

Work Record Book

CERTIFICATE III

in

Automotive Mechanical (Light Vehicle)

AUR 310 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 54 to 58.

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 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

7292BW Maintenance and Service Work Evidence

Automotive Retail Service & Repair Competency

AUR00108A Carry out maintenance and/or component servicing operations.

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 maintenance and service 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 60 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 job a number of times on different vehicles. Do not fill up the table showing you have completed the job over and over again on the same make and model of vehicle.

7292BW Maintenance and Service Work Evidence

WORKSHOP JOB

1. Carry out a maintenance and service job that includes all of the following:

- Engine lubricating oil and filter changes.
- Fuel and induction system filter service.
- Cooling system coolant changes and / or clearing of air passages.
- Drive belt inspection and adjustment.
- Spark plug replacement (heavy vehicle apprentice exempted).
- Hydraulic system fluid level checks.
- Tyre checks (pressure / wear / damage).
- Transmission / drive line / chassis / body lubrication and fluid level checks.
- Fluid leaks / lubricant loss checks and reports (leaking seals, damaged boots, etc.).
- Checking of security of fasteners, mountings, 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: _____

7292BW Maintenance and Service Work Evidence

WORKSHOP JOB

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

7292BW Maintenance and Service Work Evidence

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7292DW Engine Service Work Evidence

Automotive Retail Service & Repair Competency

AUR01170A Service engines and associated engine 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 engine service 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 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7292WD Engine Service Work Evidence

WORKSHOP JOBS

- 1. Replace timing belt**
- 2. Check and where necessary adjust valve tappet clearances.**

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

WORK EVIDENCE RECORD

7292FW Minor Electrical Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR18708A Carry out minor repairs to electrical circuit/system

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 electrical system minor 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7292FW Minor Electrical Repair Work Evidence

WORKSHOP JOBS

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

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

WORK EVIDENCE RECORD

7292HW Automotive Batteries Work Evidence

Automotive Retail Service & Repair Competency

AUR18676A Test, service and replace battery

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 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.

7292HW Automotive Batteries Work Evidence

WORKSHOP JOBS

1. Test batteries, correctly identify faulty ones and replace them

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

WORK EVIDENCE RECORD

7116AW Brake System Service & Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR10170A Service braking systems.

AUR10166A Repair braking 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 brake system 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116AW Brake System Service & Repair Work Evidence

WORKSHOP JOBS

1. Remove and fit disc brake pads
2. Flush and bleed brake hydraulic systems
3. Remove and fit brake master cylinders
4. Remove, dismantle and reassemble brake calipers, and assemble disc brake units
5. Dismantle, assemble and adjust (where applicable) drum or disc brake units that incorporate a park brake mechanism
6. Inspect and test braking 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: _____

7116AW Brake System Service & Repair Work Evidence

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: _____

7116AW Brake System Service and Repair Work Evidence

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7116BW Suspension & Steering Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR15170A Service steering systems

AUR15166A Repair Steering Systems

AUR16170A Service suspension systems

AUR16166A Repair Suspension 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 suspension and steering 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 on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116BW Suspension & Steering Service and Repair Work Evidence

WORKSHOP JOBS

1. Remove and fit a variety of steering system components or assemblies that may include any of the following: - tie rod ends, steering rack boots, steering gear/rack assemblies, power steering pumps, steering wheels, steering column components, etc.
2. Remove and fit shock absorbers or strut assemblies
3. 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, etc.
4. Inspect and test steering and suspension 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: _____

7116BW Suspension & Steering Service and Repair Work Evidence

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: _____

**7116BW Suspension & Steering Service and Repair Work Evidence
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

7116DW Petrol Fuel System Service and Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR03170A Service petrol fuel systems

AUR03166A Repair petrol fuel 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 petrol fuel system 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 on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7118DW Petrol Fuel System Service Work Evidence

WORKSHOP JOBS

- 1. Remove and fit a variety of petrol fuel system components or assemblies that may include any of the following: - fuel pumps, fuel injectors, throttle body assemblies, fuel pressure regulators, air flow sensors, manifold pressure sensors, temperature sensors, carburetors, induction manifolds, fuel tanks, etc.**
- 2. Adjust petrol fuel systems to enable them to operate within manufacturer's specifications and/or legislated requirements**
- 3. Inspect and test petrol fuel 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: _____

7116DW Petrol Fuel System Service and Repair Work Evidence
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: _____

**7116DW Petrol Fuel System Service and Repair Work Evidence
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

7116GW Cooling System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR02170A Service cooling systems and associated components

AUR02166A Repair cooling systems and associated 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 cooling system 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 on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116GW Cooling System Service and Repair Work Evidence

WORKSHOP JOBS

- 1. Clean and flush cooling systems**
- 2. Remove and fit cooling system radiators and cowlings**
- 3. Remove and fit a variety of cooling system components or assemblies that may include any of the following:- thermostats, water pumps, hoses, drive belts, viscous fan drives, electric fans, thermo switches, relays, etc.**
- 4. Inspect and test cooling 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: _____

