

**Victorian Purchasing Guide  
for  
AUM Automotive Manufacturing Training Package  
Release No 1.0  
September 2015**





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## Victorian Purchasing Guide - Version History

Training Package Version	Date VPG Released	Comments
AUM Automotive Manufacturing Training Package Release 1	5 September 2015	This release of the AUM Victorian Purchasing Guide revises the maximum payable hours for a number of AUM qualifications from the previous version published on 12 May 2014.
AUM Automotive Manufacturing Training Package Release 1	12 May 2014	This Victorian Purchasing Guide reflects the changes made to (AUM12 Automotive Manufacturing Training Package 1). This is a new Training Package which contains: <ul style="list-style-type: none"> <li>• 1 revised qualifications</li> <li>• 6 equivalent qualifications</li> <li>• 98 non equivalent units</li> </ul> For more information, refer to the modification history and summary mapping in the training package.
AUM12 Automotive Manufacturing Training Package Version 1	21 September 2012	This Victorian Purchasing Guide reflects the changes made to (AUM12 Automotive Manufacturing Training Package 1). This is a new Training Package which contains 1 new and 6 revised qualifications. One new unit. Recoding of all units of competency to conform with the Training Package Development Handbook For more information, refer to the modification history and summary mapping in the training package

# AUM Automotive Manufacturing Training Package Victorian Purchasing Guide

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## INTRODUCTION

### What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide (VPG) provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the VPG provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- maximum and minimum payable hours available for each qualification.
- nominal hours for each unit of competency within the Training Package.

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

### Victorian Government subsidised training

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website: <http://www.education.vic.gov.au/svts>

## QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
AUM10113	Certificate I in Automotive Manufacturing	128	135
AUM20113	Certificate II in Automotive Manufacturing Production - Passenger Motor Vehicle	361	380
AUM20213	Certificate II in Automotive Manufacturing Production - Bus Truck & Trailer	408	430
AUM30113	Certificate III in Automotive Manufacturing – Technical Operations - Passenger Motor Vehicle	280	295
AUM30213	Certificate III in Automotive Manufacturing – Technical Operations - Bus Truck & Trailer	940	990
AUM40113	Certificate IV in Automotive Manufacturing	465	490
AUM50113	Diploma of Automotive Manufacturing	570	600

## UNITS OF COMPETENCY

Unit Code	Unit Title	Nominal Hours
AUMABA002	Operate load shifting equipment	10
AUMABM001	Control stock	40
AUMAFA001	Apply for jobs and undertake job interviews	20
AUMAFA002	Maintain workplace relationships	50
AUMAKM002	Produce computer-aided drawings	50
AUMAMA001	Contribute to production goals	10
AUMAMA002	Work effectively in teams	30
AUMAMA003	Prepare new product designs	40
AUMAMA004	Coordinate automotive project activities	50
AUMAMM001	Influence and lead work groups in an automotive manufacturing workplace	30
AUMANA001	Prepare and document quotations	40
AUMAQA001	Apply quality assurance techniques	60
AUMASA001	Apply safe work practices in the automotive manufacturing environment	50
AUMASM001	Monitor and maintain a safe automotive work environment	30
AUMATA001	Develop documentation and procedures	30
AUMATA002	Conduct post-production inspections and tests	20
AUMATA003	Repair faults in vehicle metal components	50
AUMATA004	Diagnose and repair mechanical faults	50
AUMATA005	Rectify assembly faults	40
AUMATA006	Provide automotive manufacturing advice	40
AUMATA007	Conduct vehicle performance tests	10
AUMATA008	Produce drawings manually	40
AUMATE001	Rework faulty production engines	60
AUMATK001	Use and maintain tools and equipment	20
AUMATK002	Prepare and operate tools, equipment and machinery	60
AUMATK003	Monitor and maintain automotive equipment	40
AUMATK004	Use and maintain measuring equipment	30
AUMATK005	Calibrate measuring equipment	40

