

Work Record Book

**CERTIFICATE III**

Automotive Mechanical  
(Motor Cycle)

AUR 311 99



# Content

<b>Introduction</b>	i
<b>Section for the Apprentice</b>	1
Apprentice Details	2
Employment Details	2
Instruction for the Apprentice	3
Work Evidence Records for Compulsory Units of Competence	6
Work Evidence Records for Elective Units of Competence	32
<b>Section for the Employer / Supervisor</b>	48
Instruction for the Employer / Supervisor	49-52
Work Evidence Reports for Compulsory Units of Competence	53
Work Evidence Reports for Elective Units of Competence	69
<b>Listing of Units of Competence and Index to Record and Report Sheets</b>	85
<b>Change of Employer Details</b>	88-90

## 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 48 to 52.



SECTION  
FOR  
THE APPRENTICE

## APPRENTICE DETAILS

**Family Name:** \_\_\_\_\_

**Given Names:** \_\_\_\_\_

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

\_\_\_\_\_

Photograph

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**DET Registration Number:** \_\_\_\_\_

**Training Provider Enrolment Number:** \_\_\_\_\_

## EMPLOYMENT DETAILS

**Commencement of Employment:** \_\_\_\_\_

**Transfer or Termination of Employment:** \_\_\_\_\_

**Company or Business Name:** \_\_\_\_\_

**Trading Name (if different from above):** \_\_\_\_\_

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

**Employer/supervisor** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Contact Details: Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**MVRIC Repairer No:** \_\_\_\_\_

**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.

## 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?**

You should *only* record jobs when you can do them:

- ◆ **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 vessels/components,**
- ◆ **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

### **1228AW Service, Repair Engines and Associated Engine Components**

**Automotive Retail Service and Repair Competency**

**AUR01166A Repair Engines and associated Engine Components**

**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 repair and service work that you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 54\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

**1228AW Service, Repair Engines and Associated Engine Components  
WORKSHOP JOBS**

1. The performance of diagnostic procedures to determine the mechanical condition of Two and Four Stroke Motorcycle Engines.
2. The performance of service and repair procedures on Two and Four Stroke Motorcycle Engines and associated components.
3. The diagnosis of the state of Lubrication Systems on Two and Four Stroke Motorcycle Engines.

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: _____ _____

**1228AW Service, Repair Engines and Associated Engine Components  
WORKSHOP JOBS**

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: _____ _____

## 7292DW Engine Service

**WORKSHOP JOBS:** Carry out the more complex engine service operations of:

1. Timing belt replacement. 2. Valve tappet clearance checks and adjustments.

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

### **1228CW Service, Repair of Motor Cycle Cooling Systems**

**Automotive Retail Service and Repair Competency**

**AUR02166A Repair Cooling Systems and associated components**

**AUR02170A Service 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 Motor Cycle Cooling Systems service and repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 55\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228CW Service, Repair of Motor Cycle Cooling Systems

### WORKSHOP JOBS

1. The performance of diagnostic procedures on Liquid and Air Cooled Systems on Two and Four Stroke Motorcycle Engines.
2. The performance of service and repair procedures to Liquid and Air Cooled systems on Two and Four Stroke Motorcycle Engines.

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: _____
_____	_____	_____	_____

**1228CW Service, Repair of Motor Cycle Cooling Systems  
WORKSHOP JOBS**

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: _____ _____

**1228CW Service, Repair of Motor Cycle Cooling Systems  
WORKSHOP JOBS**

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

### **1228DW Service, Repair of Motor Cycle Petrol Fuel Systems**

**Automotive Retail Service and Repair Competency**

**AUR03166A Repair of Petrol Fuel Systems**

**AUR03170A Service of 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 Service, Repair of Motor Cycle Petrol Fuel Systems, you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 56\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228DW Service, Repair of Motor Cycle Petrol Fuel Systems

### WORKSHOP JOBS

1. The performance of diagnostic procedures on Motorcycle Carburettor Fuel System Assemblies and Components.
2. The performance of service and repair procedures to Motorcycle Carburettor Fuel System Assemblies and Components.
3. The performance of diagnostic procedures on Motorcycle Fuel Injection System Assemblies and Components.
4. The performance of service and repair procedures to Motorcycle Fuel Injection System Assemblies and Components.

