

<b>Unit ID: 203</b>
<b>Domain Title:</b>
<b>AUTOMOTIVE MECHANICS Use computer based information systems in an automotive workshop environment</b>
<b>Level: 3</b>
<b>Credits: 2</b>

### Purpose

This unit standard specifies the competencies required to use computer based information systems in an automotive workshop environment. It includes using electronic automotive databases and using incoming and outgoing mail. 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. To demonstrate competence, at a minimum, evidence is required of:
  - using two (2) simple databases (minimum of one (1) online database) including data entry, checking and amending
  - processing (to include receiving, sending and storing) two (2) incoming and two (2) outgoing items of electronic mail

In performing these tasks ensure correct processing procedures of data and electronic mail are applied.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which automotive mechanics operations are carried out.
4. Performance of all elements in this unit standard must comply with manufacturers' specifications, workplace specific requirements and reasonable flat rate time.
5. Glossary of terms:
  - '*database*' means any user-guided online and workplace specific database
  - '*electronic mail account*' means any user-guided e-mail account
  - '*specifications*' refers to any, or all of the following manufacturers' specifications and recommendations, workplace specific requirements.
6. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997 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. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://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.

Ergonomic requirements may include workstation height and layout, chair height, seat and back adjustment, screen position, keyboard and mouse position, lighting, avoiding radiation from computer screen, noise minimisation.

Conservation techniques may include but are not limited to double-sided paper use, re-used paper for rough drafts, recycling used and shredded paper, utilising power-save options for equipment.

Workplace policies and procedures may include but are not limited to log-on procedures, password protection, storage and location of data, standard formats, and use of templates.

#### **Performance Criteria**

- 1.1 Work instructions, including repair order forms, specifications and operational details are obtained, confirmed and applied.
- 1.2 Safety requirements are followed in accordance with safety plans and policies.
- 1.3 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 Technical and/or calibration requirements for data processing equipment are sourced and implemented in line with workplace procedures.
- 1.5 Environmental protection requirements are identified and applied in line with environmental plans and regulatory obligations.
- 1.6 Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user in line with workplace procedures.

- 1.7 Energy and resource conservation techniques are used to minimise wastage according to workplace requirements.
- 1.8 Policies and procedures regarding the usage of data processing equipment are identified and applied in line with workplace requirements.

## **Element 2: Use electronic automotive databases**

### **Range**

Electronic automotive databases include but are not limited to manufacturers' electronic parts catalogues, manufacturers' electronic service manuals, manufacturers' electronic flat rate time catalogues and electronic diagnostic equipment.

Data is to include numbers and text.

Checking is to include accuracy of data.

Storage of data may include the storage in electronic folders and/or sub-folders, storage on hard- or floppy disk drives.

### **Performance Criteria**

- 2.1 Data is entered, checked and amended in accordance with workplace and task requirements.
- 2.2 Manuals, user documentation and on-line help are applied to overcome problems with database use in line with workplace requirements.
- 2.3 Database reports and/or forms are previewed, adjusted and printed according to workplace and task requirements.
- 2.4 Databases are named and stored and the application is exited without data loss or damage according to workplace requirements.

## **Element 3: Use electronic mail**

### **Range**

Checking mail message for accuracy may include but is not limited to spelling, grammar, punctuation, accuracy of content and intended meaning.

Preparing attachment may include but is not limited to checking that the file size will negotiate the Internet Service Provider gateway and separating large documents into a number of files.

Storage of outgoing and incoming mail may include the storage of mails in folders and/or sub-folders, and physical storage of print outs in designated files.

### **Performance Criteria**

- 3.1 Electronic mail account is opened and checked for new message(s) in line with workplace procedures.
- 3.2 Mail message is composed and checked for accuracy and any attachment is identified and prepared according to workplace and service provider requirements.
- 3.3 Incoming and outgoing mail is stored according to workplace requirements.

### **Element 4: Complete work and clean up**

#### **Range**

Work completion details may include but are not limited to repair order form, sign-out form for equipment, service record book and service plan form.

### **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 Equipment used is cleaned, checked, maintained and stored in accordance with workplace procedures.
- 4.5 Work completion details are finalised in accordance with workplace procedures.

### **Registration Data**

<b>Subfield:</b>	Automotive Engineering
<b>Date first registered:</b>	29 March 2007
<b>Date this version registered:</b>	29 March 2007
<b>Anticipated review:</b>	2010
<b>Body responsible for review:</b>	Namibia Training Authority