7116GW Cooling System Service and Repair Work Evidence
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: _____

7116GW Cooling System Service and Repair Work Evidence
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

7116HW Emission Control System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR04671A Service and repair emission control 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 emission control system 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 on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116HW Emission Control System Service and Repair Work Evidence

WORKSHOP JOBS

- 1. Remove and fit a variety of emission control system components or assemblies that may include any of the following: - catalytic converters, oxygen sensors, exhaust gas re-circulating valves, air injection pumps, valves or pipes, intake air heating devices, etc.**
- 2. Check and determine the compliance of exhaust emission levels with specifications and/or statutory regulations**
- 3. Inspect and test emission controls 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:_____

**7116HW Emission Control System Service and Repair Work Evidence
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: _____

**7116HW Emission Control System Service and Repair Work Evidence
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 Work Evidence

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 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116JW Final Drive & Driveline Service and Repair Work Evidence
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: _____

WORK EVIDENCE RECORD

7116KW Electrical System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR19066A Repair charging and starting systems

AUR21371A Service and repair electronic body 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 electrical and body management system 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116KW Electrical System Service and Repair Work Evidence

WORKSHOP JOBS

- 1. Remove and fit alternators**
- 2. Inspect and test charging systems and identify actual faults**
- 3. Remove and fit starter motors**
- 4. Inspect and test starting systems and identify actual faults**
- 5. Remove and fit components of any of the following electronic body management systems: central locking, electric windows, electric mirrors, security systems, ride control (height or dampening), etc.**
- 6. Inspect, test and identify actual faults in electronic body management systems that may include any of the following: central locking, electric windows, electric mirrors, security systems, ride control (height or dampening), 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:_____

7116KW Electrical System Service and Repair Work Evidence
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: _____

7116KW Electrical System Service and Repair Work Evidence
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 71 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7118LW Clutch & Manual Transmission Service and Repair Work Evidence

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: _____

7116LW Clutch & Manual Transmission Service and repair Work Evidence

WORKSHOP JOB

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

7116LW Clutch & Manual Transmission Service and repair Work Evidence

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7116MW Automatic Transmission Service and Repair Work Evidence

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 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116MW Automatic Transmission Service and Repair Work Evidence

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: _____

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

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

**7116LW Automatic Transmission Service and Repair Work Evidence
WORKSHOP JOB**

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

WORK EVIDENCE RECORD

7116NW Engine Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR01166A Repair engines and associated engine 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 engine 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 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116NW Engine Repair Work Evidence

WORKSHOP JOBS

- 1. Remove and fit engines in vehicles**
- 2. Remove and fit engine cylinder heads**
- 3. Remove and fit a variety of engine mechanical components that may include any of the following: - oil seals, camshaft and/or balance shaft drive mechanisms, camshafts, balance shafts, piston and connecting rod assemblies, crankshafts, etc.**
- 4. Test engines 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: _____

7116NW Engine Repair Work Evidence

WORKSHOP JOB

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

7116NW Engine Repair Work Evidence

WORKSHOP JOB

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

WORK EVIDENCE RECORD

7116QW Exhaust System Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR05166A Repair exhaust 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 exhaust system 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 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116QW Exhaust System Repair Work Evidence

WORKSHOP JOBS

- 1. Remove and fit exhaust system components that may include any of the following: - exhaust pipes, muffler or silencers, catalytic converters, manifolds, gaskets, mountings, heat risers, etc.**
- 2. Inspect exhaust 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: _____

WORK EVIDENCE RECORD

7116RW Engine Management System Service and Repair

Automotive Retail Service & Repair Competency

AUR21171A Service and repair electronic engine 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 electronic engine management system 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 75 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116RW Engine Management System Service and Repair

WORKSHOP JOBS

- 1. Remove and fit a variety of engine management system components that may include any of the following:- electronic control units, sensors, actuators, etc.**
- 2. Extract data from and test engine management 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: _____

**7116RW Engine Management System Service and Repair
WORKSHOP JOB**

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

**7116RW Engine Management System Service and Repair
WORKSHOP JOB**

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

WORK EVIDENCE RECORDS

FOR ELECTIVE

UNITS OF COMPETENCY

WORK EVIDENCE RECORD

7108AW Wheel Alignment Work Evidence

Automotive Retail Service & Repair Competency

AUR17108A Carry out wheel alignment operations

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 alignment 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 77 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 the job a number of times on more than one vehicle. Do not fill up the table showing the job being done over and over again on the same make and model of vehicle.

7108AW Wheel Alignment Work Evidence

WORKSHOP JOBS

1. Carry out wheel alignment on light passenger or commercial vehicles that includes:

- **the measurement of the alignment of all 4 wheels**
- **the adjustment of the alignment to specifications**

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

WORK EVIDENCE RECORD

7109BW Automatic Transmission Overhaul Work Evidence

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 78 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 the job a number of times on more than one transmission. Do not fill up the table showing the job being done over and over again on the same make and model of transmission.