Unit Code	Unit Title	Nominal Hours
AUMATK006	Test plant, tools, equipment, product and systems	40
AUMATK007	Install vehicle plant, equipment and systems	110
AUMATK008	Maintain vehicle plant, tools, equipment and systems	125
AUMATK009	Repair vehicle plant, tools, equipment and systems	95
AUMATK010	Manufacture and modify vehicle plant, tools, equipment and systems	120
AUMATK011	Use technical data relating to plant, tools, equipment and systems	40
AUMATN001	Repair structural faults in vehicles	50
AUMATP001	Rectify minor faults in vehicle paintwork	30
AUMATP002	Control vehicle paint line production	40
AUMATR001	Repair vehicle electrical faults in assembled vehicles	60
AUMATR002	Install and maintain motor vehicle instrumentation sensors and transmitters	30
AUMATS001	Stamp and press vehicle parts	30
AUMATW001	Test vehicle welds ultrasonically	60
AUMATW002	Inspect welding	40
AUMFBK001	Receive and dispatch vehicle components	50
AUMFBM001	Prepare and process automotive materials and components	60
AUMFMM001	Reduce cycle time in automotive manufacturing work processes	40
AUMFMM002	Reduce waste in automotive work processes	40
AUMFMM003	Plan and organise automotive production and assembly processes	40
AUMFQM001	Apply continuous improvement in automotive manufacturing	60
AUMFQM002	Sustain quality standards in an automotive manufacturing workplace	40
AUMFTA001	Document manufacturing design processes	80
AUMFTA002	Perform die coating	40
AUMFTA003	Set and adjust automotive production machine tools	40
AUMFTA004	Monitor and maintain operation of metal treatment plants	60
AUMFTA005	Analyse test vehicles for research purposes	40
AUMFTA006	Develop research reports on vehicle design, development and production	50
AUMFTA007	Evaluate vehicle design, development and production information	40



Unit Code	Unit Title	Nominal Hours
AUMFTE001	Conduct engine hot tests	40
AUMFTK001	Test automotive production components, equipment and systems	50
AUMFTM001	Undertake preliminary fault finding and machine reset	40
AUMFTM002	Create new product designs	80
AUMFTM003	Develop conceptual models and prototypes	160
AUMGCA001	Provide customer service	15
AUMGLM001	Apply heavy vehicle standards	40
AUMGMA001	Participate in workplace productivity improvement processes	40
AUMGQA001	Apply workplace technical quality standards	20
AUMGTA001	Read and interpret work orders and working drawings	30
AUMGTA002	Service vehicle after assembly	20
AUMGTB001	Assemble, install and test braking system kits	40
AUMGTD001	Perform wheel alignment operations	40
AUMGTG001	Install fixed and moveable glass components on vehicles	25
AUMGTM001	Assemble vehicle components	20
AUMGTM004	Install and fit out components	30
AUMGTM002	Assemble vehicle frames and axles	20
AUMGTM003	Install and replace mechanical units and assemblies	30
AUMGTM005	Read and interpret engineering drawings and determine requirements	80
AUMGTM006	Assemble, install and test hydraulic system kits	40
AUMGTM007	Assemble, install and test pneumatic system kits	40
AUMGTM008	Bond and repair fibreglass components	50
AUMGTN001	Replace and repair vehicle body panels and fittings	60
AUMGTP001	Finish and paint vehicle body and part surfaces	20
AUMGTP002	Rework vehicle paint faults	10
AUMGTR001	Install and replace vehicle electrical units and assemblies	40
AUMGTR002	Manufacture and modify vehicle wiring harnesses	45
AUMGTR003	Test, modify and repair vehicle electrical circuits and systems	20
AUMGTS001	Prepare materials for fabrication using jigs and fixtures	30

