

Ms Jennifer Earle
Executive Officer

SUBJECT: **Workshop Techniques – Introduction Level 1
WTEI10114**

PURPOSE: To seek an amendment to the accredited course.

BACKGROUND

The course Automotive Workshop Practices Level 1 has accreditation expiring on 31 December 2015. On 17 April 2015 we received a communication from the Department of Education that it would develop a new course in this area at Level 2 (not 1) and a proposal that it would request an amendment to the course Workshop Techniques – Introduction Level 1 to accommodate automotive learners at Level 1.

The course Automotive and Mechanical Technologies Level 2 was accredited on 15 June 2015 for use from 2016 until 2020.

On 14 September 2015 we received a request from Curriculum Services to amend the course Workshop Techniques – Introduction so as to include an automotive option (**Attachment A**).

CURRENT SITUATION

The Quality Assurance and Audit Officer, TASC, has analysed the proposal.

The inclusion of an automotive area in the course Workshop Techniques – Introduction does not impact of the standards of this course. It is noted that the expiring Automotive Workshop Practices course is of the same level of complexity and size value as the Workshop Techniques – Introduction course into which the automotive area would be included. Changes to the Workshop Techniques – Introduction course document (as indicated in red in **Attachment A**) to not impact the areas already available. As the course is not a ‘framework’ one, the addition of the automotive area does not add any new qualifications to the course.

ISSUE

Nil identified

**VIEWS OF OTHER
STAKEHOLDERS:**

The proposal (**Attachment A**) identifies consulted stakeholders.

RECOMMENDATION:

That the amendment as noted in Attachment A be approved for use from 1 January 2016.

PREPARED BY:

Mike Jenkins
Quality Assurance and Audit Officer, TASC
21 September 2015

APPROVED BY:



Jennifer Earle
Executive Officer, TASC

23 September 2015

Attachments:

- A) Proposed amendment

ATTACHMENT A:
Proposed amendment

This form is to be used for requests for amendments to TASC accredited senior secondary courses. The proposed amendments can be anything from editorials e.g. correction of a term, minor changes such as the addition of a topic, through to significant changes such as amendment to what is assessed. Requests for editorial changes require only a brief outline of what is required.

1. Code and name of course/s:

WTEI10114 *Workshop Techniques – Introduction TQA I*

2. Name of person requesting amendment:

Marie Phillips on behalf of Curriculum Services

3. Person's contact details - phone and email:

6165 5776 marie.phillips@education.tas.gov.au

4. Relationship to course - course writer, teacher, subject matter expert etc:

Curriculum Teacher Leader Course and Writer for new Automotive and Mechanical Technologies Level 2 course

5. Brief summary of the nature of the change proposed:

Request to include an 'automotive' area is added to *Workshop Techniques -Introduction TQA I* course for 2016.

6. Reason the change is needed (for other than editorial changes) - in terms of improvement to the outcomes for learners:

When the Department of Education submitted the Statement of Intent to Develop a course in Automotive at Level 2 in late 2014, it was proposed that the *Automotive Workshop Practices TQA Level I* course would expire at the end of 2015, and an automotive workshop context could be added to the *Workshop Techniques - Introduction* course to provide appropriate curriculum for Level I students.

To provide an appropriate level of learning for the estimated 30% of students in the *Automotive Workshop Practices TQA I* cohort who require a course pitched at Level I, it is recommended that an additional 'automotive' area is added to the *Workshop Techniques -Introduction TQA I* course for 2016. This is a similar resolution to the TQA decision to discontinue the accreditation of the *Vehicle Motorbody TQA I* course in 2014 by adding the 'Motor Vehicle Bodyworks' area into the *Workshop Techniques -Introduction TQA I* course.

7. Impact of the proposed changes on delivery - resources needed etc:

Nil

8. When would be the best time to implement the change?

From 1 January 2016

9. Details of the changes - page numbers etc. If it is easier, you may provide this as an attachment:

The *Workshop Techniques - Introduction TQA I* with the suggested inclusion of Automotive Systems shown in red text is attached.