7109BW Automatic Transmission Overhaul Work Evidence

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

WORK EVIDENCE RECORD

7109DW Final Drive Overhaul Work Evidence

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 79 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 the job a number of times on more than one final drive assembly. Do not fill up the table showing the job being done over and over again on the same make and model of final drive.

7109DW Final Drive Overhaul Work Evidence

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

WORK EVIDENCE RECORD

7109EW Clutch Assembly Overhaul Work Evidence

Automotive Retail Service & 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 clutch 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 80 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 the job a number of times on more than one clutch assembly. Do not fill up the table showing the job being done over and over again on the same make and model of clutch assembly.

7109EW Clutch Assembly Overhaul Work Evidence

WORKSHOP JOBS

1. Overhaul clutch pressure plate assembly which includes:

- **completely dismantle clutch pressure plate assembly**
- **clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
- **assemble and adjust clutch pressure plate assembly 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: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORD

7110AW Brake Disc Rotor & Drum Machining Work Evidence

Automotive Retail Service & Repair Competency

AUR10736A Machine brake drums and brake disc rotors

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 brake machining 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 81 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 on more than one brake disc or drum. Do not fill up the table showing the job being done over and over again on the same make and model of brake disc or drum.

7110AW Brake Disc Rotor & Drum Machining Work Evidence

WORKSHOP JOBS

- 1. Inspect, measure and machine brake drums in compliance with specified tolerances and safety standards while producing appropriate surface finishes**
- 2. Inspect, measure and machine brake disc rotors in compliance with specified tolerances and safety standards while producing appropriate surface finishes.**

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

WORK EVIDENCE RECORD

7116AX ABS Brakes Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR21471A Service and repair electronically controlled anti-lock brake 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 ABS 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 82 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116AX ABS Brakes Service and Repair Work Evidence

WORKSHOP JOBS

- 1. Bleed the hydraulic circuits of anti-lock brake systems**
- 2. Remove and fit a variety of anti-lock brake system components or assemblies that may include any of the following:- wheel speed sensors, pressure modulator units, electronic control units, etc.**
- 3. Inspect, extract data from, test and identify actual faults in anti-lock brake systems**

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

WORK EVIDENCE RECORD

7116CW Air Conditioning Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR22670A Service air conditioning systems

AUR22666A Repair/retrofit air conditioning 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 air conditioning system 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 83 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116CW Air Conditioning Service and Repair Work Evidence

WORKSHOP JOBS

- 1. Remove / recover and charge refrigerant in air conditioning systems**
- 2. Remove and fit a variety of air conditioning system components or assemblies that may include any of the following:- receiver/dryer, condenser, evaporator, compressor, expansion valve, associated electrical components, etc.**
- 3. Inspect and test air conditioning 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:_____

WORK EVIDENCE RECORD

7116EW Ignition System Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR20666A Repair ignition 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 ignition system 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 84 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116EW Ignition System Repair Work Evidence

WORKSHOP JOBS

1. Remove and fit ignition system distributors and adjust ignition timing
2. Remove and fit a variety of ignition system components that may include any of the following: contact breaker points, condensers, advance mechanisms, coils, ballast resistors, high tension leads, induction pick up coils, Hall sensors, electronic modules, electronic control units, etc..
3. Inspect, test and identify actual faults in ignition systems

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

WORK EVIDENCE RECORD

7116FW Diesel Fuel System Service & Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR03670A Service diesel fuel injection systems

AUR03666A Repair diesel fuel injection 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 diesel fuel system 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 85 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 and on more than one vehicle. Do not fill up the table with the same job over and over again on the same make and model of vehicle.

7116FW Diesel Fuel System Service & Repair Work Evidence

WORKSHOP JOBS

- 1. Remove, fit and service diesel fuel filters**
- 2. Remove, fit and time diesel fuel injection pumps**
- 3. Remove and fit a variety of diesel system components or assemblies that may include any of the following: injector lines, injectors, solenoids, glow plugs, electronic 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: _____

WORK EVIDENCE RECORD

7116PW Engine Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR01145A Overhaul engines and associated engine 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 engine 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 86 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 the job a number of times on more than one engine assembly. Do not fill up the table showing the job being done over and over again on the same make and model of engine.

7116PW Engine Overhaul Work Evidence

WORKSHOP JOBS

1. Overhaul engine which includes:

- **completely dismantle engine**
- **clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
- **assemble engine using procedures and components that will provide operational clearances and conditions contributing to 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: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORD

7116WA Brake System Component Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR10145A Overhaul braking system 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 brake system component 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 87 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 the job a number of times on more than one brake system component or assembly. Do not fill up the table showing the job being done over and over again on the same make and model of brake component.