Unit Code	Unit Title	Nominal Hours
AUMGTS002	Prepare materials for fabrication using manual processes	30
AUMGTS003	Fabricate plugs	50
AUMGTS004	Fabricate parts for vehicle sub-assemblies	35
AUMGTT001	Apply trim to vehicle components	10
AUMGTW001	Perform basic welding, thermal cutting, heating and gouging	30
AUMGTW002	Perform mechanical cutting	25
AUMGTW003	Perform manual metal arc welding	40
AUMGTW004	Perform gas tungsten arc welding	40
AUMGTW005	Perform gas metal arc welding	50
AUMGTW006	Machine parts	30
AUMGTY001	Paint vehicle chassis and panels	25
AUMGTY002	Install vehicle components	60
AUMGTY003	Modify and repair chassis and frames	45

## SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **AUM Automotive Manufacturing Training Package Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

<b>Occupation / Work Function</b>	New entrant to the industry	
<b>Qualification Title</b>	Certificate I in Automotive Manufacturing	
<b>Qualification Code</b>	AUM10113	
<b>Description</b>	Entry level production worker	
<b>Notes</b>	For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
AUMAF001	Apply for jobs and undertake job interviews	20
AUMATK001	Use and maintain tools and equipment	20
MEM13014A	Apply principles of occupational health and safety in the work environment	10
<b>Electives</b>		
AUMAMA002	Work effectively in teams	30
AURAEA1001	Identify environmental requirements in an automotive workplace	25
MSAENV272B	Participate in environmentally sustainable work practices	30
<b>Total Hours</b>		<b>135</b>

<b>Occupation / Work Function</b>	Automotive Passenger Motor Vehicle Manufacturing Production Worker	
<b>Qualification Title</b>	Certificate II in Automotive Manufacturing Production - Passenger Motor Vehicle	
<b>Qualification Code</b>	AUM20113	
<b>Description</b>	Motor vehicle assembly or component manufacture	
<b>Notes</b>	For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
AUMAF002	Maintain workplace relationships	50
AUMAMA001	Contribute to production goals	10
AUMAMA002	Work effectively in teams	30
AUMASA001	Apply safe work practices in the automotive manufacturing environment	50
AUMATK002	Prepare and operate tools, equipment and machinery	60
AUMFBM001	Prepare and process automotive materials and components	60
<b>Electives</b>		
AUMATK003	Monitor and maintain automotive equipment	40
AUMFBK001	Receive and dispatch vehicle components	50
MSAENV272B	Participate in environmentally sustainable work practices	30
<b>Total Hours</b>		<b>380</b>

<b>Occupation / Work Function</b>	Manufacturing/Assembly Operators	
<b>Qualification Title</b>	Certificate II in Automotive Manufacturing Production - Bus/Truck/Trailer	
<b>Qualification Code</b>	AUM20213	
<b>Description</b>	Assisting in the manufacture of components and/or vehicles	
<b>Notes</b>	For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
AUMAMA002	Work effectively in teams	30
AUMASA001	Apply safe work practices in the automotive manufacturing environment	50
AUMATK002	Prepare and operate tools, equipment and machinery	60
AUMGTA001	Read and interpret work orders and working drawings	30
AUMGTM001	Assemble vehicle components	20
<b>Electives</b>		
AUMATK003	Monitor and maintain automotive equipment	40
AUMATS001	Stamp and press vehicle parts	30
AUMGTG001	Install fixed and moveable glass components on vehicles	25
AUMGTP001	Finish and paint vehicle body and part surfaces	20
AUMGTR003	Test, modify and repair vehicle electrical circuits and systems	20
AUMGTS001	Prepare materials for fabrication using jigs and fixtures	30
AUMGTW001	Perform basic welding, thermal cutting, heating and gouging	30
AUMGTW002	Perform mechanical cutting	25
AURETR2006	Carry out soldering of electrical wiring and circuits	20
<b>Total Hours</b>		<b>430</b>

