

Work Record Book

CERTIFICATE II

**Automotive Mechanical
(Vehicle Servicing)**

AUR 217 99

Content

Introduction	i
Section for the Trainee	1
Trainee Details	2
Employment Details	2
Instruction for the Trainee	3
Work Evidence Records for Compulsory Units of Competence	6
Work Evidence Records for Elective Units of Competence	18
Section for the Employer / Supervisor	24
Instruction for the Employer / Supervisor	25
Work Evidence Reports for Compulsory Units of Competence	29
Work Evidence Reports for Elective Units of Competence	38
Listing of units of Competence & Index to Record and Report Sheets	44
Change of Employer Details	47

Introduction

This Work Record Book is a tool that can be used to record and report on the jobs that a trainee does during the course of their traineeship. It is a method by which a training provider can get evidence of the things a trainee has done at work as the trainee has progressed through their traineeship.

In today's high technology world it is important to know that a person is fully trained, has had the necessary practical experience and can actually do the job. The term competent is often used to describe this kind of person. Training providers are required to determine that a trainee has achieved the required level of competence before they can issue the qualification. The Work Record Book will assist the training provider in doing this.

This Work Record Book is divided into two main sections:

- The front section, on buff coloured paper, is for the trainee to make a record the jobs they become good at as they progress through their traineeship.
- The back section, on white paper, contains reports that the employer and trainee can sign when both are satisfied that the trainee can do the job to the required standard. When signed, these reports should be presented to the training provider.

How should this book be used?

To find out how this book should be used you should read the instructions in the front of the section you are required to complete.

Instructions and information for a **trainee** are on pages 1 to 5.

Instructions and information for an **employer or supervisor** are on pages 24 to 28.

SECTION
FOR
THE TRAINEE

TRAINEE DETAILS

Family Name: _____

Given Names: _____

Address: _____

Photograph

Date of Birth: _____

Registration Number: _____

Training Provider Enrolment Number: _____

EMPLOYMENT DETAILS

Commencement of Employment: _____

Transfer or Termination of Employment: _____

Company or Business Name: _____

Address: _____

Employer/supervisor _____ **Signature** _____

Contact Details: Phone: _____ **Mobile:** _____

FAX: _____ **E-mail:** _____

Note: Additional forms for change of employer details are included at the back of the Work Record Book.

Instructions for the Trainee

What is this book?

This book is your Work Record Book. It will become a record of the jobs you get experience with at your workplace during your traineeship. This information will assist your Training Provider in determining when you can be issued with your certificate.

This book, by itself, is not a statement of competence or a qualification.

Why do you need this book?

As a trainee, there are two parts to your training:

- ◆ **an off-the-job part.** You will do this with a training provider. You will learn new things and develop new skills. As you progress your training provider will assess your knowledge and skills.
- ◆ **an on-the-job part.** You will do this at work with your employer. Your employer will give you jobs to do that will require you to apply your knowledge and skills.
A technically qualified person at work will help you learn how to do each new job.

For your training provider to give you your certificate they must be sure you have the necessary knowledge and skills and can actually do the work. This Work Record Book is a way of gathering evidence of the jobs you have done at work.

Without evidence of the practical application of your knowledge and skills your training provider will not be able to give you your certificate.

What does this book do?

Your Work Record Book helps you and your employer to:

- ◆ know what jobs you need to become good at in order for you to get your certificate.
- ◆ keep an accurate record of the jobs you have learnt to do at work.
- ◆ pass this information on to your training provider, who will record the information and issue the certificate when the necessary training has been completed.

How is this book organised?

There are two sections to this book, Work Evidence Records and Work Evidence Reports.

- ◆ The front of the book contains Work Evidence Records sheets that you, as the **trainee**, are responsible to fill in and keep up to date.
- ◆ The back of the book contains Work Evidence Reports that can only be filled out when you and your **supervisor** are satisfied that you can do all the jobs stated on the report to the required standard (Refer to Page 5 for the standard).

What is your role in this?

You are responsible for:

- ◆ looking after your work record book – keeping it safe and in good condition,
- ◆ keeping the book up to date by recording information about the jobs you do each day, at work, on the Work Evidence Record sheets,
- ◆ having the Work Evidence Report sheets signed off when you and your supervisor are satisfied that you can do all the jobs,
- ◆ presenting your record book to your training provider as often as required, so that they can update their records of your training.