7116WA Brake System Component Overhaul Work Evidence

WORKSHOP JOBS

- 1. Dismantle, clean, inspect, measure, assemble and test brake master cylinders and associated valving using procedures and components that will enable them to operate as designed and within specifications with a maximised service life.**
- 2. Dismantle, clean, inspect, measure, assemble and test brake wheel cylinders and / or brake calipers using procedures and components that will enable them 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: _____

WORK EVIDENCE RECORD

7116WB Steering Assembly Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR15145A Overhaul steering system 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 steering system component or 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 88 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 the job a number of times on more than one steering assembly. Do not fill up the table showing the job being done over and over again on the same make and model of steering assembly.

7116WB Steering Assembly Overhaul Work Evidence

WORKSHOP JOBS

1. Overhaul power assisted steering box or rack assembly which includes:

- **completely dismantle power assisted steering box or rack assembly**
- **clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
- **assemble and adjust power assisted steering box or rack assembly 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: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORD

7116WD Petrol Fuel System Component Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR03145A Overhaul petrol fuel system 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 petrol fuel system component or 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 89 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 the job a number of times on more than one petrol fuel system component. Do not fill up the table showing the job being done over and over again on the same make and model of fuel system component.

7116WD Petrol Fuel System Component Overhaul Work Evidence
WORKSHOP JOBS

1. Overhaul carburettor assembly which includes:

- **completely dismantle carburettor assembly**
- **clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
- **assemble and adjust carburettor 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: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORD

7116WK Instrument System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR18966A Repair instruments and warning 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 instrument 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 90 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 on more than one vehicle. Do not fill up the table showing the same job being done over and over again on the same make and model of vehicle.

7116WK Instrument System Service and Repair Work Evidence

WORKSHOP JOBS

- 1. Remove and fit a variety of automotive instrument and warning system components that may include any of the following: dash board gauges, fuel tank sender units, pressure/temperature switches/sender units, pulse generators, etc.**
- 2. Inspect, test and identify actual faults in instrument and warning systems**

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

WORK EVIDENCE RECORD

7116WL Manual Transmission Overhaul Work Evidence

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 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 91 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 the job a number of times on more than one transmission. Do not fill up the table showing the job being done over and over again on the same make and model of transmission.

7116WL Manual Transmission Overhaul Work Evidence

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

WORK EVIDENCE RECORD

7116WQ Forced Induction Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR05671A Service and repair engine forced induction 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 forced induction system 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 92 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 on more than one vehicle. Do not fill up the table showing the same job being done over and over again on the same make and model of vehicle.

7116WQ Forced Induction Service and Repair Work Evidence

WORKSHOP JOBS

- 1. Remove and fit a variety of forced induction system components or assemblies that may include any of the following:- turbo chargers, waste gates, shut off timers, drive belts or gears, superchargers, bypass valves, boost pressure sensors, solenoids, 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: _____

WORK EVIDENCE RECORD

7139AW Tyre Service & Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR17766A Remove, repair and fit tyres and tubes (light)

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 tyre 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 93 of this book. Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times.
Do not fill up the table with the same job over and over again.

7139AW Tyre Service & Repair Work Evidence

WORKSHOP JOBS

- 1. Remove and fit tyres to drop centre, steel rims**
- 2. Remove and fit tyres to drop centre, alloy wheels**
- 3. Remove and fit tyres to demountable flange wheels**
- 4. Repair punctures in tubeless tyres**
- 5. Repair punctures in tyre inner tubes**

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

WORK EVIDENCE RECORD

7139BW Wheel Balancing Work Evidence

Automotive Retail Service and Repair Competency

AUR17606A Balance tyres/wheels

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 balance 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 94 of this book. Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done each job a number of times. Do not fill up the table with the same job over and over again.

7139BW Wheel Balancing Work Evidence

WORKSHOP JOBS

1. Dynamically balance wheel and tyre assemblies (steel rims)

2. Dynamically balance wheel and tyre assemblies (alloy wheels)

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

WORK EVIDENCE RECORD

7292GW Heating and Welding Work Evidence

Automotive Retail Service and Repair Competency

AUR23708A Carry out welding, thermal cutting and 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 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 95 of this book. Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: When completion this record, make sure that you have done a range of heating and welding jobs a number of times not the same job over and over again.

7292GW Heating and Welding Work Evidence

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:_____	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:_____

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 97 to 99)**
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. **(pages 101 & 102)**

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*

7292BW Maintenance and Service Work Evidence

Automotive Retail Service & Repair Competency

AUR00108A Carry out maintenance and/or component servicing operations.

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

2. Carry out a maintenance and service job that includes all of the following:

- **Engine lubricating oil and filter changes.**
- **Fuel and induction system filter service.**
- **Cooling system coolant changes and / or clearing of air passages.**
- **Drive belt inspection and adjustment.**
- **Spark plug replacement (heavy vehicle apprentice exempted).**
- **Hydraulic system fluid level checks.**
- **Tyre checks (pressure / wear / damage).**
- **Transmission / drive line / chassis / body lubrication and fluid level checks.**
- **Fluid leaks / lubricant loss checks and reports (leaking seals, damaged boots, etc.).**
- **Checking of security of fasteners, mountings, etc**

Refer to pages 7 and 8 for the apprentice's work evidence record.

