

Work Record Book

CERTIFICATE III

in

**Automotive
(Mechanical - Driveline)**

AUR 306 99

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Introduction

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

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 an Apprentice 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 Apprentice to make a record the jobs they become good at as they progress through their Apprenticeship.
- The back section, on white paper, contains reports that the employer and Apprentice can sign when both are satisfied that the Apprentice 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 an Apprentice are on pages 1 to 5.

Instructions and information for an **employer or supervisor** are on pages 47 to 51.

SECTION
FOR
THE APPRENTICE

APPRENTICE 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 Apprentice

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 Apprenticeship. 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 an Apprentice, 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 **Apprentice**, are responsible to fill in and keep it 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 Apprenticeship 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 Apprenticeship, 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

7292FW Minor Electrical Repairs

Automotive Retail Service & Repair Competency

AUR18708A Carry out minor electrical repairs to Circuits/Systems

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Minor Electrical Repair work you do during your Apprenticeship.

It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 53 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.

Do not fill up the table with the same job over and over again.

7292FW Minor Electrical Repairs

WORKSHOP 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.

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: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____

7292FW Minor Electrical Repairs

WORKSHOP JOB

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

**7292FW Minor Electrical Repairs
WORKSHOP JOB**

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

WORK EVIDENCE RECORD

7292GW Automotive Heating and Welding Procedures

Automotive Retail Service & Repair Competency

AUR23608A Carry out Welding, Soldering, Thermal Cutting, Heating, Procedures

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the welding, thermal cutting and heating procedures you carry out during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 54 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.

7292GW Automotive Heating and Welding Procedures

WORKSHOP JOBS

1. Weld low carbon steel using oxy acetylene welding processes.
2. Cut low carbon steel using oxy acetylene equipment.
3. Weld low carbon steel using any process incorporating heat generated by an electrical arc and a consumable filler rod or wire.
4. Apply heat to components to aid in their assembly or disassembly.

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

7292GW Automotive Heating and Welding Procedures

WORKSHOP JOB

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

7292GW Automotive Heating and Welding Procedures
WORKSHOP JOB

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

WORK EVIDENCE RECORD

7292HW Automotive Battery Testing and Replacement

Automotive Retail Service & Repair Competency

AUR18676A Test, Service and Replace Batteries

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Battery Testing and Replacement work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 55 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.

7292HW Automotive Battery Testing and Replacement

WORKSHOP JOBS

1. Test 12volt or higher voltage batteries, correctly identify faulty ones, remove and replace them.

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

7292HW Automotive Battery Testing and Replacement

WORKSHOP JOB

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

7292HW Automotive Battery Testing and Replacement

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7116MW Automatic Transmission Service and Repair

Automotive Retail Service & Repair Competency

AUR07170A Service transmissions (automatic)

AUR07166A Repair transmissions (automatic)

AUR21271A Service and repair electronic drive management systems

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the automatic transmission service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 56 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.

7116MW Automatic Transmission Service and Repair

WORKSHOP JOBS

1. Change automatic transmission fluid and filters
2. Perform adjustments on automatic transmission systems that may include any of the following: transmission bands, kick down/throttle cables, selector linkages, etc.
3. Remove and fit automatic transmission or transaxle assemblies
4. Remove and fit electronic drive management system components that may include any of the following: sensors, relays, solenoids, electronic control units, etc

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: _____

7116MW Automatic Transmission Service and Repair

WORKSHOP JOB

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

**7116MW Automatic Transmission Service and Repair
WORKSHOP JOB**

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

WORK EVIDENCE RECORD

7081MW Automatic Transmission Service

Automotive Retail Service & Repair Competency

AUR07170A Service Automatic Transmissions (HV)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the automatic transmission service work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 57 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.

7081MW Automatic Transmission Service

WORKSHOP JOBS

1. Change automatic transmission fluid and filters
2. Perform adjustments on automatic transmission systems that may include the following:-
Transmission, kick down/ throttle cables, selector mechanisms, etc...