There is only one copy of your work record book.
It is not your employer's responsibility to look after it. **IT IS UP TO YOU.**

So what do you need to do? – four easy steps

1. **Read the Work Evidence Records** - This will give you a good idea of the kind of jobs you should be learning to do.
2. **Record the jobs you are able to do** - Each time you complete one of the jobs shown on a Work Evidence Record, *to the standard shown on the following page*, record the details in one of the boxes.
3. **Sign off the Work Evidence Reports with your supervisor** - When you and your supervisor are both satisfied that you can do all the jobs on a Work Evidence Record, *to the required standard*, together with your supervisor you should sign off on the Work Evidence Report in the back section of the book.
4. **Show the completed Work Evidence Reports to your training provider** - Present your Work Record Book to your training provider as often as required, so they can update their records of your training and counter sign the completed Work Evidence Reports.

Note: When filling out a Work Evidence Record with multiple jobs make sure your record shows that you have done each job a number of times, not the same job over and over again.

Work Evidence Records have a number against each job. Use the number or numbers from the list of jobs to show what job or jobs you did. Where relevant you should also write down what you repaired or replaced or what fault you found.

What is the required standard?

Your work evidence records should help show that you can do each job:

- ◆ **correctly and safely.** This means that your work must comply with statutory and enterprise Occupational Health and Safety policies and procedures, and with relevant manufacturer's specifications and procedures.
- ◆ **without causing damage to any components or system,**
- ◆ **on a range of vehicles/components** not over and over on the same vehicle.
- ◆ **in a technically correct way,**
- ◆ **without your supervisor (or any other person) having to step in and correct you.**

When should I start recording the jobs I have done?

You should only record jobs when you can do them to the required standard. Don't start recording jobs when you are only learning to do them, when you are being shown what to do by your supervisor or other tradesperson.

What if you can't do all the jobs at work?

There may be a few jobs related to the compulsory units of competence that are not done where you work. If this is the case you should get your employer to talk to your training provider and have them work out how you can get experience with these jobs.

How many times do I have to do a job before my supervisor can sign the work evidence report?

There is no requirement to do a job a certain number of times. What is important is that you can do the job to the required standard. In the early part of your traineeship you may have to do a particular job many times before you and your supervisor are satisfied you can do it correctly. Towards the end of your traineeship, when you have become more skilled, you may only need to do a job two or three times before you get the report signed.

Do I have to fill up every box of a Work Evidence Record before my supervisor can sign the Work Evidence Report?

No. Again, there is no requirement to do any job a certain number of times. Work Evidence Records have enough boxes to allow you to show that you have done each job at least a couple of times and on more than one make or model etc.

WORK EVIDENCE RECORDS
FOR COMPULSORY STREAM
UNITS OF COMPETENCE

WORK EVIDENCE RECORD

7292WB Maintenance and Service Work Evidence

Automotive Retail Service & Repair Competency

AUR00108A Carry out maintenance and/or component servicing operations.

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the maintenance and service work you do during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 30 of this book.

Each time you complete a service that involves all of the actions listed in the table below you should record the make and model of the vehicle and the date you did it on.

Note: When completing this record, make sure that you have done each job a number of times on different vehicles. Do not fill up the table with the same job over and over again on the same vehicle.

7292WB Maintenance and Service Work Evidence

WORKSHOP JOB

1. Carry out a maintenance and service job that includes all of the following:

- **Perform routine power unit compartment inspections, fluid level checks and top ups.**
- **Perform routine transmission and drive train inspections, fluid level checks and top ups.**
- **Perform routine body inspection and lubrication procedures.**
- **Perform routine tyre inspection and inflation procedures.**
- **Perform routine vehicle lighting, instrument and warning light, windscreen wiper and washer, and heater, demister and air conditioning operational checks and inspections.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make:_____	Make:_____	Make:_____	Make:_____
Model:_____	Model:_____	Model:_____	Model:_____
Date:_____	Date:_____	Date:_____	Date:_____

7292WB Maintenance and Service Work Evidence

WORKSHOP JOB

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

7292WB Maintenance and Service Work Evidence

WORKSHOP JOB

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORD

7292WD Engine Service Work Evidence

Automotive Retail Service & Repair Competency

AUR01170A Service engines and associated engine components

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the engine service work you do during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 31 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completing this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7292WD Engine Service Work Evidence

WORKSHOP JOBS

- 1. Change engine oil and filter.**
- 2. Replace spark plugs.**
- 3. Check ignition timing.**
- 4. Adjust valve tappet clearances.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

7292WD Engine Service Work Evidence

WORKSHOP JOB

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

7292WD Engine Service Work Evidence

WORKSHOP JOB

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7118GW Cooling System Service Work Evidence

Automotive Retail Service & Repair Competency

AUR02170A Service cooling systems and associated components

Trainee Name. _____

This Work Evidence Record is to be maintained by the Trainee.