<b>Occupation / Work Function</b>	Passenger Motor Vehicle Production Operator	
<b>Qualification Title</b>	Certificate III in Automotive Manufacturing Technical Operations – Passenger Motor Vehicle	
<b>Qualification Code</b>	AUM30113	
<b>Description</b>	Work individually or as part of a team manufacturing vehicles, or vehicle components/assemblies.	
<b>Notes</b>	For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
AUMAMA002	Work effectively in teams	30
AUMASM001	Monitor and maintain a safe automotive work environment	30
AUMFMM001	Reduce cycle time in automotive manufacturing work processes	40
AUMFMM002	Reduce waste in automotive work processes	40
AUMFQM002	Sustain quality standards in an automotive manufacturing workplace	40
AUMGQA001	Apply workplace technical quality standards	20
<b>Electives</b>		
AUMATP001	Rectify minor faults in vehicle paintwork	30
AURAEA2002	Apply environmental and sustainability best practice in an automotive workplace	25
TLIA3023A	Coordinate stocktakes	20
TLIA4028A	Assess and monitor optimum stock levels	20
<b>Total Hours</b>		<b>295</b>

<b>Occupation / Work Function</b>	Trade Level Specialist, Team Leader	
<b>Qualification Title</b>	Certificate III in Automotive Manufacturing Technical Operations - Bus, Truck & Trailer	
<b>Qualification Code</b>	AUM30213	
<b>Description</b>	Prepare, install and fit components used in assembly of vehicles (buses, trucks and trailers)	
<b>Notes</b>	For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
AUMAMA002	Work effectively in teams	30
AUMASA001	Apply safe work practices in the automotive manufacturing environment	50
AUMATK002	Prepare and operate tools, equipment and machinery	60
AUMATK003	Monitor and maintain automotive equipment	40
AUMGLM001	Apply heavy vehicle standards	40
AUMGQA001	Apply workplace technical quality standards	20
AUMGTA001	Read and interpret work orders and working drawings	30
AUMGTM005	Read and interpret engineering drawings and determine requirements	80
AUMGTW001	Perform basic welding, thermal cutting, heating and gouging	30
AUMGTW002	Perform mechanical cutting	25
AURAF2003	Communicate effectively in an automotive workplace	20
<b>Electives</b>		
AUMGTA002	Service vehicle after assembly	20
AUMGTB001	Assemble, install and test braking system kits	40
AUMGTG001	Install fixed and moveable glass components on vehicles	25
AUMGTM001	Assemble vehicle components	20
AUMGTM002	Assemble vehicle frames and axles	20
AUMGTM003	Install and replace mechanical units and assemblies	30
AUMGTM004	Install and fit out components	30

<b>Qualification Title</b>	Certificate III in Automotive Manufacturing Technical Operations – Bus, Truck & Trailer - continued	
<b>Qualification Code</b>	AUM30213	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
AUMGTM006	Assemble, install and test hydraulic system kits	40
AUMGTM007	Assemble, install and test pneumatic system kits	40
AUMGTR001	Install and replace vehicle electrical units and assemblies	40
AUMGTR002	Manufacture and modify vehicle wiring harnesses	45
AUMGTS001	Prepare materials for fabrication using jigs and fixtures	30
AUMGTS002	Prepare materials for fabrication using manual processes	30
AUMGTS003	Fabricate plugs	50
AUMGTS004	Fabricate parts for vehicle sub-assemblies	35
AUMGTT001	Apply trim to vehicle components	10
AUMGTY002	Install vehicle components	60
<b>Total Hours</b>		<b>990</b>



<b>Occupation / Work Function</b>	Vehicle/Component Design Team Member	
<b>Qualification Title</b>	Certificate IV in Automotive Manufacturing	
<b>Qualification Code</b>	AUM40113	
<b>Description</b>	A worker completing this qualification may expect to undertake technical tasks as part of a vehicle design team	
<b>Notes</b>	For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
AUMAMM001	Influence and lead work groups in an automotive manufacturing workplace	30
AUMFMM003	Plan and organise automotive production and assembly processes	40
MSS403041A	Facilitate breakthrough improvements	40
<b>Electives</b>		
MSS403011A	Facilitate implementation of competitive systems and practices	40
MSS403040A	Facilitate and improve implementation of 5S	50
MSS404053A	Use six sigma techniques	40
AUMASA001	Apply safe work practices in the automotive manufacturing environment	50
AUMATK006	Test plant, tools, equipment, product and systems	40
AUMFTA001	Document manufacturing design processes	80
AURTTA4021	Carry out diagnosis of complex system faults	80
<b>Total Hours</b>		<b>490</b>