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: _____

7081MW Automatic Transmission Service

WORKSHOP JOB

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

7081MW Automatic Transmission Service

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081VW Repair Automatic Transmission

Automotive Retail Service & Repair Competency

AUR07166A Repair Transmissions (Automatic)

AUR21271A Service and Repair Electronic Drives

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Machining of Brake Components service work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 58 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.

7081VW Repair Automatic Transmission

WORKSHOP JOBS

1. Change automatic transmission fluid and filters
2. Perform adjustments on automatic transmission systems that may include any of the following: transmission bands, kick down/throttle cables, selector linkages, etc.
3. Remove, Repair and fit automatic transmission or transaxle 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: _____

7081VW Repair Automatic Transmission

WORKSHOP JOB

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

7081VW Repair Automatic Transmission

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7109BW Automatic Transmission Overhaul

Automotive Retail Service & Repair Competency

AUR07145A Overhaul transmissions (automatic)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the automatic transmission overhaul work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 59 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.

7109BW Automatic Transmission Overhaul

WORKSHOP JOBS

1. Overhaul automatic transmission or transaxle which includes:

- completely dismantle transmission or transaxle
- clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options
- assemble and adjust transmission or transaxle using procedures and components that will enable it to operate as designed and within specifications with a maximised service life.

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: _____

7109BW Automatic Transmission Overhaul

WORKSHOP JOB

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

7109BW Automatic Transmission Overhaul

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081MX Automatic Transmission Overhaul

Automotive Retail Service & Repair Competency

AUR07145A Automatic Transmissions (HV) Overhaul

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Automatic Transmission (HV) Overhaul repair service work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 60 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.

7081MX Automatic Transmission Overhaul

WORKSHOP JOBS

1. Completely dismantle Road transport Heavy Vehicle automatic Transmission
2. Clean, inspect, measure and test Road transport Heavy Vehicle automatic transmission components to determine their serviceability and appropriate repair or reconditioning options
3. Assemble and adjust automatic transmissions using procedures and components that will enable them to operate as designed within specifications with a maximised service life.

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: _____

7081MX Automatic Transmission Overhaul

WORKSHOP JOB

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

7081MX Automatic Transmission Overhaul

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7109DW Final Drive Overhaul

Automotive Retail Service & Repair Competency

AUR12645A Overhaul final drive assemblies

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the final drive assembly overhaul work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 61 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.

7109DW Final Drive Overhaul

WORKSHOP JOBS

1. Overhaul final drive assembly which includes:

- **completely dismantle final drive assembly**
- **clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
- **assemble and adjust final drive using procedures and components that will enable it to operate as designed and within specifications with a maximized service life.**

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: _____

7109DW Final Drive Overhaul

WORKSHOP JOB

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

7109DW Final Drive Overhaul

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7116JW Final Drive & Driveline Service and Repair

Automotive Retail Service & Repair Competency

AUR12670A Service final drive assemblies.

AUR12666A Repair final drive assemblies

AUR13170A Service final drive (driveline)

AUR13166A Repair final drive (driveline)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the final drive and driveline service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 62 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.

7116JW Final Drive & Driveline Service and Repair

WORKSHOP JOBS

- 1. Remove and fit final drive assemblies in vehicles or transaxle units**
- 2. Remove and fit driving axles**
- 3. Remove and fit drive shafts**
- 4. Remove and fit drive shaft universal joints or constant velocity joints**

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: _____

7116JW Final Drive & Driveline Service and Repair

WORKSHOP JOB

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

7116JW Final Drive & Driveline Service and Repair

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081GW Driveline Service and Repair

Automotive Retail Service & Repair Competency

AUR13166A Repair Final Drive (Driveline) (HV)

AUR13170A Service Final Drive (Driveline) (HV)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Final Drive (Driveline) service work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 63 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.

7081GW Driveline Service and Repair

WORKSHOP JOBS

1. Remove and fit drive shafts in road transport Heavy Vehicles
2. Inspect drivelines to determine their serviceability and test drive line angles
3. Remove and fit drive shaft universal joints or constant velocity joints and centre bearings in road transport Heavy Vehicles.

