

# Assessment Tool

## AURAF2002 Read in an automotive workplace

**Purpose of Assessment:** This assessment tool assess the performance outcomes required to read automotive workplace documents in order to perform routine tasks in an automotive workplace.

**Target Group:** This assessment is for those who are required to demonstrate entry-level proficiency to read automotive-specific texts and manuals so that decisions can be made regarding inspection, service and repair requirements or workplace administrative documentation.

**Exclusions or Special Conditions:** No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Candidate Name:** .....

**Candidate ID:** .....

**Group:** .....

**Date:** .....

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This assessment tool must be read in conjunction with the Assessment Guide

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This assessment tool may be used as a model for developing other assessment tools within an RTO.

## Disclaimer

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This assessment tool has been developed to provide an example of how an RTO may approach the assessment of skills and knowledge related to units of competency. The tool is an example only and RTOs are reminded they are responsible for ensuring that any learning and assessment strategies used for assessment of an individual meet all regulatory requirements relevant to the role of an RTO.

## Notes

This Assessment Tool was developed with reference to AUR Training Package Version 1.0.

# ONLINE LEARNING PROGRAM

<b>Assessor Information</b>	
<b>Conditions of Assessment:</b>	All learning parts may be undertaken: <ul style="list-style-type: none"><li>• Individually (self paced)</li><li>• As a group activity (classroom)</li></ul>
<b>Decision Making Rule:</b>	The following learning parts from the learning program are aligned to the competency unit AURFA2002 Read in an automotive workplace and must be completed: <ul style="list-style-type: none"><li>• Learning Part 1</li><li>• Learning Part 2</li><li>• Learning Part 3</li></ul>
<b>Date for Completion:</b>	

# Assessment: Online Learning Program

<b>Unit:</b>	AURAF2002 Read in an automotive workplace
<b>Candidate's Name:</b>	
<b>Date:</b>	
<b>RTO:</b>	
<b>Assessor's Name:</b>	

<i>Satisfactory response:</i>	<b>Y</b>	<b>N</b>
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<b>Learning Part 1</b>	<input type="checkbox"/>	<input type="checkbox"/>
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*The following topics must be completed and understood in the online learning program for this unit:*

- The Context of Reading
- New Words
- Good Readers
- Automobile Brief History
- Today's Automotive Industry
- Tools and Equipment

<b>Learning Part 2</b>	<input type="checkbox"/>	<input type="checkbox"/>
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*The following topics must be completed and understood in the online learning program for this unit:*

- Auto Glossary
- Automotive Terms
- Reading in the Workplace

<b>Learning Part 3</b>	<input type="checkbox"/>	<input type="checkbox"/>
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*The following topics must be completed and understood in the online learning program for this unit:*

- Signs and Labels
- Workplace Documents
- Roles and Responsibilities
- Workplace Scenario

<b>Decision Making Rule:</b>	All case study responses must be answered correctly to be deemed satisfactory in this assessment activity.	
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<b>The Candidate's Knowledge is:</b>	<input type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Not Yet Satisfactory</b>
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<b>Signed by the Assessor:</b>		<b>Date:</b>	
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# KNOWLEDGE ASSESSMENT

Guide for Using the Knowledge Assessment		
<b>Conditions of Assessment:</b>	<p>This assessment is to be administered and monitored by the assessor to ensure <u>currency and authenticity</u>.</p> <ul style="list-style-type: none"> <li>• The candidate will be provided with a limited number of attempts for each question.</li> <li>• Clarification for each question may be provided by the assessor to assist the candidate in understanding the question.</li> </ul>	
<b>Duration of Knowledge Assessment:</b>	<p>On average the online assessment should take a trainee 40 minutes to complete.</p>	
<b>Topics:</b>	<ul style="list-style-type: none"> <li>• Automotive acronyms</li> <li>• Reading in an automotive workplace</li> <li>• Meaning of words</li> <li>• New workplace information</li> <li>• Instructions</li> <li>• Signs and labels</li> <li>• Interpreting and understanding information</li> <li>• Comprehension</li> </ul>	
<b>Decision Making Rule:</b>	<p>The online learning management system uses the following decision making rules to determine if a candidate has answered all questions satisfactorily.</p> <ul style="list-style-type: none"> <li>• Questions relating to environmental and WHS/OHS = 100%</li> <li>• Questions relating to technical and other topics = 90%</li> </ul>	
<b>Marking Guide:</b>	<p>A marking guide will not be provided, but on successful completion of assessment the candidate will be provided with a list of questions they have answered incorrectly.</p>	
<b>Additional Information:</b>	<p>Once the candidate has successfully completed the assessment task, the online system will generate an assessment result with a dedicated number.</p>	
<b>Online Unique ID:</b>	<p><i>Only required for online assessment</i></p>	
<b>Signed by the Assessor:</b>		<p><b>Date:</b></p>