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: _____
_____	_____	_____	_____

**1228DW Service, Repair of Motor Cycle Petrol Fuel Systems  
WORKSHOP JOBS**

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: _____ _____

**1228DW Service, Repair of Motor Cycle Petrol Fuel Systems  
WORKSHOP JOBS**

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

### **1228EW Motor Cycle Emission Control Systems**

**Automotive Retail Service and Repair Competency**

**AUR04671A Service, Repair of Motor Cycle Emission Control Systems**

**AUR05166A Repair of Motor Cycle 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 Service, Repair of Motor Cycle Emission Control Systems you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 57\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228EW Motor Cycle Emission Control Systems

### WORKSHOP JOBS

1. Carry out diagnostic procedures on Emission Control Systems.
2. Carry out service and repair procedures on Emission Control Systems.
3. Carry out service, diagnosis, repair or replacement of Exhaust Systems.

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: _____ _____

**1228EW Motor Cycle Emission Control Systems  
WORKSHOP JOBS**

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: _____ _____

**1228EW Motor Cycle Emission Control Systems  
WORKSHOP JOBS**

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

### **1228FW Repair, Service Motor Cycle Clutch Assemblies**

**Automotive Retail Service and Repair Competency**

**AUR06166A Repair Clutch Assemblies and/or associated Operating System Components**

**AUR06170A Service Clutch Assemblies and/or associated Operating 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 Service, Repair work on Motor Cycle Clutches you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 58\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228FW Repair, Service Motor Cycle Clutch Assemblies

### WORKSHOP JOBS

1. Service Primary Drives and Clutches.
2. Diagnose and repair Primary Drives, Clutches and associated components.

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: _____ _____

**1228FW Repair, Service Motor Cycle Clutch Assemblies  
WORKSHOP JOBS**

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: _____ _____

**1228FW Repair, Service Motor Cycle Clutch Assemblies  
WORKSHOP JOBS**

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

### **1228GW Repair, Service Motor Cycle Manual Transmissions**

**Automotive Retail Service and Repair Competency**

**AUR06666A Repair Manual Transmissions**

**AUR06670A Service Manual Transmissions**

**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 repair and service of Manual Motorcycle Transmission Work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 59\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228GW Repair, Service Motor Cycle Manual Transmissions

### WORKSHOP JOBS

1. Service Motorcycle Transmissions.
2. Diagnose and repair Motorcycle Transmissions and Kick Starters.

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: _____ _____

## WORK EVIDENCE RECORD

### **1228HW Repair, Service Motor Cycle Braking Systems**

**Automotive Retail Service and Repair Competency**

**AUR10166A Repair Braking Systems**

**AUR10170A Service 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 Service, Repair work on Motor Cycle Braking Systems you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 60\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228HW Repair, Service Motor Cycle Braking Systems

### WORKSHOP JOBS

1. Service Motorcycle Braking Systems.
2. Diagnose and repair Motorcycle Braking Systems.

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: _____ _____

**1228HW Repair, Service Motor Cycle Braking Systems  
WORKSHOP JOBS**

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: _____ _____

**1228HW Repair, Service Motor Cycle Braking Systems  
WORKSHOP JOBS**

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

### **1228JW Repair, Service Motor Cycle Final Drive Systems**

**Automotive Retail Service and Repair Competency**

**AUR13166A Repair Final Drive (Driveline)**

**AUR13170A Service 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 on Motor Cycle Final Drive Systems Service, Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228JW Repair, Service Motor Cycle Final Drive Systems

### WORKSHOP JOBS

1. Service Motorcycle Final Drive Systems.
2. Diagnose and repair Motorcycle Final Drive Systems.

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: _____ _____

## WORK EVIDENCE RECORD

### **1228KW Repair, Service Motor Cycle Steering Systems**

**Automotive Retail Service and Repair Competency**

**AUR15166A Repair Steering Systems**

**AUR15170A Service Steering 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 Service, Repair work on Motor Cycle Steering Systems you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228KW Repair, Service Motor Cycle Steering Systems

### WORKSHOP JOBS

1. Service Motorcycle Steering Systems.
2. Diagnose and repair Motorcycle Steering Systems.

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: _____ _____

**1228KW Repair, Service Motor Cycle Steering Systems  
WORKSHOP JOBS**

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: _____ _____

**1228KW Repair, Service Motor Cycle Steering Systems  
WORKSHOP JOBS**

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

### **1228LW Repair, Service Motor Cycle Suspension Systems**

**Automotive Retail Service and Repair Competency**

**AUR16166A Repair Suspension Systems**

**AUR16170A Service 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 Service, Repair work on Motor Cycle Suspension Systems you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 63\* of this book.

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

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228LW Repair, Service Motor Cycle Suspension Systems

### WORKSHOP JOBS

1. The explanation of the Operating Principles of Motorcycle and Four Wheeler Suspension Systems.
2. The performance of service and repair procedures to Motorcycle and Four Wheeler Suspension Systems.
3. The performance of diagnostic procedures on Motorcycle and Four Wheeler Suspension Systems.