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: _____

7081GW Driveline Service and Repair

WORKSHOP JOB

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

7081GW Driveline Service and Repair

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081JW Final Drive Service and Repair

Automotive Retail Service & Repair Competency

AUR12666A Repair Final Drive Assemblies (HV)

AUR12670A Service Final Drive Assemblies (HV)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Final Drive service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 64 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.

7081JW Final Drive Service and Repair

WORKSHOP JOBS

1. Remove and fit a variety of limited slip differentials and final drive types and configurations in Road Transport vehicles.
2. Remove and fit driving axles in Road transport vehicles
3. Diagnose final drive problems

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: _____

7081JW Final Drive Service and Repair

WORKSHOP JOB

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

7081JW Final Drive Service and Repair

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081JX Final Drive Overhaul

Automotive Retail Service & Repair Competency

AUR12645A Overhaul of Final Drive (HV)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Final Drive Overhaul service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 65 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.

7081JX Final Drive Overhaul

WORKSHOP JOBS

1. Completely dismantle Road transport Heavy Vehicle final drive assemblies
2. Clean, inspect, measure and test Road transport Heavy Vehicle final drive components to determine their serviceability and appropriate repair or reconditioning options
3. Assemble and adjust final drive units using procedures and components that will enable them to operate as designed within specifications with a maximised service life.

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: _____

7081JX (HV) Final Drive Overhaul

WORKSHOP JOB

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

7081JX (HV) Final Drive Overhaul

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081EW Clutch Service and Repair

Automotive Retail Service & Repair Competency

AUR06166A Repair Clutch Assemblies and/or Associated Operating System Components (HV)

AUR06170A Service Clutch Assemblies and/or Associated Operating System Components (HV)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Clutch (HV) service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 66 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.

7081EW Clutch Service and Repair

WORKSHOP JOBS

1. Remove and fit manual transmissions from a road transport vehicle
2. Remove and fit clutch assemblies from a road transport vehicle
3. Remove and fit and/ or adjust clutch operating and clutch brake operating mechanisms from a road transport vehicle
4. Inspect and test clutch systems and identify actual faults in a road transport vehicle.

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: _____

7081EW Clutch Service and Repair

WORKSHOP JOB

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

7081EW Clutch Service and Repair

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081LW Manual Transmission Service and Repair

Automotive Retail Service & Repair Competency

AUR06666A Repair Transmissions (Manual) (HV)

AUR06670A Service Transmissions (Manual) (HV)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Manual Transmission service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 67 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.

7081LW Manual Transmission Service and Repair

WORKSHOP JOBS

1. Remove and fit manual transmissions from road transport Heavy Vehicles
2. Remove and fit clutch assemblies from road transport vehicles
3. Remove, test and adjust clutch operating mechanisms from road transport Heavy Vehicles
4. Inspect, identify, test and repair faults in Heavy Vehicles 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: _____

7081LW Manual Transmission Service and Repair

WORKSHOP JOB

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

7081LW Manual Transmission Service and Repair

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7116LW Clutch & Manual Transmission Service and Repair

Automotive Retail Service & Repair Competency

AUR06170A Service clutch assemblies and/or associated operating system components

AUR06166A Repair clutch assemblies and/or associated operating system components

AUR06670A Service transmission (manual)

AUR06666A Repair transmissions (manual)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the clutch and manual transmission service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 68 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.

7116LW Clutch & Manual Transmission Service and Repair

WORKSHOP JOBS

1. Remove and fit manual transmissions or transaxles
2. Remove and fit clutch assemblies
3. Remove and fit and/or adjust clutch operating mechanisms
4. Inspect and test clutch and manual transmission systems 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: _____

7116LW Clutch & Manual Transmission Service and Repair

WORKSHOP JOB

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

7116LW Clutch & Manual Transmission Service and Repair

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7081LX Manual Transmission Overhaul

Automotive Retail Service & Repair Competency

AUR06645A Manual Transmissions (HV Overhaul)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Manual Transmission Overhaul service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 69 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.

