

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 organise 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 123, 124, 125**)
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. (**pages 126, 127**)

## 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 Records dealing with brakes, steering and suspension have the highest number of boxes. These are critical safety areas and it is good for the apprentice to establish that they have done each job several times.

**It should be noted that the training provider, will not be able to give the apprentice their certificate without evidence that they have actually worked on brakes, steering and suspension systems in the workplace.**

**WORK EVIDENCE REPORTS  
FOR COMPULSORY STREAM  
UNITS OF COMPETENCE**

## WORK EVIDENCE REPORT – *SIGN OFF*

**Report No. 7292BW Automotive Maintenance and Service**

**Automotive Retail Service and Repair Competency**

**AUR00108A Carry out Maintenance and or Component Servicing**

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

**Carry out maintenance and service operations which should include:**

- Engine oil and filter changes including by-pass and centrifugal filters
- Fuel filter service
- Air filter and pre-cleaner service
- Cooling system service including checking coolant condition and changing coolant
- Drive belt inspection and adjustment
- Hydraulic system fluid level checks
- Tyre checks (pressure, wear and damage)
- Transmission, driveline, chassis and body lubrication and level checks
- Fluid and air leak inspection and reports (leaking seals, damaged boots etc...)
- Checking security of fasteners and mounting bolts (including body bolts)

Refer to page 7 for the apprentice's maintenance and service work record.

**Report No. 7292BW Automotive Maintenance and 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 7292DW Engine Service**

**Automotive Retail Service and Repair Competency**

**AUR01170A Service Engines and Associated Engine Components**

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

**Carry out the more complex engine servicing operations of:**

- **timing belt replacement**
- **valve tappet clearance checks and adjustments.**

Refer to page 9 for the apprentice's engine service work record.

**Report No. 7292DW Engine 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7292FW Minor Electrical Repairs**

**Automotive Retail Service and Repair Competency**

**AUR18708A Minor Electrical Repairs to Circuits/Systems**

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

**Carry out maintenance and service operations which should include:**

- **Remove, fit or repair a variety of electrical components which may include any of the following :- fuses, light globes, trailer connections, terminals, wires or insulation**
- **Inspect and test electrical circuits and identify actual faults**

Refer to page 10 for the apprentice's minor electrical repair work 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7292GW Heating and Welding**

**Automotive Retail Service and Repair Competency**

**AUR23608A Carry Out Welding, Thermal Cutting and Heating  
Procedures**

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

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

Refer to page 11 for the apprentice's heating and welding work record.

**Report No. 7292GW Heating and Welding**

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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 7292HW Automotive Battery Testing and Replacement**

**Automotive Retail Service and 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 12 for the apprentice's battery testing and replacement work 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## WORK EVIDENCE REPORT – *SIGN OFF*

**Report No. 7081AW Hydraulic Brake Systems (HV) Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR10166A Repair Hydraulic Braking Systems (HV)**

**AUR10170A Service Hydraulic Braking Systems (HV)**

**AUR17665A Remove Fit and Adjust Wheel(s) (HV)**

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

**Carry out maintenance and service operations which should include:**

- Flush and bleed hydraulic brake systems
- Remove and fit master cylinders
- Remove and replace disc pads and bleed disc brake units
- Dismantle, assemble, adjust (where applicable) drum or disc brake
- Dismantle, assemble, adjust (where applicable) drum or disc brake units that incorporate a park brake mechanism
- Remove and replace wheel cylinders
- Remove and replace hydraulic brake lines
- Inspect and test vehicle braking systems and identify actual faults

Refer to page 13 for the apprentice's hydraulic brake repair and service work record.

**Report No. 7081AW Hydraulic Brake Systems (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081BW Suspension Systems (HV) Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR16166A Repair Suspension Systems (HV)**

**AUR16170A Service Suspension Systems (HV)**

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

**Carry out maintenance and service operations which should include:**

- **Remove and fit shock absorbers**
- **Remove and fit a variety of suspension system components that may include any of the following: - suspension arms or links, bushes, ball joints, springs, stabiliser bars, air suspension system components, air bags, etc...**
- **Inspect and test suspension systems and identify faults.**

Refer to page 15 for the apprentice's suspension service and repair work record.