# DEMONSTRATION ASSESSMENT

## Guide for Assessment of Demonstration

<b>Task(s) to be Demonstrated:</b>	<ul style="list-style-type: none"> <li>• Read key information from an automotive-specific text and understand it</li> <li>• Read a vehicle's service manual to confirm its system, equipment operation and maintenance schedule requirements</li> <li>• Read and follow instructions from an automotive-specific text</li> </ul>
<b>Conditions of Assessment:</b>	<p>Assessors must satisfy SNR/AQTF assessor requirements.</p> <p>Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.</p> <p>Where assessment of competency includes third party evidence, individuals must provide evidence that links them to the vehicles that they have worked on, e.g. repair orders.</p> <p>Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.</p>
<b>Resources Required:</b>	<p>The following resources must be made available:</p> <ul style="list-style-type: none"> <li>• automotive repair workplace or simulated workplace</li> <li>• written automotive text and service information</li> <li>• workplace-specific documents, such as stock records, job cards, service quotations, time sheets and meeting notes</li> <li>• workplace operational forms, memos and messages</li> <li>• dictionaries and other language aids</li> <li>• vehicle service manual.</li> </ul>
<b>Demonstration Requirements:</b>	<p>Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria and foundation skills.</p> <p>The assessor will schedule an appropriate time and duration for the candidate to demonstrate the assessment task/s and associated questions.</p>
<b>Oral Questions:</b>	<ul style="list-style-type: none"> <li>• Questions must be asked while the demonstration is taking place or if appropriate directly after the task/s have been completed.</li> <li>• Access to required materials (e.g. reference materials, policy documents, workplace documents) during oral questioning may be provided.</li> </ul>

## Demonstration Assessment

<b>Unit:</b>	AURAF2002 Read in an automotive workplace		
<b>Candidate's Name:</b>	.....		
<b>Candidate ID:</b>	.....		
<b>RTO:</b>	.....		
<b>Assessor's Name:</b>	.....		
<b>Assessment Task Overview:</b>	You must provide the learner with automotive texts (see 'Resource Requirements' on the 'Guide for Assessment of Demonstration') so he/she can successfully demonstrate the following tasks.		
<b>Task 3</b>	The candidate read key information from an automotive-specific text and understood it.	<b>YES</b>	<b>NO</b>
	<ul style="list-style-type: none"> <li>An automotive-specific text was read and understood within the context of an automotive workplace</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Main points were identified while applying effective reading strategies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments/responses:</i>			
<b>Task 4</b>	The candidate read a vehicle's service manual to confirm its system, equipment operation and maintenance schedule requirements.	<b>YES</b>	<b>NO</b>
	<ul style="list-style-type: none"> <li>Meaning and comprehension of new technical words were determined</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Meaning and comprehension of new key phrases were determined</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments/responses:</i>			

Task 5	The candidate read and followed instructions from an automotive-specific text.	YES	NO
	• Key information relevant to own role and responsibilities was identified	<input type="checkbox"/>	<input type="checkbox"/>
	• Solutions and ideas were comprehended	<input type="checkbox"/>	<input type="checkbox"/>
	• Solutions and ideas were applied	<input type="checkbox"/>	<input type="checkbox"/>
	• Solutions and ideas were communicated to an appropriate person	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments/responses:</i>			
<b>Decision Making Rules:</b>	<b>Demonstration:</b> All tasks must be performed correctly to be deemed satisfactory for this assessment activity.		
	<b>Questions:</b> All questions must be answered correctly to be deemed satisfactory in this assessment task, but assessor may ask questions to clarify understanding.		
<b>Candidate's Demonstration Was:</b>	<input type="checkbox"/> <b>Satisfactory</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Satisfactory</b></span>		
<b>Comment(s)</b>	A comment must be recorded if a NO is ticked in any of the tasks or NYS has been indicated.		
<b>Signed by the Assessor:</b>			<b>Date:</b>