7081LX Manual Transmission Overhaul

WORKSHOP JOBS

1. Completely dismantle Road transport Heavy Vehicle manual transmission assemblies
2. Clean, inspect, measure and test Road transport Heavy Vehicle manual transmission components to determine their serviceability and appropriate repair or reconditioning options
3. Assemble and adjust manual transmissions using procedures and components that will enable them to operate as designed within specifications with a maximised service life.

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

7081LX Manual Transmission Overhaul

WORKSHOP JOB

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

7081LX Manual Transmission Overhaul

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7116WL Manual Transmission Overhaul

Automotive Retail Service & Repair Competency

AUR06645A Overhaul transmissions (manual)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the manual transmission overhaul service and repair work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 70 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.

7116WL Manual Transmission Overhaul

WORKSHOP JOBS

1. Overhaul manual transmission or transaxle which includes:

- **completely dismantle transmission or transaxle**
- **clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
- **assemble and adjust transmission or transaxle using procedures and components that will enable it to operate as designed and within specifications with a maximized service life.**

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: _____

7116WL Manual Transmission Overhaul

WORKSHOP JOB

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

7116WL Manual Transmission Overhaul

WORKSHOP JOB

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

**WORK EVIDENCE RECORDS
FOR ELECTIVE
UNITS OF COMPETENCY**

WORK EVIDENCE RECORD

7081EX Overhaul Clutch Assembly and/or Components

Automotive Retail Service and Repair Competency

AUR06145A Overhaul Clutch Assemblies (HV)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the overhaul clutch assembly and/or component work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 72 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.

7081EX Overhaul Clutch Assembly and/or Components

WORKSHOP JOBS

1. Completely dismantle push and pull type clutch pressure plate assemblies from Road transport Heavy Vehicles
2. Clean, inspect, measure and test clutch assembly components to determine their serviceability and appropriate repair or reconditioning options
3. Reassemble and adjust clutch assemblies using procedures and components that will enable them to operate as designed within specifications and with a maximised service life.

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

WORK EVIDENCE RECORD

7109EW Clutch Assembly Overhaul

Automotive Retail Service and Repair Competency

AUR06145A Overhaul clutch assembly and/or components

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the overhaul clutch assembly and/or component work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 73 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.

7109EW Clutch Assembly Overhaul

WORKSHOP JOBS

1. Completely dismantle push and pull type clutch pressure plate assemblies from Road transport Heavy Vehicles
2. Clean, inspect, measure and test clutch assembly components to determine their serviceability and appropriate repair or reconditioning options
3. Reassemble and adjust clutch assemblies using procedures and components that will enable them to operate as designed within specifications and with a maximised service life.

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

WORK EVIDENCE RECORD

7139WA Wheel fitting

Automotive Retail Service and Repair Competency

AUR17665A Remove, fit and adjust wheel(s)

Apprentice Name. _____

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

Your responsibility, as an Apprentice, is to keep a record of the Wheel fitting work you perform during your Apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on Page 74 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.

7139WA Wheel fitting

WORKSHOP JOBS

- 1. Identify wheel types and mounting.**
- 2. Remove and fit road wheel(s).**
- 3. Inspect road wheels and fittings for damage, wear, to tyres and wheels.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____
Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____
Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ 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 Apprentice gets experience in at work during their Apprenticeship. This information will assist your Training Provider in determining when your Apprentice can be issued with their certificate.

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

Why does the Apprentice need this book?

As an Apprentice, there are two parts to their training:

- ◆ **an off-the-job part.** The Apprentice 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 Apprentice 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 Apprentice a certificate they must be sure the Apprentice 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 Apprentice has done at work.