**Report No. 7081BW Suspension Systems (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081CW Cooling System Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR02166A Repair Cooling Systems and Associated Components (HV)**

**AUR02170A Service Cooling Systems and Associated Components (HV)**

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

**Carry out maintenance and service operations which should include:**

- **Clean and flush cooling systems.**
- **Remove and fit cooling system radiators and cowlings.**
- **Remove and fit a variety of Heavy Vehicles Road Transport cooling system components or assemblies that may include any of the following:- thermostats, water pumps, hoses, drive belts, various fan drives such as air clutches, electric fans, thermo switches, relays, etc.**
- **Inspect Heavy Vehicles Road Transport cooling systems and identify actual faults.**

Refer to page 17 for the apprentice's cooling system service and repair work record.

**Report No. 7081CW Cooling System 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081EW Clutch (HV) Service and Repair**

**Automotive Retail Service and 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:**

**Carry out maintenance and service operations which should include:**

- **Remove and fit manual transmissions from a Road Transport vehicle**
- **Remove and fit clutch assemblies from a Road Transport vehicle**
- **Remove and fit and/ or adjust clutch operating and clutch brake operating mechanisms from a Road Transport vehicle**
- **Inspect and test clutch systems and identify actual faults in a Road Transport vehicle.**

Refer to page 18 for the apprentice's clutch service and repair work record.

**Report No. 7081EW Clutch (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081FW Diesel Fuel Systems (HV) Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR03670A Service Diesel Systems/Components (HV)**

**AUR03666A Repair Diesel Systems/Components (HV)**

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

**Carry out maintenance and service operations which should include:**

- **Remove fit and service diesel fuel filters**
- **Remove and fit diesel fuel injectors, such as mechanical, hydraulic, and electrical**
- **Remove fit and time diesel fuel injection pumps**
- **Test remove and fit a variety of diesel systems and components or assemblies that may include any of the following:- injector lines, solenoids, glow plugs, electronic components, etc.**

Refer to page 19 for the apprentice's diesel fuel systems service and repair work record.

**Report No. 7081FW Diesel Fuel Systems (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081GW Driveline (HV) 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:**

**Carry out maintenance and service operations which should include:**

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

Refer to page 21 for the apprentice's HV driveline service and repair work record.

**Report No. 7081GW Driveline (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081JW Final Drive (HV) Service and Repair**

**Automotive Retail Service and 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:**

**Carry out maintenance and service operations which should include:**

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

Refer to page 23 for the apprentice's HV final drive service and repair work record.

**Report No. 7081JW Final Drive (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081LW Manual Transmission (HV) Service and Repair**

**Automotive Retail Service and 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:**

**Carry out maintenance and service operations which should include:**

- **Remove and fit manual transmissions from Road transport Heavy Vehicles**
- **Remove and fit clutch assemblies from Road Transport vehicles**
- **Remove, test and adjust clutch operating mechanisms from Road transport Heavy Vehicles**
- **Inspect, identify, test and repair faults in Heavy Vehicle transmissions.**

Refer to page 25 for the apprentice's HV manual transmission service and repair work record.

**Report No. 7081LW Manual Transmission (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 7081MW Automatic Transmission (HV) 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:**

**Carry out maintenance and service operations which should include:**

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

Refer to page 27 for the apprentice's HV auto transmission service work record.

**Report No. 7081MW Automatic Transmission (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081NW Engine Repair (HV)**

**Automotive Retail Service and Repair Competency**

**AUR01166A Repair Engines and Associated Engine Components (HV)**

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

- **Remove and fit engines in Road transport Heavy Vehicles.**
- **Remove and fit engine cylinder heads.**
- **Remove and fit a variety of engine mechanical components that may include any of the following: - oil seals, sumps, camshafts, drive mechanisms, piston and connecting rods, liners, crankshafts, etc..**
- **Inspect and test engines and identify actual faults.**

Refer to page 28 for the apprentice's engine repair service work record.

