

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: _____