Report No. 7292BW Maintenance and Service Work Evidence

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 57 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 – <i>SIGN OFF</i>	
7292DW	Engine Service Work Evidence
Automotive Retail Service & Repair Competency	
AUR01170A	Service engines and associated engine components
Work to be correctly and safely completed by the apprentice on-the-job:	
1. Replace timing belt	
2. Check and where necessary adjust valve tappet clearances	

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

Report No.7292DW Engine Service Work Evidence

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 57 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

7292FW Minor Electrical Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR18708A Carry out minor repairs to electrical circuit/system

Work to be correctly and safely completed by the 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 10 for the apprentice's work evidence record.

Report No. 7292FW Minor Electrical Repair Work Evidence

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 57 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 – <i>SIGN OFF</i>
7292HW Automotive Batteries Work Evidence
Automotive Retail Service & Repair Competency
AUR18676A Test, service and replace battery
Work to be correctly and safely completed by the apprentice on-the-job: 1. Test batteries, correctly identify faulty ones and replace them

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

Report No. 7292HW Automotive Batteries Work Evidence

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 57 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

7116AW Brake System Service & Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR10170A Service braking systems.

AUR10166A Repair braking systems.

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

- 1. Remove and fit disc brake pads**
- 2. Flush and bleed brake hydraulic systems**
- 3. Remove and fit brake master cylinders**
- 4. Remove, dismantle and reassemble brake calipers, and assemble disc brake units**
- 5. Dismantle, assemble and adjust (where applicable) drum or disc brake units that incorporate a park brake mechanism**
- 6. Inspect and test braking systems and identify actual faults**

Refer to pages 12 and 13 for the apprentice's work evidence record.

Report No. 7116AW Brake System Service & Repair Work Evidence

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 57 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*

7116BW Suspension & Steering Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR15170A Service steering systems

AUR15166A Repair Steering Systems

AUR16170A Service suspension systems

AUR16166A Repair Suspension Systems

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

- 1. Remove and fit a variety of steering system components or assemblies that may include any of the following: - tie rod ends, steering rack boots, steering gear/rack assemblies, power steering pumps, steering wheels, steering column components, etc.**
- 2. Remove and fit shock absorbers or strut assemblies**
- 3. 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, etc.**
- 4. Inspect and test steering and suspension systems and identify actual faults**

Refer to page 14 and 15 for the apprentice's work evidence record.

**Report No. 7116BW Suspension & Steering Service and Repair Work
Evidence**

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 **57** 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

7116DW Petrol Fuel System Service and Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR03170A Service petrol fuel systems

AUR03166A Repair petrol fuel systems

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

- 1. Remove and fit a variety of petrol fuel system components or assemblies that may include any of the following: - fuel pumps, fuel injectors, throttle body assemblies, fuel pressure regulators, air flow sensors, manifold pressure sensors, temperature sensors, carburetors, induction manifolds, fuel tanks, etc.**
- 2. Adjust petrol fuel systems to enable them to operate within manufacturer's specifications and/or legislated requirements**
- 3. Inspect and test petrol fuel systems and identify actual faults**

Refer to pages 16 and 17 for the apprentice's work evidence record.

**Report No. 7116DW Petrol Fuel System Service and Repair Work
Evidence**

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 **57** 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

7116GW Cooling System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR02170A Service cooling systems and associated components

AUR02166A Repair cooling systems and associated components

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

- 1. Clean and flush cooling systems**
- 2. Remove and fit cooling system radiators and cowlings**
- 3. Remove and fit a variety of cooling system components or assemblies that may include any of the following:- thermostats, water pumps, hoses, drive belts, viscous fan drives, electric fans, thermo switches, relays, etc.**
- 4. Inspect and test cooling systems and identify actual faults**

Refer to pages 18 and 19 for the apprentice's work evidence record.

**Report No. 7116GW Cooling System Service and Repair Work
Evidence**

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 57 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*

7116HW Emission Control System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR04671A Service and repair emission control systems

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

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

Refer to pages 20 and 21 for the apprentice's work evidence record.

**Report No. 7116HW Emission Control System Service and Repair
Work Evidence**

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 57 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 Work Evidence

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)

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 22 for the apprentice's work evidence record.

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

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 **57** 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*

7116KW Electrical System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR19066A Repair charging and starting systems

AUR21371A Service and repair electronic body management systems

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

- 1. Remove and fit alternators**
- 2. Inspect and test charging systems and identify actual faults**
- 3. Remove and fit starter motors**
- 4. Inspect and test starting systems and identify actual faults**
- 5. Remove and fit components of any of the following electronic body management systems: central locking, electric windows, electric mirrors, security systems, ride control (height or dampening), etc.**
- 6. Inspect, test and identify actual faults in electronic body management systems that may include any of the following: central locking, electric windows, electric mirrors, security systems, ride control (height or dampening), etc.**

Refer to pages 23 and 24 for the apprentice's work evidence record.