10. Names and contact details of those with whom you have consulted:

During development of the recently accredited *Automotive and Mechanical Technologies Level 2*, the proposal has been shared in three forums:

1. **Government Colleges Quality Assurance Day (10 March)**

Ian Glover(Hobart College), Richard Reed (Elizabeth College), Scott Johnson (Claremont College) John Duncombe (Claremont College), Alistair Mearns (Rosny College), and emailed to Northern teachers Christine Watson (Don), Ashley Rist (Hellyer) and Peter Robinson (Launceston College)

2. Consultation with Senior Secondary Stakeholders (30 March)

Brett Devereux (Guilford Young College), Ian Murray (The Friends School), Ian Glover (Hobart College), Richard Reed (Elizabeth College), Scott Johnson (Claremont College), Christine Watson (Don College), Ashley Rist (Hellyer) and Peter Robinson (Launceston College) and John Duncombe (Claremont College), Alistair Mearns (Rosny College)

3. New Automotive and Mechanical Technologies Professional Development Day (21 August)

Brett Devereux (Guilford Young College), Ian Murray (The Friends School), Ian Glover (Hobart College), Richard Reed (Elizabeth College), Ashley Rist (Hellyer) and Peter Robinson (Launceston College) and John Duncombe (Claremont College), Alistair Mearns (Rosny College)

All teachers agreed with the addition of an Automotive area within the *Workshop Techniques - Introduction Level I* course to provide an appropriate curriculum for students requiring Level I courses.

11. Any other relevant information:

Nil

Please return to:

| MAIL: | DELIVER TO: | EMAIL: |
|--------------------------------|--|---------------------------|
| GPO Box 333 Hobart TAS 7001 | Level 6, 39 Murray Street Hobart TAS 7000 | enquiries@tasc.tas.gov.au |

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Workshop Techniques - Introduction

WTE110114, TQA Level 1, Size Value = 10

THE COURSE DOCUMENT

This document contains the following sections:

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RATIONALE

Workshop Techniques – Introduction has a common core of making products through the shaping and manipulation of materials. The items produced are made using a range of tools, techniques, materials and processes appropriate to the medium being utilised.

Through studying this course, learners will develop skills to make items within their designated area/s of specialisation.

Learners will be involved in a variety of practical construction projects that will lead to the acquisition of skills, techniques and processes.

COURSE SIZE AND COMPLEXITY

This course has a complexity level of TQA level 1.

TQA level 1 - the learner is expected to carry out tasks and activities that will draw on an appropriate range of basic knowledge and skills. The tasks and activities generally have a substantial repetitive aspect to them. Minimum judgement is needed as there are usually very clear rules, guidelines or procedures to be followed. VET competencies at this level are often those characteristic of an AQF Certificate I.

This course has a size value of 10.

COURSE DESCRIPTION

This course is designed for senior secondary learners to develop basic skills in their area/s of specialisation:

- **Automotive systems**
- Composite materials
- Glass
- Metal
- Motor Vehicle Bodyworks
- Plastics
- Textiles
- Wood.

Through working in their area of specialisation, learners will be involved in a variety of practical situations that lead to the acquisition of appropriate skills, techniques and processes required to complete practical projects.

Note: It is possible for a learner to study more than one of these specialisations during the course. Specialisations are not differentiated in the qualifications available in this course. No more than one qualification in this course per academic year will be listed on a learner's Qualifications Certificate or contribute credit points towards the TCE's participation and achievement standard.

RESOURCES

Delivery of this course requires specialised workspace/s and associated facilities.

Automotive systems

The required resources include:

Personal protective equipment will include:

- Protective clothing and footwear
- Ear muffs
- Safety glasses
- Barrier cream

Tools and equipment will include:

- common mechanical tools (e.g. spanners, pliers, sockets, screwdrivers)
- basic vehicle lifting equipment
- engine and driveline assembly tools
- measuring equipment as specified in the course
- trolley jacks and stands
- access to engines and automotive systems as specified in the course

Materials will include:

- oil and lubrication products
- gasket materials and sealants

- coolant
- replacement parts
- cleaners and solvents
- seals and gaskets

Technical information

- online information
- workshop manuals
- material safety data sheets.

Composite Material

This specialisation requires a selection of general purpose hand tools and moulds for the manipulation of resins, plastics, cements, leather, clays, woods, fibres and other materials.

Glass

Workspace requirements:

- a general purpose studio
- personal protective devices (safety glasses, ear muffs and an apron).

