is collected and stored in accordance with workplace procedures.
- 4.4 Tools and equipment are cleaned, checked and maintained in accordance with workplace procedures.
- 4.5 Work completion details are finalised in accordance with workplace procedures

Registration Data

Subfield:	Automotive Engineering
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