**Report No. 7116KW Electrical System Service and Repair Work
Evidence**

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 57 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 pages 25 and 26 for the apprentice's work evidence record.

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

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 **57** 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 Work Evidence

Automotive Retail Service & 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 pages 27 and 28 for the apprentice's work evidence record.

**Report No. 7116MW Automatic Transmission Service and Repair
Work Evidence**

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 57 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

7116NW Engine Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR01166A Repair engines and associated engine components

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

- 1. Remove and fit engines in vehicles**
- 2. Remove and fit engine cylinder heads**
- 3. Remove and fit a variety of engine mechanical components that may include any of the following: - oil seals, camshaft and/or balance shaft drive mechanisms, camshafts, balance shafts, piston and connecting rod assemblies, crankshafts, etc.**
- 4. Test engines and identify actual faults**

Refer to pages 29 and 30 for the apprentice's work evidence record.

Report No. 7116NW Engine Repair Work Evidence

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 57 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
7116QW Exhaust System Repair Work Evidence
Automotive Retail Service & Repair Competency
AUR05166A Repair exhaust systems
Work to be correctly and safely completed by the apprentice on-the-job: 1. Remove and fit exhaust system components that may include any of the following: - exhaust pipes, muffler or silencers, catalytic converters, manifolds, gaskets, mountings, heat risers, etc. 2. Inspect exhaust systems and identify actual faults

- 1. Remove and fit exhaust system components that may include any of the following: - exhaust pipes, muffler or silencers, catalytic converters, manifolds, gaskets, mountings, heat risers, etc.**
- 2. Inspect exhaust systems and identify actual faults**

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

Report No. 7116QW Exhaust System Repair Work Evidence

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 57 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*

7116RW Engine Management System Service and Repair

Automotive Retail Service & Repair Competency

AUR21171A Service and repair electronic engine management systems

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

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

Refer to page32 and 33 for the apprentice's work evidence record

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

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
7108AW Wheel Alignment Work Evidence
Automotive Retail Service & Repair Competency
AUR17108A Carry out wheel alignment operations
Work to be correctly and safely completed by the apprentice on-the-job: 1. Carry out wheel alignment on light passenger or commercial vehicles that includes: <ul style="list-style-type: none">• the measurement of the alignment of all 4 wheels• the adjustment of the alignment to specifications

Refer to page 35 for the apprentice’s work evidence record.

Report No. 7108AW Wheel Alignment Work Evidence

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 57 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 Work Evidence

Automotive Retail Service & 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 maximized service life.**

Refer to page 36 for the apprentice's work evidence record.

**Report No. 7109BW Automatic Transmission Overhaul Work
Evidence**

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 57 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 Work Evidence

Automotive Retail Service & 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 37 for the apprentice's work evidence record.

Report No. 7109DW Final Drive Overhaul Work Evidence

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 57 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 Work Evidence

Automotive Retail Service & Repair Competency

AUR06145A Overhaul clutch assembly and/or components

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

1. Overhaul clutch pressure plate assembly which includes:

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

Refer to page 38 for the apprentice's work evidence record.

Report No. 7109EW Clutch Assembly Overhaul Work Evidence

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 57 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

7110AW Brake Disc Rotor & Drum Machining Work Evidence

Automotive Retail Service & Repair Competency

AUR10736A Machine brake drums and brake disc rotors

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

- 1. Inspect, measure and machine brake drums in compliance with specified tolerances and safety standards while producing appropriate surface finishes**
- 2. Inspect, measure and machine brake disc rotors in compliance with specified tolerances and safety standards while producing appropriate surface finishes**

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

Report No. 7110AW Brake Disc Rotor & Drum Machining Work Evidence

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 57 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

7116AX ABS Brakes Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR21471A Service and repair electronically controlled anti-lock brake systems

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

- 1. Bleed the hydraulic circuits of anti-lock brake systems**
- 2. Remove and fit a variety of anti-lock brake system components or assemblies that may include any of the following:- wheel speed sensors, pressure modulator units, electronic control units, etc.**
- 3. Inspect, extract data from, test and identify actual faults in anti-lock brake systems**

Refer to page 40 for the apprentice's work evidence record.

Report No. 7116AX ABS Brakes Service and Repair Work Evidence

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 57 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

7116CW Air Conditioning Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR22670A Service air conditioning systems

AUR22666A Repair/retrofit air conditioning systems

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

- 1. Remove / recover and charge refrigerant in air conditioning systems**
- 2. Remove and fit a variety of air conditioning system components or assemblies that may include any of the following:- receiver/dryer, condenser, evaporator, compressor, expansion valve, associated electrical components, etc.**
- 3. Inspect and test air conditioning systems and identify actual faults**

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

**Report No. 7116CW Air Conditioning Service and Repair Work
Evidence**

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 **57** 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

7116EW Ignition System Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR20666A Repair ignition systems

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

- 1. Remove and fit ignition system distributors and adjust ignition timing**
- 2. Remove and fit a variety of ignition system components that may include any of the following: contact breaker points, condensers, advance mechanisms, coils, ballast resistors, high tension leads, induction pick up coils, Hall sensors, electronic modules, electronic control units, etc.**
- 3. Inspect, test and identify actual faults in ignition systems**

Refer to page 42 for the apprentice's work evidence record.