# FINAL RECORD OF ASSESSMENT

<b>Unit:</b>	AURFA2002 Read in an automotive workplace	
<b>Candidate's Name:</b>		
<b>Candidate ID:</b>		
<b>RTO:</b>		
<b>Assessor's Name:</b>		
<b>Assessments / Evidence:</b>	<input type="checkbox"/> Online Learning	<input type="checkbox"/> Knowledge Assessment
<b>Determination of Competence:</b>	<input type="checkbox"/> Demonstration Assessment	
<b>Competency Outcome:</b>	All assessment tasks must be completed satisfactorily to be able to determine competence.	
<b>Competency Outcome:</b>	<input type="checkbox"/> <b>Competent</b>	<input type="checkbox"/> <b>Not Yet Competent</b>
<b>Feedback to Candidate:</b>		
<b>Date for reassessment: (if applicable)</b>		
<b>Candidate:</b>	I declare that I have been provided with feedback on my performance.	<b>Signature:</b>  <b>Date:</b> ____/____/____
<b>Assessor:</b>	I declare that I have conducted the assessment with this candidate and have provided appropriate feedback.	<b>Signature:</b>  <b>Date:</b> ____/____/____
<b>Reporting Requirements:</b>	<i>Insert any instructions specific to the training organisation.</i>	

# COMPETENCY MAPPING

## AURFA2002 Read in an automotive workplace

Task(s)		Components of the Unit of Competency and Assessment Requirements			
		Element	Performance Evidence	Knowledge Evidence	FSK Foundation Skills TP
<b>Online Learning</b>					
1	Learning Part 1	1	NA	<ul style="list-style-type: none"> <li>common automotive workplace terminology</li> <li>techniques for understanding key ideas in specialist workplace text and documents</li> </ul>	<ul style="list-style-type: none"> <li>FSKRDG07 Read simple workplace information</li> <li>FSKRDG06 Read simple informal workplace texts</li> <li>FSKRDG05 Read simple workplace procedures</li> <li>FSKRDG10 Read routine workplace information</li> <li>FSKRDG09 Read routine standard operating procedures</li> <li>FSKRDG08 Read routine visual and graphic texts</li> </ul>
	Learning Part 2	1		<ul style="list-style-type: none"> <li>common automotive workplace terminology</li> <li>techniques for understanding key ideas in specialist workplace text and documents</li> </ul>	
	Learning Part 3	2		<ul style="list-style-type: none"> <li>procedures for accessing and reviewing workplace texts and documents</li> </ul>	
<b>Knowledge Assessment (Online Questions)</b>					
2	Automotive acronyms (3 questions)	1	NA	<ul style="list-style-type: none"> <li>common automotive workplace terminology</li> <li>techniques for understanding key ideas in specialist workplace text and documents</li> <li>procedures for accessing and reviewing workplace texts and documents</li> </ul>	<ul style="list-style-type: none"> <li>FSKRDG07 Read simple workplace information</li> <li>FSKRDG06 Read simple informal workplace texts</li> <li>FSKRDG05 Read simple workplace procedures</li> <li>FSKRDG10 Read routine workplace information</li> <li>FSKRDG09 Read routine standard</li> </ul>
	Reading in an automotive workplace (6 questions)	1			
	Meaning of words (1 question)	1			

	New workplace information (5 questions)	2			<ul style="list-style-type: none"> <li>operating procedures</li> <li>FSKRDG08 Read routine visual and graphic texts</li> </ul>
	Instructions (5 questions)	2			
	Signs and labels (2 questions)	2			
	Interpreting and understanding information (6 questions)	2			
	Comprehension (5 questions)	2			
<b>Demonstration Assessment</b>					
<b>3</b>	Read key information from an automotive-specific text and understand it	1, 2	<ul style="list-style-type: none"> <li>read automotive-specific text and confirm comprehension</li> <li>extract key information from specific texts, understand it and convey it to others</li> </ul>	All	<ul style="list-style-type: none"> <li>FSKRDG07 Read simple workplace information</li> <li>FSKRDG06 Read simple informal workplace texts</li> <li>FSKRDG05 Read simple workplace procedures</li> <li>FSKRDG10 Read routine workplace information</li> <li>FSKRDG09 Read routine standard operating procedures</li> <li>FSKRDG08 Read routine visual and graphic texts</li> </ul>
<b>4</b>	Read a vehicle's service manual provided to you by your assessor to confirm its system, equipment operation and maintenance schedule requirements	1, 2	<ul style="list-style-type: none"> <li>read vehicle service manuals and confirm system and equipment operation and maintenance schedule requirements</li> </ul>		
<b>5</b>	Read and follow instructions from an automotive-specific text	1, 2	<ul style="list-style-type: none"> <li>apply information from automotive-specific texts</li> </ul>		