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: _____ _____

**1228LW Repair, Service Motor Cycle Suspension Systems  
WORKSHOP JOBS**

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: _____ _____

1228LW Repair, Service Motor Cycle Suspension Systems WORKSHOP JOBS			
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

### **1228MW Balance, Fit Motor Cycle Wheels and Tyres**

**Automotive Retail Service and Repair Competency**

**AUR17606A Balance Tyres/Wheels**

**AUR17665A Remove, Fit Adjust Wheel(s)**

**AUR17766A Remove, Repair, 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 Balance and Fitting work you carry out on Motor Cycle Wheels and Tyres 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228MW Balance, Fit Motor Cycle Wheels and Tyres

### WORKSHOP JOBS

1. The selection and repair of Motorcycle tubes and tyres.
2. The performance of Wheel Balance and Alignment checks and adjustments on Motorcycles.
3. The removal, fitting and adjustment of Motorcycle Wheels.

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

## WORK EVIDENCE RECORD

### **1228NW Motor Cycle Electrical Circuits**

#### **Automotive Retail Service and Repair Competency**

### **AUR18708A Carry out minor Repairs to Electrical Circuits/Systems**

**Apprentice Name.** \_\_\_\_\_

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

Your responsibility, as an apprentice, is to keep a record of the Repair work on Motor Cycle Electrical Circuits/Systems you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228NW Motor Cycle Electrical Circuits

### WORKSHOP JOBS

#### 1. Service, repair and adjustment of Motorcycle Auxiliary Electrical Systems.

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: _____ _____

**1228NW Motor Cycle Electrical Circuits  
WORKSHOP JOBS**

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: _____ _____

**1228NW Motor Cycle Electrical Circuits  
WORKSHOP JOBS**

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

### **1228PW Repair of Charging, Starting, Ignition Systems**

**Automotive Retail Service and Repair Competency**

**AUR19066A Repair Charging, Starting Systems**

**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 Repair of Charging, Starting, Ignition Systems you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228PW Repair of Charging, Starting, Ignition Systems

### WORKSHOP JOBS

1. The diagnosis of Faults in Motorcycle Charging and Starting Systems.
2. The service, repair and adjustment of Motorcycle Charging, Starting and Ignition Systems.
3. The overhaul of Motorcycle Charging and Starting System components.

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: _____ _____

**1228PW Repair of Charging, Starting, Ignition Systems  
WORKSHOP JOBS**

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: _____ _____

**1228PW Repair of Charging, Starting, Ignition Systems  
WORKSHOP JOBS**

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

### **1228QW Repair, Align Motor Cycle Frames**

**Automotive Retail Service and Repair Competency**

### **AUR28166A Repair, Align Motor Cycle Frames**

**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 Alignment of Motor Cycle Frames you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228QW Repair, Align Motor Cycle Frames

### WORKSHOP JOBS

1. The explanation of the function of Motorcycle and Four Wheeler Frames.
2. The Alignment of Motorcycle and Four Wheeler Frames.
3. The repair or replacement of Frame Components.

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: _____ _____

## WORK EVIDENCE RECORD

### **7292HW Automotive Battery Testing and Replacement**

**Automotive Retail Service and Repair Competency  
AUR18676A Test, Service Replace Batteries**

**Apprentice Name.** \_\_\_\_\_

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

Your responsibility, as an apprentice, is to keep a record of the Battery Testing, replacement work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

**7292HW Automotive Battery Testing and Replacement  
WORKSHOP JOBS**

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

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



**WORK EVIDENCE RECORDS**

**FOR ELECTIVE**

**UNITS OF COMPETENCE**

**You are required to complete 6 ELECTIVES**

## WORK EVIDENCE RECORD

### **1228RW Motor Cycle Engine Management Systems**

#### **Automotive Retail Service and Repair Competency**

### **AUR21171A Service, 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 Motor Cycle Engine Management Systems work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228RW Motor Cycle Engine Management Systems

### WORKSHOP JOBS

1. The diagnosis of faults in Motorcycle Engine Management Systems.
2. The service, repair and adjustment of Motorcycle Engine Management Systems.

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: _____ _____

## WORK EVIDENCE RECORD

### 1228SW Motor Cycle Final Drive Assemblies

#### Automotive Retail Service and Repair Competency

#### AUR12666A Repair Final Drive Assembly

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 repair work on Motor Cycle Final Drive Assemblies you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228SW Motor Cycle Final Drive Assemblies

### WORKSHOP JOBS

1. The diagnosis of faults in Motorcycle Final Drive Assemblies.
2. The service, repair and adjustment of Motorcycle Final Drive Assemblies.