Your responsibility, as a trainee, is to keep a record of the cooling system service work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 32 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completing this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7118GW Cooling System Service Work Evidence

WORKSHOP JOBS

- 1. Inspect cooling systems and determine serviceability.**
- 2. Replace coolant in cooling systems.**
- 3. Pressure test cooling systems and related components.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7118DW Petrol Fuel System Service Work Evidence

Automotive Retail Service and Repair Competency

AUR03170A Service petrol fuel systems

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the petrol fuel system service work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 33 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7118DW Petrol Fuel System Service Work Evidence

WORKSHOP JOBS

1. Service petrol fuel system

2. Service air filter systems

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7118LW Transmission & Driveline Service Work Evidence

Automotive Retail Service & Repair Competency

AUR06170A Service clutch assemblies and/or associated operating system components.

AUR06670A Service transmission (manual)

AUR07170A Service transmission (automatic)

AUR12670A Service final drive assemblies

AUR13170A Service final drive (driveline)

Trainee Name. _____

This Work Evidence Record is to be maintained by the Trainee.

Your responsibility, as a trainee, is to keep a record of the transmission and driveline service work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 34 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7118LW Transmission & Driveline Service Work Evidence

WORKSHOP JOBS

- 1. Adjust clutch release mechanisms to specifications**
- 2. Replace lubricant in manual transmissions, transfer cases and/or final drive assemblies..**
- 3. Inspect transmission and driveline assemblies and determine serviceability.**
- 4. Replace lubricant and filters in automatic transmissions.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7118AW Brake System Service Work Evidence

Automotive Retail Service & Repair Competency

AUR10170A Service braking systems.

Trainee Name. _____

This Work Evidence Record is to be maintained by the Trainee.

Your responsibility, as a trainee, is to keep a record of the brake service work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 35 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7118AW Brake System Service Work Evidence

WORKSHOP JOBS

- 1. Inspect vehicle brake system and determine serviceability**
- 2. Replace fluid in brake hydraulic system**
- 3. Adjust park brake mechanism**
- 4. Replace disc brake pads**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

7118AW Brake System Service Work Evidence

WORKSHOP JOB

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

7118AW Brake System Service Work Evidence

WORKSHOP JOB

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7118BW Suspension & Steering Service Work Evidence

Automotive Retail Service & Repair Competency

AUR15170A Service steering systems

AUR16170A Service suspension systems

Trainee Name. _____

This Work Evidence Record is to be maintained by the Trainee.

Your responsibility, as a trainee, is to keep a record of the suspension and steering service work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 36 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7118BW Suspension & Steering Service Work Evidence

WORKSHOP JOBS

1. Service suspension and steering systems in accordance with manufacturers schedules

2. Service dead, non driving axle hub and bearing assemblies

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7292HW Automotive Batteries Work Evidence

Automotive Retail Service & Repair Competency

AUR18676A Test, service and replace battery

Trainee Name. _____

This Work Evidence Record is to be maintained by the Trainee.

Your responsibility, as a trainee, is to keep a record of the battery service work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 37 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7292HW Automotive Batteries Work Evidence

WORKSHOP JOBS

1. Test batteries, correctly identify faulty ones and replace them

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORDS

FOR ELECTIVE

UNITS OF COMPETENCY

WORK EVIDENCE RECORD

7118FW Diesel Fuel Service Work Evidence

Automotive Retail Service and Repair Competency

AUR03670A Service diesel fuel injection systems

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the diesel fuel system service work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 39 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7118FW Diesel Fuel Service Work Evidence

WORKSHOP JOBS

- 1. Service diesel fuel system filters**
- 2. Service diesel engine air filters**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7139BW Wheel Balancing Work Evidence

Automotive Retail Service and Repair Competency

AUR17606A Balance tyres/wheels

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the wheel balance work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 40 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7139BW Wheel Balancing Work Evidence