Report No. 7116EW Ignition System Repair Work Evidence

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 57 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

7116FW Diesel Fuel System Service & Repair Work Evidence

Automotive Retail Service and Repair Competency

AUR03670A Service diesel fuel injection systems

AUR03666A Repair diesel fuel injection systems

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

- 1. Remove, fit and service diesel fuel filters**
- 2. Remove, fit and time diesel fuel injection pumps**
- 3. Remove and fit a variety of diesel system components or assemblies that may include any of the following: injector lines, injectors, solenoids, glow plugs, electronic units, etc.**

Refer to page 43 for the apprentice's work evidence record.

**Report No. 7116FW Diesel Fuel System Service & Repair Work
Evidence**

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 57 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

7116PW Engine Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR01145A Overhaul engines and associated engine components

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

1. Overhaul engine which includes:

- **completely dismantle engine**
- **clean, inspect, measure and test components to determine their serviceability and appropriate repair or reconditioning options**
- **assemble engine using procedures and components that will provide operational clearances and conditions contributing to a maximized service life**

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

Report No. 7116PW Engine Overhaul Work Evidence

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 57 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

7116WA Brake System Component Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR10145A Overhaul braking system components

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

- 1. Dismantle, clean, inspect, measure, assemble and test brake master cylinders and associated valving using procedures and components that will enable them to operate as designed and within specifications with a maximised service life.**
- 2. Dismantle, clean, inspect, measure, assemble and test brake wheel cylinders and / or brake calipers using procedures and components that will enable them to operate as designed and within specifications with a maximised service life**

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

**Report No. 7116WA Brake System Component Overhaul Work
Evidence**

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 57 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

7116WB Steering Assembly Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR15145A Overhaul steering system components

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

1. Overhaul power assisted steering box or rack assembly which includes:

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

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

Report No. 7116WB Steering Assembly Overhaul Work Evidence

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 57 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

7116WD Petrol Fuel System Component Overhaul Work Evidence

Automotive Retail Service & Repair Competency

AUR03145A Overhaul petrol fuel system components

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

1. Overhaul carburettor assembly which includes:

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

Refer to page 47 for the apprentice's work evidence record.

**Report No. 7116WD Petrol Fuel System Component Overhaul Work
Evidence**

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 **57** 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

7116WK Instrument System Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR18966A Repair instruments and warning systems

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

- 1. Remove and fit a variety of automotive instrument and warning system components that may include any of the following: dash board gauges, fuel tank sender units, pressure/temperature switches/sender units, pulse generators, etc.**
- 2. Inspect, test and identify actual faults in instrument and warning systems**

Refer to page 48 for the apprentice's work evidence record.

**Report No. 7116WK Instrument System Service and Repair Work
Evidence**

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 57 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 Work Evidence

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 49 for the apprentice's work evidence record.

Report No. 7116WL Manual Transmission Overhaul Work Evidence

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 57 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

7116WQ Forced Induction Service and Repair Work Evidence

Automotive Retail Service & Repair Competency

AUR05671A Service and repair engine forced induction systems

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

- 1. Remove and fit a variety of forced induction system components or assemblies that may include any of the following:- turbo chargers, waste gates, shut off timers, drive belts or gears, superchargers, bypass valves, boost pressure sensors, solenoids, etc.**

Refer to page 50 for the apprentice's work evidence record.

**Report No. 7116WQ Forced Induction Service and Repair Work
Evidence**

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 **57** 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 – <i>SIGN OFF</i>
7139AW Tyre Service & Repair Work Evidence
Automotive Retail Service and Repair Competency
AUR17766A Remove, repair and fit tyres and tubes (light)
Work to be correctly and safely completed by the apprentice on-the-job: 1. Remove and fit tyres to drop centre, steel rims 2. Remove and fit tyres to drop centre, alloy wheels 3. Remove and fit tyres to demountable flange wheels 4. Repair punctures in tubeless tyres 5. Repair punctures in tyre inner tubes

- 1. Remove and fit tyres to drop centre, steel rims**
- 2. Remove and fit tyres to drop centre, alloy wheels**
- 3. Remove and fit tyres to demountable flange wheels**
- 4. Repair punctures in tubeless tyres**
- 5. Repair punctures in tyre inner tubes**

Refer to page 51 for the apprentice's work evidence record.

Report No. 7139AW Tyre Service & Repair Work Evidence

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 57 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 – <i>SIGN OFF</i>
7139BW Wheel Balancing Work Evidence
Automotive Retail Service and Repair Competency AUR17606A Balance tyres/wheels
Work to be correctly and safely completed by the apprentice on-the-job: 1. Dynamically balance wheel and tyre assemblies (steel rims) 2. Dynamically balance wheel and tyre assemblies (alloy wheels)

Refer to page 52 for the apprentice's work evidence record.