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

### **1228TW Motor Cycle Pre-Delivery**

#### **Automotive Retail Service and Repair Competency**

### **AUR31649A Prepare Vehicle/Component/Equipment for Customer Use**

**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 Pre-Delivery work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228TW Motor Cycle Pre-Delivery

### WORKSHOP JOBS

1. The cleaning of new vehicles and equipment prior to assembly on Motorcycle and Four Wheelers.
2. The carrying out of pre-delivery checks and new vehicle assembly on Motorcycle and Four Wheelers.
3. The adjustment and repair of vehicles and/or components when necessary, prior to delivery.
4. The handing over of the new vehicle and/or components to the customer.

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

### **1228UW Motor Cycle Automatic Transmission**

#### **Automotive Retail Service and Repair Competency**

**AUR07166A Repair Motor Cycle Automatic Transmission**

**AUR07170A Service Motor Cycle Automatic Transmission**

**Apprentice Name.** \_\_\_\_\_

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

Your responsibility, as an apprentice, is to keep a record of Motor Cycle Automatic Transmission work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228UW Motor Cycle Automatic Transmission

### WORKSHOP JOBS

1. The explanation of the operation of Motorcycle and Four Wheeler Automatic Transmissions and Transaxles.
2. The testing and fault identification in Motorcycle and Four Wheeler Automatic Transmissions and Transaxles.
3. The servicing and repair of Motorcycle and Four Wheeler Automatic Transmissions and Transaxles.
4. The determination of the serviceability of and repair options for Automatic Transmissions and Transaxle Assemblies.

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

## WORK EVIDENCE RECORD

### **1228WW Motor Cycle Spare Parts, Repair Invoices**

#### **Automotive Retail Service and Repair Competency**

### **AUR37927A Identify Automotive Parts/Components/Accessories**

**Apprentice Name.** \_\_\_\_\_

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

Your responsibility, as an apprentice, is to keep a record of Motor Cycle Spare Parts, Repair Invoicing you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228WW Motor Cycle Spare Parts, Repair Invoices

### WORKSHOP JOBS

1. The identification of Motorcycle and Four Wheeler parts and components.
2. The filling in of Workshop Job Cards and the preparation of repair invoices.
3. The operation of Workshop Computer Systems.

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

### **1228WA Motor Cycle Engine Overhaul**

**Automotive Retail Service and 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 Overhauling of Engines and Associated Engine Components work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228WA Motor Cycle Engine Overhaul

### WORKSHOP JOBS

1. The Overhauling of engines and engine components without causing damage to any component or system and using safe working practices.
2. The use of and interpretation of correct information from appropriate manufacturer specifications.
3. The adjustment or replacement of engine and/or engine components in accordance with manufacturer specifications and tolerances.

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: _____ _____

## WORK EVIDENCE RECORD

### **1228WC Motor Cycle Brake Overhaul**

**Automotive Retail Service and 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 Motor Cycle Brake Overhauls you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 76\* 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228WC Motor Cycle Brake Overhaul

### WORKSHOP JOBS

1. The Overhauling of Braking System Components/sub assemblies without causing damage to any component or system and using safe working practices.
2. The use of and interpretation of correct information from appropriate manufacturer specifications.
3. The adjustment or replacement of Braking System Components/sub assemblies in accordance with manufacturer specifications and tolerances.
4. The completion of appropriate workplace documentation and in accordance with relevant Overhaul Outcomes.

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: _____ _____

## WORK EVIDENCE RECORD

### **1228WD Motor Cycle Steering Overhaul**

**Automotive Retail Service and 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 Overhaul Steering System Components you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228WD Motor Cycle Steering Overhaul

### WORKSHOP JOBS

1. The Overhauling of Steering System Components/sub assemblies without causing damage to any component or system and using safe working practices.
2. The use of and interpretation of correct information from appropriate manufacturer specifications.
3. The adjustment or replacement of Steering System Components/sub assemblies in accordance with established industry guidelines and manufacturer specifications and tolerances.
4. The completion of appropriate workplace documentation and in accordance with relevant Overhaul Outcomes.

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

### **1228WE Motor Cycle Tyres and Rims**

**Automotive Retail Service and Repair Competency**

### **AUR17668A Select Tyres and Rims for Specific Applications (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 Motor Cycle Tyre and Rims work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 1228WE Motor Cycle Tyres and Rims

### WORKSHOP JOBS

1. The Replacement of Rims without causing damage to any component or system and using safe working practices.
2. The use of and interpretation of correct information from appropriate manufacturer specifications.
3. The Selection and Replacement of Rims in accordance with established industry guidelines and manufacturer specifications and tolerances.
4. The completion of appropriate workplace documentation and in accordance with relevant Overhaul Outcomes.
5. The correct matching of wheel rim codes and component markings.
6. The identification of component functions.