WORKSHOP JOBS

- 1. Dynamically balance wheel and tyre assemblies (steel rims)**
- 2. Dynamically balance wheel and tyre assemblies (alloy wheels)**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7139WA Wheel Fitting Work Evidence

Automotive Retail Service and Repair Competency

AUR17665A Remove, fit and adjust wheel(s)

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the wheel removal and fitting work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 41 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7139WA Wheel Fitting Work Evidence

WORKSHOP JOBS

1. Remove and fit wheel and tyre assemblies

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORD

7139AW Tyre Service & Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR17766A Remove, repair and fit tyres and tubes (light)

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the tyre service and repair work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 42 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7139AW Tyre Service & Repair Work Evidence

WORKSHOP JOBS

1. Remove and fit tyres to drop centre, steel rims
2. Remove and fit tyres to drop centre, alloy wheels
3. Remove and fit tyres to demountable flange wheels
4. Repair punctures in tubeless tyres
5. Repair punctures in tyre inner tubes

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

WORK EVIDENCE RECORD

7292FW Minor Electrical Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR18708A Carry out minor repairs to electrical circuit/system

Trainee Name. _____

This Work Evidence Record is to be maintained by the trainee.

Your responsibility, as a trainee, is to keep a record of the electrical system minor repair work you perform during your traineeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 43 of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7292FW Minor Electrical Repair Work Evidence

WORKSHOP JOBS

1. Remove, fit or repair a variety of electrical components that may include any of the following:-

fuses, light globes, terminals, connections, wires or insulation, relays.

2. Inspect and test electrical circuits and identify actual faults

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

SECTION
FOR
THE EMPLOYER / SUPERVISOR

Instructions for Employer or Supervisor

What is this book for?

This is a Work Record Book. It will become a record of the jobs your trainee gets experience in at work during their traineeship. This information will assist your Training Provider in determining when your trainee can be issued with their certificate.

This book, by itself, is not a statement of competence or a qualification.

Why does the trainee need this book?

As a trainee, there are two parts to their training:

- ◆ **an off-the-job part.** The trainee will do this with a training provider. They will learn new things and develop new skills. As they progress their training provider will assess their knowledge and skills.
- ◆ **an on-the-job part.** Your trainee will do this at work with you. You will give them jobs to do that will require them to apply their knowledge and skills. A technically qualified person at work should help them learn how to do each new job.

For the training provider to give your trainee a certificate they must be sure the trainee has the necessary knowledge and skills and can actually do the job at work. This Work Record Book is a way of gathering evidence of the jobs the trainee has done at work. **Without evidence of the practical application of the trainee's knowledge and skills the training provider will not be able to issue a certificate**

What does this book do?

The Work Record Book helps you and your trainee to:

- ◆ know the job they need to become good at, in order to get their certificate.
- ◆ keep an accurate record of the jobs the trainee has learnt to do at work.
- ◆ pass this information on to the training provider, who will record the information and issue the certificate when the necessary training has been completed.

Wherever possible your trainee should carry out these jobs as a routine part of their normal work activities. You do not have to organize special activities separate from what they would normally be doing at work.

What does the work record book contain?

The record book contains two major sections:

A section for the trainee. This is at the front of the book, and gives:

- ◆ the trainee's details
- ◆ information about how the trainee needs to use this book
- ◆ Work Evidence Record sheets for the trainee to record information about all the jobs they need to carry out under your supervision.

A section for the workplace supervisor (this section). This section provides:

- ◆ information on how you as supervisor/employer need to use this book,
- ◆ Work Evidence Report sheets for you to sign-off on. These correspond to the trainee's Work Evidence Record sheets in the first section,
- ◆ a list of Common Core, Compulsory Stream and typical Elective units of competency from the qualification, showing those units for which the training provider must receive a Work Evidence Report sheets, **(refer to pages 45 and 46)**
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting a trainee from someone else. **(page 48)**

Using the record book - four easy steps

To use this record book effectively a technically qualified workplace supervisor needs to:

- 1. Read the Work Evidence Reports** - This will give you a good idea of the kind of jobs your trainee should be learning to do.
- 2. Provide training and experience** - Over the period of the traineeship, organize for the trainee to get training and experience for all the required jobs. As the trainee becomes good at a job encourage them to record the jobs they do in their Work Evidence Record sheets.
- 3. Sign off the Work Evidence Reports with your trainee** - When you and your trainee are both satisfied that the trainee can do all the jobs on a Work Evidence Report, *to the standard shown on the following page*, together with your trainee you should sign off on the Work Evidence Report in this section of the book.
- 4. Ensure the Work Evidence Reports gets to the training provider** – Make sure the trainee presents the Work Record Book to the training provider on a regular basis. The training provider will update the trainee’s training record and countersign the Work Evidence Report.