Without evidence of the practical application of the Apprentice'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 Apprentice to:

- ◆ know the job they need to become good at, in order to get their certificate.
- ◆ keep an accurate record of the jobs the Apprentice 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 Apprentice 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 Apprentice. This is at the front of the book, and gives:

- ◆ the Apprentice's details
- ◆ information about how the Apprentice needs to use this book
- ◆ Work Evidence Record sheets for the Apprentice 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 Apprentice'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 75 to 77**)
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an Apprentice from someone else. (**page 78**)

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 Apprentice should be learning to do.
2. **Provide training and experience** - Over the period of the Apprenticeship, organize for the Apprentice to get training and experience for all the required jobs. As the Apprentice 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 Apprentice** - When you and your Apprentice are both satisfied that the Apprentice can do all the jobs on a Work Evidence Report, *to the standard shown on the following page*, together with your Apprentice 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 Apprentice presents the Work Record Book to the training provider on a regular basis. The training provider will update the Apprentice’s training record and countersign the Work Evidence Report.

**The supervisor *and* the Apprentice 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 Apprentice 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 Apprentice can get experience with these jobs.

Who can sign-off as the Apprentice supervisor?

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

The supervisor must have a certificate equal to or greater than the certificate the Apprentice 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 Apprentice is competent, based on all the evidence gathered, both off-the-job and on-the-job.

How many times does the Apprentice 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 Apprentice can do the job to the required standard. In the early part of the Apprenticeship you may want the Apprentice to do a particular job many times before you are satisfied they can do it correctly.

Towards the end of the Apprenticeship, when the Apprentice 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 Apprentice 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 Apprentice'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 Apprentice 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 Apprentice's Work Evidence Record.

Does the Apprentice 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

7292FW Minor Electrical Repairs

Automotive Retail Service & Repair Competency

AUR18708A Carry out minor electrical repairs to Circuits/Systems

Work to be correctly and safely completed by the Apprentice 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 7 for the Apprentice's work evidence record.

Report No. 7292FW Minor Electrical Repairs

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7292GW Automotive Heating and Welding Procedures

Automotive Retail Service & Repair Competency

**AUR23608A Carry out Welding, Soldering, Thermal Cutting, Heating,
Procedures**

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

- 1. Weld low carbon steel using oxy acetylene welding processes.**
- 2. Cut low carbon steel using oxy acetylene equipment.**
- 3. Weld low carbon steel using any process incorporating heat generated by an electrical arc and a consumable filler rod or wire.**
- 4. Apply heat to components to aid in their assembly or disassembly.**

Refer to page 9 for the Apprentice's work evidence record.

Report No. 7292GW Automotive Heating and Welding Procedures

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7292HW Automotive Battery Testing and Replacement

Automotive Retail Service & Repair Competency

AUR18676A Test, Service and Replace Batteries

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

Test 12volt or higher voltage batteries, correctly identify faulty ones, remove and replace them.

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

Report No. 7292HW Automotive Battery Testing and Replacement

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7116MW Automatic Transmission Service and Repair

Automotive Retail Service and Repair Competency

AUR07170A Service transmissions (automatic)

AUR07166A Repair transmissions (automatic)

AUR21271A Service and repair electronic drive management systems

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

- 1. Change automatic transmission fluid and filters**
- 2. Perform adjustments on automatic transmission systems that may include any of the following: transmission bands, kick down/throttle cables, selector linkages, etc.**
- 3. Remove and fit automatic transmission or transaxle assemblies**
- 4. Remove and fit electronic drive management system components that may include any of the following: sensors, relays, solenoids, electronic control units, etc**

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

Report No. 7116MW Automatic Transmission Service and Repair

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7081MW Automatic Transmission Service

Automotive Retail Service and Repair Competency

AUR07170A Service Automatic Transmissions (HV)

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

- 1. Change automatic transmission fluid and filters**
- 2. Perform adjustments on automatic transmission systems that may include the following:-
Transmission, kick down/ throttle cables, selector mechanisms, etc...**

Refer to page 15 for the Apprentice's work evidence record.

Report No. 7081MW Automatic Transmission Service

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7081VW Repair Automatic Transmission

Automotive Retail Service and Repair Competency

AUR07166A Repair Transmissions (Automatic)

AUR21271A Service and Repair Electronic Drives

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

- 1. Change automatic transmission fluid and filters**
- 2. Perform adjustments on automatic transmission systems that may include any of the following: transmission bands, kick down/throttle cables, selector linkages, etc.**
- 3. Remove, Repair and fit automatic transmission or transaxle assemblies**

Refer to page 17 for the Apprentice's work evidence record.

