

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:

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**

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 – <i>SIGN OFF</i>
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

- 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:** _____

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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 – SIGN OFF
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**.

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Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

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Training Provider: _____

Signature: _____ **Date:** _____