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: _____ _____

## WORK EVIDENCE RECORD

### **7116WK Instrument System Service and Repair**

**Automotive Retail Service and 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 System Service and Repair Work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

**7116WK Instrument System Service and Repair  
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: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____
Make: _____ Model: _____ Date: _____ Job: _____	Make: _____ Model: _____ Date: _____ Job: _____	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

### **7116WD Petrol Fuel System Component Overhaul**

**Automotive Retail Service and 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 Overhaul work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 7116WD Petrol Fuel System Component Overhaul

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

### **7116WQ Forced Induction Service and Repair**

#### **Automotive Retail Service and 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 Engine Forced Induction Systems Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 7116WQ Forced Induction Service and Repair

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

### **7110AW Machine Brake Drums and Disc Rotors**

**Automotive Retail Service and Repair Competency**

### **AUR10736A Machine Brake Drums and 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 Machine Brake Drums and Disc Rotors work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 7110AW Machine Brake Drums and Disc Rotors

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

### **7081UW Hydraulic Systems Service**

**Automotive Retail Service and Repair Competency**

### **AUR09170A Service Hydraulic 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 Hydraulic Systems Service work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 7081UW Hydraulic Systems Service

### WORKSHOP JOBS

1. Flush and bleed hydraulic systems.
2. Test for cycle times.
3. Change and inspect hydraulic oil.
4. Change hydraulic oil filters.
5. Select correct hydraulic oils
6. Carry out flow checks, pressure system, carry out visual system tests.

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: _____ _____

## WORK EVIDENCE RECORD

### **7073QW Installation of Accessories**

#### **Automotive Retail Service and Repair Competency**

### **AUR32165A Remove, Replace, Fit and Test Components/Accessories**

**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 Installation of Accessories you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 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: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

## 7073QW Installation of Accessories

### WORKSHOP JOBS

Install test and identify actual faults in any of the accessory systems listed below.

1. Remove and fit a variety of electrical components associated with any of the accessory systems as listed: Audio equipment, Communications equipment, Cruise control, Auxiliary batteries, Tachographs / vehicle monitoring systems.
2. Mount components and connect them so that any of the accessory systems as listed below function in accordance with prescribed regulations and operational guidelines.
3. Any other accessory system incorporating electrical and/or electronics

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: _____ _____

SECTION  
FOR  
THE EMPLOYER / SUPERVISOR

### **What does this book do?**

The Work Record Book helps you and your apprentice to:

- ◆ know the job they need to become good at, in order to get their certificate.
- ◆ keep an accurate record of the jobs the apprentice has learnt to do at work.
- ◆ pass this information on to the training provider, who will record the information and issue the certificate when the necessary training has been completed.

**Wherever possible your apprentice should carry out these jobs as a routine part of their normal work activities. You do not have to organise special activities separate from what they would normally be doing at work.**

## 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**

## 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 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 85-87**)
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. (**pages 88-90**)

## **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.

**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 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.

## **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**

**Report No: 1228AW**

**Service, Repair Engines and Associated Engine Components**

**Automotive Retail Service and Repair Competency**

**AUR01166A Repair Engines and associated Engine Components**

**AUR01170A Service Engines and associated Engine Components**

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

- 1. The performance of diagnostic procedures to determine the mechanical condition of Two and Four Stroke Motorcycle Engines.**
- 2. The performance of service and repair procedures on Two and Four Stroke Motorcycle Engines and associated components.**
- 3. The diagnosis of the state of Lubrication Systems on Two and Four Stroke Motorcycle Engines**

**Report No 7292DW Engine Service.**

- 1. Timing belt timing.**
- 2. Valve tappet clearance checks and adjustments.**

Refer to page 7\* for the apprentice's, Service, Repair Engines and Associated Engine Components, work record.

**Report No: 1228AW**

**Service, Repair Engines and Associated Engine Components**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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**

**Report No. 1228CW Service, Repair of Motor Cycle Cooling Systems**

**Automotive Retail Service and Repair Competency**

**AUR02166A Repair Cooling Systems Associated Components**

**AUR02170A Service Cooling Systems Associated Components**

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

- 1. The performance of diagnostic procedures on Liquid and Air Cooled Systems on Two and Four Stroke Motorcycle Engines.**
- 2. The performance of service and repair procedures to Liquid and Air Cooled systems on Two and Four Stroke Motorcycle Engines.**

Refer to page 9\* for the apprentice's, Service, Repair of Motor Cycle Cooling Systems work record.