Report No. 7081VW Repair Automatic Transmission

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7109BW Automatic Transmission Overhaul

Automotive Retail Service and Repair Competency

AUR07145A Overhaul transmissions (automatic)

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

- 1. Overhaul automatic transmission or transaxle which includes:**
 - completely dismantle transmission or transaxle**
 - clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
 - assemble and adjust transmission or transaxle using procedures and components that will enable it to operate as designed and within specifications with a maximised service life.**

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

Report No. 7109BW Automatic Transmission Overhaul

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7081MX Automatic Transmission Overhaul

Automotive Retail Service and Repair Competency

AUR07145A Automatic Transmissions (HV) Overhaul

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

- 1. Completely dismantle Road transport Heavy Vehicle automatic Transmission**
- 2. Clean, inspect, measure and test Road transport Heavy Vehicle automatic transmission components to determine their serviceability and appropriate repair or reconditioning options**
- 3. Assemble and adjust automatic transmissions using procedures and components that will enable them to operate as designed within specifications with a maximised service life.**

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

Report No. 7081MX Automatic Transmission Overhaul

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7109DW Final Drive Overhaul

Automotive Retail Service and Repair Competency

AUR12645A Overhaul final drive assemblies

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

- 1. Overhaul final drive assembly which includes:**
 - completely dismantle final drive assembly**
 - clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
 - assemble and adjust final drive using procedures and components that will enable it to operate as designed and within specifications with a maximized service life..**

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

Report No. 7109DW Final Drive Overhaul

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7116JW Final Drive & Driveline Service and Repair

Automotive Retail Service and Repair Competency

AUR12670A Service final drive assemblies.

AUR12666A Repair final drive assemblies

AUR13170A Service final drive (driveline)

AUR13166A Repair final drive (driveline)

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

- 1. Remove and fit final drive assemblies in vehicles or transaxle units**
- 2. Remove and fit driving axles**
- 3. Remove and fit drive shafts**
- 4. Remove and fit drive shaft universal joints or constant velocity joints**

Refer to page 25 for the Apprentice's work evidence record.

Report No. 7116JW Final Drive & Driveline Service and Repair

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7081GW Driveline Service and Repair

Automotive Retail Service and Repair Competency

AUR13166A Repair Final Drive (Driveline) (HV)

AUR13170A Service Final Drive (Driveline) (HV)

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

- 1. Remove and fit drive shafts in road transport Heavy Vehicles**
- 2. Inspect drivelines to determine their serviceability and test drive line angles**
- 3. Remove and fit drive shaft universal joints or constant velocity joints and centre bearings in road transport Heavy Vehicles.**

Refer to page 27 for the Apprentice's work evidence record.

Report No. 7081GW Driveline Service and Repair

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7081JW Final Drive Service and Repair

Automotive Retail Service & Repair Competency

AUR12666A Repair Final Drive Assemblies (HV)

AUR12670A Service Final Drive Assemblies (HV)

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

- 1. Remove and fit a variety of limited slip differentials and final drive types and configurations in Road Transport vehicles.**
- 2. Remove and fit driving axles in Road transport vehicles**
- 3. Diagnose final drive problems.**

Refer to page 29 for the Apprentice's work evidence record.

Report No. 7081JW Final Drive Service and Repair

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7081JX Final Drive Overhaul

Automotive Retail Service & Repair Competency

AUR12645A Overhaul of Final Drive (HV)

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

- 1. Completely dismantle Road transport Heavy Vehicle final drive assemblies**
- 2. Clean, inspect, measure and test Road transport Heavy Vehicle final drive components to determine their serviceability and appropriate repair or reconditioning options**
- 3. Assemble and adjust final drive units using procedures and components that will enable them to operate as designed within specifications with a maximised service life.**

Refer to page 31 for the Apprentice's work evidence record.