<b>Occupation / Work Function</b>	Passenger Motor Vehicle/Component Designer	
<b>Qualification Title</b>	Diploma of Automotive Manufacturing	
<b>Qualification Code</b>	AUM50113	
<b>Description</b>	Responsibility for design of vehicles and/or vehicle components	
<b>Notes</b>	For advice on how to choose electives other than those listed below, please refer to the Automotive Manufacturing Training Package (AUM R1) and its Qualifications Packaging Rules or contact the CMM Automotive on (03) 9425 5761.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Group A</b>		
AUMAMA004	Coordinate automotive project activities	50
AUMFTA006	Develop research reports on vehicle design, development and production	50
AUMFTM002	Create new product designs	80
<b>Group B</b>		
AURETA5001	Analyse and evaluate electrical and electronic faults in electric over-hydraulic systems	60
AURETA5002	Analyse and evaluate electrical and electronic faults in safety systems	60
AURETA5003	Analyse and evaluate electrical and electronic faults in monitoring and protection systems	60
AURETR5033	Develop and apply electronic systems modification	80
AURETR5034	Develop and apply electrical systems modification	80
AURTTL5015	Develop and apply gas fuel system modifications	80
<b>Total Hours</b>		<b>600</b>

## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
Engineering Industries - Automotive	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.  They can assist with questions on payable and nominal hours.	Pat Thornton Address: Private Bag 299, Somerton Vic 3062 Phone/fax: 9425 5761 Email: pthornton@kangan.edu.au
<b>Industry Skills Council (ISC)</b>		
Auto Skills Australia Ltd	This ISC is responsible for developing this <b>AUM Automotive Manufacturing Training Package</b> , companion volumes and support material and can be contacted for further information.	Address: Level 4,533 Little Lonsdale Street Melbourne, Vic. 3000 Phone/fax: 03 9863 7850 Email: <a href="mailto:pmiller@autoskillsaustralia.com.au">pmiller@autoskillsaustralia.com.au</a> Web: <a href="http://www.autoskillsaustralia.com.au">www.autoskillsaustralia.com.au</a>
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.	<a href="http://training.gov.au">http://training.gov.au</a>
<b>Australian Government</b>		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	<a href="https://education.gov.au/">https://education.gov.au/</a>
<b>Victorian State Government</b>		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 <a href="http://www.education.vic.gov.au">www.education.vic.gov.au</a>
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 <a href="http://www.asqa.gov.au">www.asqa.gov.au</a>
<b>Victorian State VET Regulatory Authority</b>		

Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 <a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a>
<b>Industry Regulatory Bodies applicable to this Training Package</b>		
Automotive Alternative Fuels Registration Board (AAFRB)	The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.	Address: 7 <sup>th</sup> Floor, 464 St. Kilda Road, Melbourne, 3004 Phone/fax: (03) 9862 6700/(03) 98665322  Email: Web: <a href="http://www.aafrb.com.au">www.aafrb.com.au</a>
Australian Refrigeration Council Ltd.	The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.	Address: Locked Bag 3033, Box Hill, Vic, 3128 Level 2, 818 Whitehorse Road, Box Hill 3128 Phone/fax: 03 9843 1600 1300 88 44 83/03 9890 3399 1300 55 40 23 Email: <a href="mailto:enquire@arctick.org">enquire@arctick.org</a>  Website: <a href="http://www.arctick.org">www.arctick.org</a>

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit of competency code.
<b>Unit Title</b>	Nationally endorsed Training Package unit of competency title.
<b>Payable Hours</b>	The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification.
<b>Nominal Hours</b>	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.