**Report No: 1228CW Service, Repair of Motor Cycle Cooling Systems**

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 51\* 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**

**Report No. 1228DW Service, Repair of Motor Cycle Petrol Fuel Systems**

**Automotive Retail Service and Repair Competency**

**AUR03166A Repair of Petrol Fuel Systems**

**AUR03170A Service of Petrol Fuel Systems**

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

- 1. The performance of diagnostic procedures on Motorcycle Carburettor Fuel System Assemblies and Components.**
- 2. The performance of service and repair procedures to Motorcycle Carburettor Fuel System Assemblies and Components.**
- 3. The performance of diagnostic procedures on Motorcycle Fuel Injection System Assemblies and Components.**
- 4. The performance of service and repair procedures to Motorcycle Fuel Injection System Assemblies and Components.**

Refer to page 11\* for the apprentice's, Service, Repair of Motor Cycle Petrol Fuel Systems work record.

**Report No. 1228DW Service, Repair of Motor Cycle Petrol Fuel Systems**

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 51\* 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**

**Report No. 1228EW Motor Cycle Emission Control Systems**

**Automotive Retail Service and Repair Competency**

**AUR04671A Service, Repair of Motor Cycle Emission Control Systems**

**AUR05166A Repair of Motor Cycle Exhaust Systems**

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

- 1. Carry out diagnostic procedures on Emission Control Systems.**
- 2. Carry out service and repair procedures on Emission Control Systems.**
- 3. Carry out service, diagnosis, repair or replacement of Exhaust Systems.**

Refer to page 13\* for the apprentice's, Motor Cycle Emission Control Systems work record.

**Report No. 1228EW Motor Cycle Emission Control Systems**

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 51\* 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**

**Report No. 1228FW Repair, Service Motor Cycle Clutch Assemblies**

**Automotive Retail Service and Repair Competency**

**AUR06166A Repair Clutch Assemblies and/or associated Operating System Components**

**AUR06170A Service Clutch Assemblies and/or associated Operating System Components**

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

- 1. Service Primary Drives and Clutches.**
- 2. Diagnose and repair Primary Drives, Clutches and associated components.**

Refer to page 15\* for the apprentice's, Repair, Service Motor Cycle Clutch Assemblies work record.

**1228FW Repair, Service Motor Cycle Clutch Assemblies**

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 51\* 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**

**Report No. 1228GW Repair, Service Motor Cycle Manual  
Transmissions**

**Automotive Retail Service and Repair Competency**

**AUR06666A Repair Manual Transmissions**

**AUR06670A Service Manual Transmissions**

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

- 1. Service Motorcycle Transmissions.**
- 2. Diagnose and repair Motorcycle Transmissions and Kick Starters.**

Refer to page 17\* for the apprentice's, Repair, Service Motor Cycle Manual Transmissions work record.

**Report No. 1228GW Repair, Service Motor Cycle Manual**

**Transmissions**

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 51\* of this **Work Record Book**.

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

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

**Date:** \_\_\_\_\_ **Qualification:** \_\_\_\_\_

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

**Report received and recorded by:**

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

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

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 1228HW Repair, Service Motor Cycle Braking Systems**

**Automotive Retail Service and Repair Competency**

**AUR10166A Repair Braking Systems**

**AUR10170A Service Braking Systems**

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

- 1. Service Motorcycle Braking Systems.**
- 2. Diagnose and repair Motorcycle Braking Systems**

Refer to page 18\* for the apprentice's, Repair, Service Motor Cycle Clutch Assemblies work record.

### **1228HW Repair, Service Motor Cycle Braking Systems**

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 51\* 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***

**Report No. 1228JW Repair, Service Motor Cycle Final Drive Systems**

**Automotive Retail Service and Repair Competency**

**AUR13166A Repair Final Drive (Driveline)**

**AUR13170A Service Final Drive (Driveline)**

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

- 1. Service Motorcycle Final Drive Systems.**
- 2. Diagnose and repair Motorcycle Final Drive Systems.**

Refer to page 20\* for the apprentice's, Repair, Service Motor Cycle Final Drive Systems work record.

**1228JW Repair, Service Motor Cycle Final Drive Systems**

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 51\* 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**

**Report No. 1228KW Repair, Service Motor Cycle Steering Systems**

**Automotive Retail Service and Repair Competency**

**AUR15166A Repair Steering Systems**

**AUR15170A Service Steering Systems**

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

- 1. Service Motorcycle Steering Systems.**
- 2. Diagnose and repair Motorcycle Steering Systems.**

Refer to page 21\* for the apprentice's, Repair, Service Motor Cycle Steering Systems work record.

