

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 – <i>SIGN OFF</i>
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

- 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 – SIGN OFF
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 – SIGN OFF

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**

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 – <i>SIGN OFF</i>	
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:** _____