Report No. 7081JX Final Drive Overhaul

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – *SIGN OFF*

7081EW Clutch Service and Repair

Automotive Retail Service & Repair Competency

AUR06166A Repair Clutch Assemblies and/or Associated Operating System Components (HV)

AUR06170A Service Clutch Assemblies and/or Associated Operating System Components (HV)

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

- 1. Remove and fit manual transmissions from a road transport vehicle**
- 2. Remove and fit clutch assemblies from a road transport vehicle**
- 3. Remove and fit and/ or adjust clutch operating and clutch brake operating mechanisms from a road transport vehicle**
- 4. Inspect and test clutch systems and identify actual faults in a road transport vehicle.**

Refer to page 33 for the Apprentice's work evidence record.

Report No. 7081EW Clutch Service and Repair

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7081LW Manual Transmission Service and Repair

Automotive Retail Service & Repair Competency

AUR06666A Repair Transmissions (Manual) (HV)

AUR06670A Service Transmissions (Manual) (HV)

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

- 1. Remove and fit manual transmissions from road transport Heavy Vehicles**
- 2. Remove and fit clutch assemblies from road transport vehicles**
- 3. Remove, test and adjust clutch operating mechanisms from road transport Heavy Vehicles**
- 4. Inspect, identify, test and repair faults in Heavy Vehicles transmissions.**

Refer to page 35 for the Apprentice's work evidence record.

Report No. 7081LW Manual Transmission Service and Repair

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7116LW Clutch & Manual Transmission Service and Repair

Automotive Retail Service & Repair Competency

AUR06170A Service clutch assemblies and/or associated operating system components

AUR06166A Repair clutch assemblies and/or associated operating system components

AUR06670A Service transmission (manual)

AUR06666A Repair transmissions (manual)

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

- 1. Remove and fit manual transmissions or transaxles**
- 2. Remove and fit clutch assemblies**
- 3. Remove and fit and/or adjust clutch operating mechanisms**
- 4. Inspect and test clutch and manual transmission systems and identify actual faults.**

Refer to page 37 for the Apprentice's work evidence record.

Report No. 7116LW Clutch & Manual Transmission Service and Repair

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7081LX Manual Transmission Overhaul

Automotive Retail Service & Repair Competency

AUR06645A Manual Transmissions (HV Overhaul)

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

- 1. Completely dismantle Road transport Heavy Vehicle manual transmission assemblies**
- 2. Clean, inspect, measure and test Road transport Heavy Vehicle manual transmission components to determine their serviceability and appropriate repair or reconditioning options**
- 3. Assemble and adjust manual transmissions using procedures and components that will enable them to operate as designed within specifications with a maximised service life..**

Refer to page 39 for the Apprentice's work evidence record.

Report No. 7081LX Manual Transmission Overhaul

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7116WL Manual Transmission Overhaul

Automotive Retail Service & Repair Competency

AUR06645A Overhaul transmissions (manual)

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

- 1. Overhaul manual transmission or transaxle which includes:**
 - completely dismantle transmission or transaxle**
 - clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
 - assemble and adjust transmission or transaxle using procedures and components that will enable it to operate as designed and within specifications with a maximized service life..**

Refer to page 41 for the Apprentice's work evidence record.

Report No. 7116WL Manual Transmission Overhaul

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

Work Evidence Reports

For Elective

Units of Competency

WORK EVIDENCE REPORT – SIGN OFF

7081EX Overhaul Clutch Assembly and/or Components

Automotive Retail Service and Repair Competency

AUR06145A Overhaul Clutch Assemblies (HV)

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

- 1. Completely dismantle push and pull type clutch pressure plate assemblies from Road transport Heavy Vehicles**
- 2. Clean, inspect, measure and test clutch assembly components to determine their serviceability and appropriate repair or reconditioning options**
- 3. Reassemble and adjust clutch assemblies using procedures and components that will enable them to operate as designed within specifications and with a maximised service life.**

Refer to page 44 for the Apprentice's work evidence record.