**1228KW Repair, Service Motor Cycle Steering Systems**

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 51\* 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**

**Report No. 1228LW Repair, Service Motor Cycle Suspension Systems**

**Automotive Retail Service and Repair Competency**

**AUR16166A Repair Suspension Systems**

**AUR16170A Service Suspension Systems**

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

- 1. The explanation of the Operating Principles of Motorcycle and Four Wheeler Suspension Systems.**
- 2. The performance of service and repair procedures to Motorcycle and Four Wheeler Suspension Systems.**
- 3. The performance of diagnostic procedures on Motorcycle and Four Wheeler Suspension Systems.**

Refer to page 23\* for the apprentice's, Repair, Service Motor Cycle Suspension Systems work record.

**Report No. 1228LW Repair, Service Motor Cycle Suspension Systems**

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 51\* 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**

**1228MW Balance, Fit Motor Cycle Wheels and Tyres**

**Automotive Retail Service and Repair Competency**

**AUR17606A Balance Tyres/Wheels**

**AUR17665A Remove, Fit Adjust Wheel(s)**

**AUR17766A Remove, Repair, Fit Tyres and Tubes (Light)**

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

- 1. The selection and repair of Motorcycle tubes and tyres.**
- 2. The performance of Wheel Balance and Alignment checks and adjustments on Motorcycles.**
- 3. The removal, fitting and adjustment of Motorcycle Wheels.**

Refer to page 25\* for the apprentice's, Balance, Fit Motor Cycle Wheels and Tyres work record.

**1228MW Balance, Fit Motor Cycle Wheels and Tyres**

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 51\* 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***

**Report No. 1228NW Motor Cycle Electrical Circuits**

**Automotive Retail Service and Repair Competency**

**AUR18708A Carry out minor Repairs to Electrical Circuits/Systems**

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

**Service, repair and adjustment of Motorcycle Auxiliary Electrical Systems.**

Refer to page 26\* for the apprentice's, Carry out minor Repairs to Electrical Circuits/Systems work record.

**Report No. 1228NW Motor Cycle Electrical Circuits**

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 51\* 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***

**Report No. 1228PW Repair of Charging, Starting, Ignition Systems**

**Automotive Retail Service and Repair Competency**

**AUR19066A Repair Charging, Starting Systems**

**AUR20666A Repair Ignition Systems**

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

- 1. The diagnosis of Faults in Motorcycle Charging and Starting Systems.**
- 2. The service, repair and adjustment of Motorcycle Charging, Starting and Ignition Systems.**
- 3. The overhaul of Motorcycle Charging and Starting System components.**

Refer to page 28\* for the apprentice's, Repair Charging, Starting Systems work record.

**1228PW Repair of Charging, Starting, Ignition Systems**

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 51\* 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**

**Report No. 1228QW Repair, Align Motor Cycle Frames**

**Automotive Retail Service and Repair Competency**

**AUR28166A Repair, Align Motor Cycle Frames**

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

- 1. The explanation of the function of Motorcycle and Four Wheeler Frames.**
- 2. The Alignment of Motorcycle and Four Wheeler Frames.**
- 3. The repair or replacement of Frame Components**

Refer to page 30\* for the apprentice's, Repair, Align Motor Cycle Frames work record.

**1228QW Repair, Align Motor Cycle Frames**

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 51\* 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***

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

**Automotive Retail Service and Repair Competency  
AUR18676A Test, Service Replace Batteries**

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

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

Refer to page 31\* for the apprentice's, Automotive Battery Testing and Replacement work record.

**7292HW Automotive Battery Testing and Replacement**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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 COMPETENCE**

**You are required to complete 6 ELECTIVES**

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 1228RW Motor Cycle Engine Management Systems**

**Automotive Retail Service and Repair Competency**

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

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

- 1. The diagnosis of faults in Motorcycle Engine Management Systems.**
- 2. The service, repair and adjustment of Motorcycle Engine Management Systems.**

Refer to page 33\* for the apprentice's, Motor Cycle Engine Management Systems work record.

**Report No. 1228RW Motor Cycle Engine Management Systems**

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 51\* 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***

**Report No. 1228SW Motor Cycle Final Drive Assemblies**

**Automotive Retail Service and Repair Competency**

**AUR12666A Repair Final Drive Assembly**

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

- 1. The diagnosis of faults in Motorcycle Final Drive Assemblies.**
- 2. The service, repair and adjustment of Motorcycle Final Drive Assemblies.**

Refer to page 34\* for the apprentice's, Motor Cycle Engine Management Systems work record.