Report No. 7139BW Wheel Balancing Work Evidence

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 57 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 Heating and Welding Work Evidence

Automotive Retail Service and Repair Competency

AUR23708A Carry out welding, thermal cutting and 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 53 for the apprentice's work evidence record.

Report No. 7292GW Heating and Welding Work Evidence

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 57 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 310 99 Automotive Mechanical (Light Vehicle)

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
Light Vehicle Compulsory Stream						
7292BW	AUR00108A	Carry out maintenance and/or component servicing operations	Yes	7 & 8	60	
7292DW	AUR01170A	Service engines and associated engine components	Yes	9	61	
7292FW	AUR18708A	Carry out minor repairs to electrical circuits/systems	Yes	10	62	
7292HW	AUR18676A	Test, service and replace battery	Yes	11	63	
7116AW	AUR10170A	Service braking systems	Yes	12 & 13	64	
	AUR10166A	Repair braking Systems				

Light Vehicle Compulsory Stream (Cont)

Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7116BW	AUR15170A	Service steering systems	Yes	14 & 15	65	
	AUR15166A	Repair steering systems				
	AUR16170A	Service suspension systems				
	AUR16170A	Repair suspension systems				
7116DW	AUR03170A	Service petrol fuel systems	Yes	16 & 17	66	
	AUR03166A	Repair petrol fuel systems				
7116GW	AUR02170A	Service cooling systems	Yes	18 & 19	67	
	AUR02166A	Repair cooling systems				
7116HW	AUR04671A	Service, repair emission control systems	Yes	20 & 21	68	
7116JW	AUR12670A	Service final drive assemblies	Yes	22	69	
	AUR12666A	Repair final drive assemblies				
	AUR13170A	Service final drive (drivelines)				
	AUR13166A	Repair final drive (drivelines)				
7116KW	AUR19066A	Repair charging & starting systems	Yes	23 & 24	70	
	AUR21371A	Service and repair electronic body management systems				

Light Vehicle Compulsory Stream (Cont)						
Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7116LW	AUR06170A	Service clutch assemblies and/or associated operating systems	Yes	25 & 26	71	
	AUR06166A	Repair clutch assemblies and/or associated operating systems				
	AUR06670A	Service transmissions (manual)				
	AUR06666A	Repair transmissions (manual)				
7116MW	AUR07170A	Service transmissions (automatic)	Yes	27 & 28	72	
	AUR07166A	Repair transmissions (automatic)				
	AUR21271A	Service and repair electronic drive management systems				
7116NW	AUR01166A	Service engines and associated engine components	Yes	29 & 30	73	
7116QW	AUR05166A	Repair exhaust systems	Yes	31	74	
7116RW	AUR21171A	Service and repair electronic drive management systems	Yes	32 & 33	75	
N/A	AUR66108A	Carry out diagnostic procedures	N/A	N/A	N/A	

Elective Stream – 6 Units of Competence to be completed						
7108AW	AUR17108A	Wheel Alignment	Yes	35	77	
7109BW	AUR07145A	Auto transmissions (Overhaul)	Yes	36	78	
7109DW	AUR12645A	Final Drive (Overhaul)	Yes	37	79	
7109EW	AUR06145A	Clutch Assembly (Overhaul)	Yes	38	80	
7110AW	AUR10736A	Brake Machining, Discs and Drums	Yes	39	81	
7116AX	AUR21471A	ABS Brakes Repair and Service	Yes	40	82	
7116CW	AUR22670A	Air Conditioning Service	Yes	41	83	
	AUR22666A	Air Conditioning Repair				
7116EW	AUR20666A	Ignition System Repair and Service	Yes	42	84	
7116FW	AUR03670A	Diesel Fuel System Service	Yes	43	85	
	AUR03666A	Diesel Fuel System Repair				
7116PW	AUR01145A	Engine Overhaul	Yes	44	86	
7116WA	AUR10145A	Brake Component (Overhaul)	Yes	45	87	
7116WB	AUR15145A	Steering Assembly (Overhaul)	Yes	46	88	
7116WD	AUR03145A	Petrol Fuel System (Overhaul)	Yes	47	89	
7116WK	AUR18966A	Instrument System Repair and Service	Yes	48	90	
7116WL	AUR07145A	Manual transmissions (Overhaul)	Yes	49	91	

Elective Stream – (Cont)						
7116WQ	AUR05671A	Forced Induction Repair and Service	Yes	50	92	
7139AW	AUR17799A	Tyre Service and Repair	Yes	51	93	
7139BW	AUR17606A	Wheel Balancing	Yes	52	94	
7292GW	AUR23708A	Heating and Welding	Yes	53	95	

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:** _____

Change of Employer Details

FOURTH 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

FIFTH 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:** _____