The supervisor *and* the trainee must be in agreement that the learning opportunities have been provided and the jobs carried out to the required standard.

Both must sign and date the Work Evidence Report before it is presented to the training provider

What is the required standard for each job?

The standard requires that the trainee can do the job:

- ◆ **correctly and safely.** This means their work must comply with statutory and enterprise OH&S policies and procedures, and with relevant manufacturer's specifications and procedures.
- ◆ **without causing damage to any component or system,**
- ◆ **on a range of vehicles/vessels, not just one or two,**
- ◆ **in a technically correct way,**
- ◆ **without their supervisor (or anyone else) having to step in and correct them.**

What if you don't do all the jobs at your place of business?

There may be a few jobs related to the compulsory units of competence that you don't get involved with in your business.

If this is the case you should talk to your training provider and work out how your trainee can get experience with these jobs.

Who can sign-off as the trainee supervisor?

To be able to sign-off on the trainee's ability to do the jobs listed on the Work Evidence Report the person supervising the trainee **MUST BE** technically qualified.

The supervisor must have a certificate equal to or greater than the certificate the trainee will receive when they have completed their training.

Check with your training provider if you have any questions regarding the suitability of your qualifications.

It is not necessary for the supervisor signing the Work Evidence Report to be a qualified workplace assessor. The supervisor is simply providing evidence to the training provider of work carried out to a particular standard in the workplace, not conducting a workplace competency assessment. The training provider will determine when the trainee is competent, based on all the evidence gathered, both off-the-job and on-the-job.

How many times does the trainee have to do a job before you can sign the work evidence report?

There is no requirement to do a job a certain number of times. What is important is that the trainee can do the job to the required standard. In the early part of the traineeship you may want the trainee to do a particular job many times before you are satisfied they can do it correctly. Towards the end of the traineeship, when the trainee has become more skilled, they may only need to do a job two or three times before you sign the report.

What is the purpose of the Work Evidence in the front of this book?

The Work Evidence Records in the front of the book enable the trainee to make a record of the jobs they do at work.

This can establish what they have done for a sign off on a Work Evidence Record.

You may make reference to the trainee's record before you sign off if you feel it is necessary.

The page number of the corresponding record is shown on each report to make it easy for you to do this.

If, However, you are familiar with the capabilities and experiences of your trainee and you are confident that they can do all the jobs on the Work Evidence Report, to the required standard, it is not necessary for you to check off every job in the trainee's Work Evidence Record.

Does the trainee have to fill up every box of a Work Evidence Record before you can sign the Work Evidence Report?

No, again, there is no requirement to do any job a certain number of times.

Work Evidence Records have enough boxes to allow you to show that you have done each job at least a couple of times and on more than one make or model etc.

WORK EVIDENCE REPORTS
FOR COMPULSORY STREAM
UNITS OF COMPETENCE

WORK EVIDENCE REPORT – SIGN OFF

7292WB Maintenance and Service Work Evidence

Automotive Retail Service & Repair Competency

AUR00108A Carry out maintenance and/or component servicing operations.

Work to be correctly and safely completed by the trainee on-the-job:

1. Carry out a maintenance and service job that includes all of the following:

- **Perform routine power unit compartment inspections, fluid level checks and top ups.**
- **Perform routine transmission and drive train inspections, fluid level checks and top ups.**
- **Perform routine body inspection and lubrication procedures.**
- **Perform routine tyre inspection and inflation procedures.**
- **Perform routine vehicle lighting, instrument and warning light, windscreen wiper and washer, and heater, demister and air conditioning operational checks and inspections**

Refer to pages 7 and 8 for the trainee's work evidence record.

Report No. 7292WB Maintenance and Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>
7292WD Engine Service Work Evidence
Automotive Retail Service & Repair Competency
AUR01170A Service engines and associated engine components
Work to be correctly and safely completed by the trainee on-the-job: 1. Change engine oil and filter. 2. Replace spark plugs. 3. Check ignition timing. 4. Adjust valve tappet clearances

- 1. Change engine oil and filter.**
- 2. Replace spark plugs.**
- 3. Check ignition timing.**
- 4. Adjust valve tappet clearances**

Refer to pages 9 and 10 for the trainee's work evidence record.