**Report No. 7081NW Engine Repair (HV)**

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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No.7081QW Forced Induction System (HV) Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR05671A Forced Induction System Service and Repair (HV)**

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

**Carry out maintenance and service operations which should include:**

- **Remove and fit a variety of forced air induction system components or assemblies such as:- turbo chargers, supercharges, waste gates, shutoff timers, drive belts or gears, bypass valves, boost pressure sensors, solenoids, intercoolers, etc...**

Refer to page 30 for the apprentice's forced induction service and repair work record.

**Report No. 7081QW Forced Induction System (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081SW Steering Systems (HV) Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR15166A Repair Steering Systems (HV)**

**AUR15170A Service Steering Systems (HV)**

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

**Carry out maintenance and service operations which should include:**

- **Remove and fit a variety of steering system components or assemblies that may include any of the following:- tie rod ends, king pin bushes, steering gear/ rack assemblies, power steering pumps, Steering wheels, steering column components, etc...**
- **Inspect and test steering systems and identify actual faults, check and adjust toe in.**

Refer to page 31 for the apprentice's steering systems service and repair work record.

**Report No. 7081SW Steering Systems (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 7081UW Hydraulic Systems (HV) Service**

**Automotive Retail Service and Repair Competency**

**AUR09166A Service Hydraulic Systems (HV)**

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

**Carry out maintenance and service operations which should include:**

- **Flush and bleed hydraulic systems**
- **Test for cycle times**
- **Change and inspect hydraulic oil**
- **Change hydraulic oil filters**
- **Select correct hydraulic oils**
- **Carry out flow, pressure, and visual system tests**

Refer to page 33 for the apprentice's hydraulic systems service work record.

**Report No. 7081UW Hydraulic Systems (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7081YW Pneumatic Brake Systems (HV) Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR11166A Repair Air Braking Systems (HV)**

**AUR11170A Service Air Braking Systems (HV)**

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

**Carry out maintenance and service operations which should include:**

- **Remove and replace an air compressor**
- **Remove and replace a control valve**
- **Remove and replace a service and park brake actuator**
- **Remove and replace pneumatic foundation disc brake pads**
- **Dismantle, assemble, adjust pneumatic foundation drum brakes**
- **Remove and replace pneumatic brake lines**
- **Inspect and test Road transport Heavy Vehicle brake systems and identify actual faults.**

Refer to page 35 for the apprentice's pneumatic brake system S&R work record.

**Report No. 7081YW Pneumatic Brake Systems (HV) 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report receipted and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7116HW Emission Control Systems Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR04671A Repair and Service Emission Control Systems**

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

**Carry out maintenance and service operations which should include:**

- **Remove and fit a variety of emission control components or assemblies that may include the following:- catalytic converters, oxygen sensors, EGR valves, air injection pumps, oxygen sensors, valves or pipes, intake air heating devices, etc...**
- **Check and determine the compliance of the exhaust emission levels with specifications or statutory regulations.**
- **Inspect and test emission control systems and identify faults**

Refer to page 37 for the apprentice's emission control system service and repair work record.

**Report No. 7116HW Emission Control Systems 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report received and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 7116RW Electronic Engine Management System Service  
and Repair**

**Automotive Retail Service and Repair Competency**

**AUR21171A Service, Repair Electronic Engine Management Systems**

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

**Carry out maintenance and service operations which should include:**

- **Remove and fit a variety of engine management system components that may include any of the following:- Electronic control units, sensors, actuators, etc...**
- **Extract data from the test management systems and identify actual fault**

Refer to page 38 for the apprentice's electronic engine management system S&R work record.

## **7116RW Electronic Engine Management System 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 75 of this **Work Record Book**.

**Business Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Qualification/ Licence No:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Report received and recorded by:**

**Training Provider:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_