LEARNING OUTCOMES

In studying Workshop Techniques – Introduction, learners will:

- develop skills to identify, prepare, use, clean, maintain and store relevant equipment
- develop skills to select correct tools, equipment and techniques to construct and complete practical products
- develop skills to use safely a range of nominated techniques in the completion of practical products
- develop skills to select appropriate techniques and equipment to complete practical products
- apply and complete the process of making/constructing to specified standards and time frames
- understand and demonstrate safe work practices
- apply occupational health and safety procedures
- develop confidence in making and appraising products
- demonstrate problem-solving associated with practical experiences
- develop an awareness of career and further study options.

COURSE CONTENT

Learners undertaking Workshop Techniques – Introduction will produce practical products in selected medium/s using appropriate techniques, tools and processes.

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| <p>Products may include, but are not limited to:</p> | <ul style="list-style-type: none"> • garments and accessories • implements (e.g. letter openers, cutlery) • simple furniture • motor vehicle body part repairs • small engines and motors • boxes, containers and organisers • functional items (e.g. walking sticks, trays, clocks, tools, bags) • jewellery • costume • soft furnishings. |
| <p>Within this course, the range of techniques used is generally quite limited in nature and may include, but is not limited to:</p> | <ul style="list-style-type: none"> • planning and sequencing • material preparation • dismantling • construction/reassembling • bending and forming • repairing/servicing • cutting and shaping • combining materials • construction of jigs • application of fasteners and fittings • plan, pattern and drawing interpretation |

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| | <ul style="list-style-type: none"> • joining and fixing. |
| Tools and equipment may include, but are not limited to: | <ul style="list-style-type: none"> • cutting tools • joining tools • hammering tools • spanners, screwdrivers and jacks • surface finishing tools • other tools (e.g. measuring, marking and checking) • protective clothing • welding • preparing materials • shaping and forming tools. |
| Materials may include, as appropriate for the product: | <ul style="list-style-type: none"> • wood and wood products • synthetic materials • metals/metal parts • motor lubricants, filters and parts • required for finishing (e.g. abrasive papers, stains, lacquers and paints) • textiles • glass and ceramic materials • plastics in their various forms • fasteners and fittings • composite materials. |
| Workspace routines and procedures will include, but are not limited to: | <ul style="list-style-type: none"> • safety • process-specific procedures • use of materials • recycling • costing • reporting hazards and stock issues • reporting maintenance issues • housekeeping • waste management • workspace etiquette with regard to other users. |
| Organisation and maintenance of the workspace relates to: | <ul style="list-style-type: none"> • lighting • ventilation • dust/fume extraction facilities • process-specific requirements • setting out/up of required tools • ergonomics. |
| Testing techniques may include, but are not limited to: | <ul style="list-style-type: none"> • exploring techniques by making practice pieces • making samples applying nominated techniques • experimenting directly with work in progress • graphical testing. |

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| Workspace communication will include, but is not limited to: | <ul style="list-style-type: none"> • reading and interpreting plans, patterns and specification • basic pencil sketching/drawing • drawing directly onto the medium • correct use of terminology • appropriate use of verbal language. |
| Safety will include, but is not limited to: | <ul style="list-style-type: none"> • following correct procedures for use of tools and equipment • appropriate use of personal protective devices • cleaning and storage of personal protective devices • reporting and identification of hazards. |
| Production Technology attributes include, but are not limited to: | <ul style="list-style-type: none"> • consideration of others • follow routines • respect equipment and facilities. |

WORK EXPECTATIONS

Learners will complete:

- **at least one *major product*** (which includes a range of processes)
- **at least one *minor product*.**

The major product/s will be a fully finished/resolved item.

The minor product/s may be sample or practice pieces.

The products will be made following a given plan or design constraints (i.e. task specifications or brief).

Examples:

Automotive systems

Major product:

Repair of a small motor or mechanical system following a specified procedure for dismantling and re-assembly.

Minor product:

Servicing of two or more small motors or mechanical systems.

Composite Materials

Major product:

The product will involve measurement, cutting/moulding, shaping and finishing of at least two different materials

Minor product:

Example: Sample or practice piece of a technique or process to be used in the major product.

Glass

Major product:

Examples: use of leadlight or Tiffany techniques to produce a two or three dimensional decorative item such as a small box or figure.