Report No.7292WD Engine Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>
7118GW Cooling System Service Work Evidence
Automotive Retail Service & Repair Competency
AUR02170A Service cooling systems and associated components
Work to be correctly and safely completed by the trainee on-the-job: 1. Inspect cooling systems and determine serviceability. 2. Replace coolant in cooling systems. 3. Pressure test cooling systems and related components.

Refer to page 11 for the trainee's work evidence record.

Report No. 7118GW Cooling System Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>	
7118DW	Petrol Fuel System Service Work Evidence
Automotive Retail Service and Repair Competency	
AUR03170A	Service petrol fuel systems
Work to be correctly and safely completed by the trainee on-the-job:	
<ol style="list-style-type: none">1. Service petrol fuel system2. Service air filter systems	

Refer to page 12 for the trainee's work evidence record.

Report No. 7118DW Petrol Fuel System Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7118LW Transmission & Driveline Service Work Evidence

Automotive Retail Service & Repair Competency

- AUR06170A Service clutch assemblies and/or associated operating system components.**
- AUR06670A Service transmission (manual)**
- AUR07170A Service transmission (automatic)**
- AUR12670A Service final drive assemblies**
- AUR13170A Service final drive (driveline)**

Work to be correctly and safely completed by the trainee on-the-job:

- 1. Adjust clutch release mechanisms to specifications**
- 2. Replace lubricant in manual transmissions, transfer cases and/or final drive assemblies.**
- 3. Inspect transmission and driveline assemblies and determine serviceability.**
- 4. Replace lubricant and filters in automatic transmissions**

Refer to page 13 for the trainee's work evidence record.

Report No. 7118LW Transmission & Driveline Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7118AW Brake System Service Work Evidence

Automotive Retail Service & Repair Competency

AUR10170A Service braking systems.

Work to be correctly and safely completed by the trainee on-the-job:

- 1. Inspect vehicle brake system and determine serviceability**
- 2. Replace fluid in brake hydraulic system**
- 3. Adjust park brake mechanism**
- 4. Replace disc brake pads**

Refer to page 14 and 15 for the trainee's work evidence record.

Report No. 7118AW Brake System Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>	
7118BW	Suspension & Steering Service Work Evidence
Automotive Retail Service & Repair Competency	
AUR15170A	Service steering systems
AUR16170A	Service suspension systems
Work to be correctly and safely completed by the trainee on-the-job:	
1. Service suspension and steering systems in accordance with manufacturers schedules	
2. Service, dead, non driving axle hub and bearing assemblies	

Refer to page 16 for the trainee’s work evidence record.

Report No. 7118BW Suspension & Steering Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>
7292HW Automotive Batteries Work Evidence
Automotive Retail Service & Repair Competency
AUR18676A Test, service and replace battery
Work to be correctly and safely completed by the trainee on-the-job: 1. Test batteries, correctly identify faulty ones and replace them

Refer to page 17 for the trainee’s work evidence record.

Report No. 7292HW Automotive Batteries Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

Work Evidence Reports
For Elective
Units of Competency

WORK EVIDENCE REPORT – <i>SIGN OFF</i>	
7118FW	Diesel Fuel Service Work Evidence
Automotive Retail Service and Repair Competency	
AUR03670A	Service diesel fuel injection systems
Work to be correctly and safely completed by the trainee on-the-job:	
<ol style="list-style-type: none">1. Service diesel fuel system filters2. Service diesel engine air filters	

Refer to page 19 for the trainee's work evidence record.

Report No.7118FW Diesel Fuel Service Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>
7139BW Wheel Balancing Work Evidence
Automotive Retail Service and Repair Competency
AUR17606A Balance tyres/wheels
Work to be correctly and safely completed by the trainee on-the-job: 1. Dynamically balance wheel and tyre assemblies (steel rims) 2. Dynamically balance wheel and tyre assemblies (alloy wheels)

Refer to page 20 for the trainee's work evidence record.

Report No.7139BW Wheel Balancing Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>
7139WA Wheel Fitting Work Evidence
Automotive Retail Service and Repair Competency
AUR17665A Remove, fit and adjust wheel(s)
Work to be correctly and safely completed by the trainee on-the-job: 1. Remove and fit wheel and tyre assemblies

Refer to page 21 for the trainee's work evidence record.

