

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:** \_\_\_\_\_

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**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:**

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**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:**

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**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:**

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**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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

