



Course **Pre-Enrolment Guide**

Training Area:
Automotive

Training Product:
**AUR20520 Certificate
II in Automotive
Servicing Technology**



Your Future.

Your Choice.

Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. **Your Training.** **Your Career.**


At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

AUR20520 Certificate II in Automotive Servicing Technology

Release number	Release 3
Required number of units for course completion	Total number of units = 20
Duration	12 months (20 weeks over 2 Semesters)
Location	Geraldton Campus
Delivery mode	Classroom

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

If you are interested in a career maintaining and repairing light vehicles this might be an option for you. This Pre-Apprenticeship course builds the mechanical skills and knowledge needed to diagnose, service and repair light vehicles that can assist you in your pathway to an apprenticeship. It's designed for people who enjoy practical work, problem-solving and working with a range of cars and light vehicles.

This course might be right for you, if you are:

- Interested in working with cars and light vehicles
- Keen to start a career as a mechanic or automotive technician
- Comfortable using tools and performing mechanical repairs
- Able to follow technical instructions and safety procedures
- Have good problem-solving and attention to detail skills
- Physically fit for workshop and manual tasks
- Willing to complete a work placement
- Looking to gain a nationally recognised certificate

Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study in the mechanical field. It can open pathways into a variety of trades, including light vehicle, heavy vehicle and auto electrics. Further details can be found on our website [here](#).

National Course Entry Requirements

Entry requirements apply to this course is OLNA or NAPLAN 9 Band 8.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, the method of LLND review will be an online assessment organised by the college.

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will need the following learning resources for your course:

Textbooks

- Automotive Mechanics – May | Simpson – 10th edition (revised)

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- Long sleeved work shirt
- Drill or cotton work pants
- Steel capped work boots
- Safety glasses (non-tinted)

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Work Placement

A mandatory work placement of 150 hours is required for this course. Your lecturer will organise your work placement and will consult with you to ensure the location and arrangements are accessible and suitable to your individual needs.

If you are already employed or have identified a potential workplace for your placement, your lecturer will check its suitability for meeting course requirements. If your chosen workplace does not meet all the course requirements, you may need to complete part of your work placement at a different workplace to ensure all requirements are covered. Your lecturer will identify another suitable workplace in this instance.

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:**Lecturer contact details:**

Name: Dylan MacDonald

Phone number: 08 9956 2700

Email: dylan.macdonald@crtafe.wa.edu.au

Building: P Block

Availability: Monday – Friday 08:00am – 04:00pm

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 am-12:00 pm	P Block Classroom & Workshop	P Block Classroom & Workshop	P Block Classroom & Workshop	Work Placement	Work Placement
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm-3:45 pm	P Block Classroom & Workshop	P Block Classroom & Workshop	P Block Classroom & Workshop	Work Placement	Work Placement

Assessment Methods

For this course, assessments will include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
Full Semester Enrolment	AURAEA002	Follow environmental and sustainability best practice in an automotive workplace [AXE88]	5.00	15.00				20.00	2.00	Face To Face	Core	
	AURASA102	Follow safe working practices in an automotive workplace [OCK41]	5.00	15.00				20.00	2.00	Face To Face	Core	
	AURATA001	Identify basic automotive faults using troubleshooting processes [AXE63]	6.00	18.00				24.00	2.00	Face To Face	Core	
	AURETR115	Inspect, test and service batteries [OCJ22]	7.00	12.00				19.00	2.00	Face To Face	Core	
	AURTTA104	Carry out servicing operations [OCJ39]	10.00	18.00				28.00	4.00	Face To Face	Core	
	AURTTB101	Inspect and service braking systems [OCJ84]	7.00	14.00				21.00	4.00	Face To Face	Core	
	AURTTT001	Inspect and service cooling systems [AXA83]	6.00	14.00				20.00	2.00	Face To Face	Core	
	AURTTD002	Inspect and service steering systems [AXA79]	6.00	14.00				20.00	2.00	Face To Face	Core	
	AURTTD004	Inspect and service suspension systems [AXA78]	6.00	14.00				20.00	2.00	Face To Face	Core	
	AURTTE104	Inspect and service engines [OCL22]	6.00	12.00				18.00	4.00	Face To Face	Core	
	AURTTK102	Use and maintain tools and equipment in an automotive workplace [OCL16]	10.00	16.00				26.00	2.00	Face To Face	Core	
	AURTTQ001	Inspect and service final drive assemblies [AXA35]	6.00	12.00				18.00	3.00	Face To Face	Core	
	AURTTQ103	Inspect and service drive shafts [OCL34]	6.00	12.00				18.00	2.00	Face To Face	Core	
	AURETK003	Operate electrical test equipment [WI932]	10.00	20.00				30.00	4.00	Face To Face	Elective	
	AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes [OCJ15]	5.00	10.00				15.00	3.00	Face To Face	Elective	

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
Full Semester Enrolment	AURTTA002	Assist with automotive workplace activities [AXB14]	11.00	21.00				32.00	2.00	Face To Face	Elective	
	AURTTA003	Use and maintain basic mechanical measuring devices [AXB13]	6.00	8.00				14.00	2.00	Face To Face	Elective	
	AURTTZ001	Inspect and service emission control systems [AXA15]	4.00	5.00				9.00	2.00	Face To Face	Elective	
	AW866	Module 1 (Placement arranged) [AW866]			37.50			37.50		Work Placement	Elective	
	AW867	Module 2 (Commenced) [AW867]			37.50			37.50		Work Placement	Elective	
	AW868	Module 3 (Mid-point) [AW868]			37.50			37.50		Work Placement	Elective	
	AW869	Module 4 (Completed) [AW869]			37.50			37.50		Work Placement	Elective	
	BSBPEF202	Plan and apply time management [OCE03]	3.00	10.00				13.00	2.00	Face To Face	Elective	
	TLID1001	Shift materials safely using manual handling methods [AVJ76]	5.00	10.00				15.00	2.00	Face To Face	Elective	
		Total	130.00	270.00	150.00	0.00	0.00	550.00	50.00			
Cluster	Unit Of Competency								Core / Elective			



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