Report No.7139WA Wheel Fitting Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – <i>SIGN OFF</i>
7139AW Tyre Service & Repair Work Evidence
Automotive Retail Service and Repair Competency
AUR17766A Remove, repair and fit tyres and tubes (light)
Work to be correctly and safely completed by the trainee on-the-job: 1. Remove and fit tyres to drop centre, steel rims 2. Remove and fit tyres to drop centre, alloy wheels 3. Remove and fit tyres to demountable flange wheels 4. Repair punctures in tubeless tyres 5. Repair punctures in tyre inner tubes

- 1. Remove and fit tyres to drop centre, steel rims**
- 2. Remove and fit tyres to drop centre, alloy wheels**
- 3. Remove and fit tyres to demountable flange wheels**
- 4. Repair punctures in tubeless tyres**
- 5. Repair punctures in tyre inner tubes**

Refer to page 22 for the trainee's work evidence record.

Report No.7139AW Tyre Service & Repair Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF	
7292FW	Minor Electrical Repair Work Evidence
Automotive Retail Service and Repair Competency	
AUR18708A	Carry out minor repairs to electrical circuit/system
Work to be correctly and safely completed by the trainee on-the-job:	
1. Remove, fit or repair a variety of electrical components that may include any of the following:-	
fuses, light globes, terminals, connections, wires or insulation, relays.	
2. Inspect and test electrical circuits and identify actual faults	

Refer to page 23 for the trainee's work evidence record.

Report No.7292FW Minor Electrical Repair Work Evidence

This is to certify that the trainee has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the trainee in accordance with all conditions specified on page 5 of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Trainee Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

**Listing of
Units of Competence,
Index to Record and Report Sheets**

AUR 217 99 Automotive Mechanical (Vehicle Servicing)

Compulsory Common Core						
Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
N/A	AUR70125A	Follow Workplace Occupational Health and Safety procedures	No	N/A	N/A	N/A
N/A	AUR70278A	Use of and maintenance of workplace tools and equipment	No	N/A	N/A	N/A
N/A	AUR70314A	Contribute to workplace communication	No	N/A	N/A	N/A
N/A	AUR70421A	Establish relations with customers	No	N/A	N/A	N/A
Vehicle Servicing Compulsory Stream						
7292WB	AUR00108A	Carry out maintenance and/or component servicing operations	Yes	7 & 8	30	
7292WD	AUR01170A	Service engines and associated engine components	Yes	9 & 10	31	
7118GW	AUR02170A	Service cooling systems and associated components	Yes	11	32	

Vehicle Servicing Compulsory Stream (Cont)						
Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7118LW	AUR06170A	Service clutch assemblies and/or associated operating system	Yes	13	34	
	AUR06670A	Service transmission (manual)				
	AUR07170A	Service transmission (automatic)				
	AUR12670A	Service final drive assemblies				
	AUR13170A	Service final drive (drivelines)				
7118AW	AUR10170A	Service braking systems	Yes	14 & 15	35	
7118BW	AUR15170A	Service steering systems	Yes	16	36	
	AUR16170A	Service suspension systems				
7292HW	AUR18676A	Test, service and replace battery	Yes	17	37	

Elective Stream – 3 Units of Competence to be completed						
7118FW	AUR03670A	Service diesel fuel injection systems	Yes	19	39	
7139BW	AUR17606A	Balance wheels/tyres	Yes	20	40	
7139WA	AUR17665A	Remove, fit and adjust wheel(s)	Yes	21	41	
7139AW	AUR17766A	Remove, repair and fit tyres and tubes (light)	Yes	22	42	
7292FW	AUR18708A	Carry out minor repairs to electrical circuit/system	Yes	23	43	

Change of Employment Details

Change of Employer Details

SECOND EMPLOYER

Commencement of Employment: _____

Transfer or Termination of Employment: _____

Company or Business Name: _____

Trading Name (if different from above): _____

Address: _____

Contact Details: Phone: _____ **Mobile:** _____

FAX: _____ **E-mail:** _____

Change of Employer Details

THIRD EMPLOYER

Commencement of Employment: _____

Transfer or Termination of Employment: _____

Company or Business Name: _____

Trading Name (if different from above): _____

Address: _____

Contact Details: Phone: _____ **Mobile:** _____

FAX: _____ **E-mail:** _____