Report No. 7081EX Overhaul Clutch Assembly and/or Components

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7109EW Clutch Assembly Overhaul

Automotive Retail Service and Repair Competency

AUR06145A Overhaul clutch assembly and/or components

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

- 1. Completely dismantle push and pull type clutch pressure plate assemblies from Road transport Heavy Vehicles**
- 2. Clean, inspect, measure and test clutch assembly components to determine their serviceability and appropriate repair or reconditioning options**
- 3. Reassemble and adjust clutch assemblies using procedures and components that will enable them to operate as designed within specifications and with a maximised service life.**

Refer to page 45 for the Apprentice's work evidence record.

Report No. 7109EW Clutch Assembly Overhaul

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORT – SIGN OFF

7139WA Wheel fitting

Automotive Retail Service and Repair Competency

AUR17665A Remove, fit and adjust wheel(s)

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

- 1. Identify wheel types and mounting.**
- 2. Remove and fit road wheel(s).**
- 3. Inspect road wheels and fittings for damage, wear, to tyres and wheels.**

Refer to page 46 for the Apprentice's work evidence record.

Report No. 7139WA Wheel fitting

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

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

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

AUR 306 99 Automotive (Mechanical - Driveline)

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
Compulsory Stream						
7292FW	AUR18708A	Minor Electrical Repairs to Circuits /Systems	Yes	7	53	
7292GW	AUR23608A	Carry out Welding, Thermal Cutting, Heating, Procedures	Yes	9	54	
7292HW	AUR18676A	Test, service and replace batteries	Yes	11	55	
7116MW	AUR07170A	Service transmissions (automatic)	Yes	13	56	
	AUR07166A	Repair transmissions (automatic)				
	AUR21271A	Service and repair electronic drive management systems				
7081MW	AUR07170A	Service Automatic Transmissions (HV)	Yes	15	57	

Compulsory Stream						
Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7081VW	AUR07166A	Repair Transmissions (Automatic)	Yes	17	58	
	AUR21271A	Service and Repair Electronic Drives				
7109BW	AUR07145A	Overhaul transmissions (automatic)	Yes	19	59	
7081MX	AUR07145A	Automatic Transmissions (HV) Overhaul	Yes	21	60	
7109DW	AUR12645A	Overhaul final drive assemblies	Yes	23	61	
7116JW	AUR12670A	Service final drive assemblies	Yes	25	62	
	AUR12666A	Repair final drive assemblies				
	AUR13170A	Service final drive (driveline)				
	AUR13166A	Repair final drive (driveline)				
7081GW	AUR13166A	Repair Final Drive (Driveline) (HV)	Yes	27	63	
	AUR13170A	Service Final Drive (Driveline) (HV)				
7081JW	AUR12666A	Repair Final Drive Assemblies (HV)	Yes	29	64	
	AUR12670A	Service Final Drive Assemblies (HV)				
7081JX	AUR12645A	Overhaul of Final Drive (HV)	Yes	31	65	

Compulsory Stream

Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7081EW	AUR06166A	Repair Clutch Assemblies and/or Associated Operating System Components	Yes	33	66	
	AUR06170A	Service Clutch Assemblies and/or Associated Operating System Components				
7081LW	AUR06666A	Repair Transmissions (Manual) (HV)	Yes	35	67	
	AUR06670A	Service Transmissions (Manual) (HV)				
7116LW	AUR06170A	Service clutch assemblies and/or associated operating system components	Yes	37	68	
	AUR06166A	Repair clutch assemblies and/or associated operating system components				
	AUR06670A	Service transmission (manual)				
	AUR06666A	Repair transmissions (manual)				
7081LX	AUR06645A	Manual Transmissions (HV Overhaul)	Yes	39	69	
7116WL	AUR06645A	Overhaul transmissions (manual)	Yes	41	70	

Elective Stream – 3 Units of Competence to be completed

Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7081EX	AUR06145A	Overhaul Clutch Assemblies (HV)	Yes	44	72	
7109EW	AUR06145A	Overhaul clutch assembly and/or components	Yes	45	73	
7139WA	AUR17665A	Remove, fit and adjust wheel(s)	Yes	46	74	

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:** _____