**Report No. 1228SW Motor Cycle Final Drive Assemblies**

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 51\* 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**

**Report No. 1228TW Motor Cycle Pre-Delivery**

**Automotive Retail Service and Repair Competency**

**AUR31649A Prepare Vehicle/Component/Equipment for Customer Use**

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

- 1. The cleaning of new vehicles and equipment prior to assembly on Motorcycle and Four Wheelers.**
- 2. The carrying out of pre-delivery checks and new vehicle assembly on Motorcycle and Four Wheelers.**
- 3. The adjustment and repair of vehicles and/or components when necessary, prior to delivery.**
- 4. The handing over of the new vehicle and/or components to the customer.**

Refer to page 35\* for the apprentice's, Motor Cycle Pre-Delivery work record.

**Report No. 1228TW Motor Cycle Pre-Delivery**

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 51\* 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**

**Report No. 1228UW Motor Cycle Automatic Transmission**

**Automotive Retail Service and Repair Competency**

**AUR07166A Repair Motor Cycle Automatic Transmission**

**AUR07170A Service Motor Cycle Automatic Transmission**

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

- 1. The explanation of the operation of Motorcycle and Four Wheeler Automatic Transmissions and Transaxles.**
- 2. The testing and fault identification in Motorcycle and Four Wheeler Automatic Transmissions and Transaxles.**
- 3. The servicing and repair of Motorcycle and Four Wheeler Automatic Transmissions and Transaxles.**
- 4. The determination of the serviceability of and repair options for Automatic Transmissions and Transaxle Assemblies.**

Refer to page 36\* for the apprentice's, repair and service Motor Cycle Automatic Transmission work record.

**Report No. 1228UW Motor Cycle Automatic Transmission**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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**

**Report No. 1228WW Motor Cycle Spare Parts, Repair Invoices**

**Automotive Retail Service and Repair Competency**

**AUR37927A Identify Automotive Parts/Components/Accessories**

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

- 1. The identification of Motorcycle and Four Wheeler parts and components.**
- 2. The filling in of Workshop Job Cards and the preparation of repair invoices.**
- 3. The operation of Workshop Computer Systems.**

Refer to page 37\* for the apprentice's, Motor Cycle Motor Cycle Spare Parts, Repair Invoices work record.

**Report No. 1228WW Motor Cycle Spare Parts, Repair Invoices**

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 51\* 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**

**Report No. 1228WA Motor Cycle Engine Overhaul**

**Automotive Retail Service and Repair Competency**

**AUR01145A Overhaul Engines and Associated Engine Components**

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

- 1. The Overhauling of engines and engine components without causing damage to any component or system and using safe working practices.**
- 2. The use of and interpretation of correct information from appropriate manufacturer specifications.**
- 3. The adjustment or replacement of engine and/or engine components in accordance with manufacturer specifications and tolerances.**

Refer to page 38\* for the apprentice's, Motor Cycle Engine Overhaul work record.

**Report No. 1228WA Motor Cycle Engine Overhaul**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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**

**Report No. 1228WC Motor Cycle Brake Overhaul**

**Automotive Retail Service and Repair Competency  
AUR10145A Overhaul Braking System Components**

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

- 1. The Overhauling of Braking System Components/sub assemblies without causing damage to any component or system and using safe working practices.**
- 2. The use of and interpretation of correct information from appropriate manufacturer specifications.**
- 3. The adjustment or replacement of Braking System Components/sub assemblies in accordance with manufacturer specifications and tolerances.**
- 4. The completion of appropriate workplace documentation and in accordance with relevant Overhaul Outcomes.**

Refer to page 39\* for the apprentice's, Motor Cycle Brake Overhaul work record.

**Report No. 1228WC Motor Cycle Brake Overhaul**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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**

**Report No. 1228WD Motor Cycle Steering Overhaul**

**Automotive Retail Service and Repair Competency**

**AUR15145A Overhaul Steering System Components**

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

- 1. The Overhauling of Steering System Components/sub assemblies without causing damage to any component or system and using safe working practices.**
- 2. The use of and interpretation of correct information from appropriate manufacturer specifications.**
- 3. The adjustment or replacement of Steering System Components/sub assemblies in accordance with established industry guidelines and manufacturer specifications and tolerances.**
- 4. The completion of appropriate workplace documentation and in accordance with relevant Overhaul Outcomes.**

Refer to page 40\* for the apprentice's, Motor Cycle Steering Overhaul work record.

**Report No. 1228WD Motor Cycle Steering Overhaul**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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*

**Report No. 1228WE Motor Cycle Tyres and Rims**

**Automotive Retail Service and Repair Competency**

**AUR17668A Select Tyres and Rims for Specific Applications (Light)**

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

- 1. The Replacement of Rims without causing damage to any component or system and using safe working practices.**
- 2. The use of and interpretation of correct information from appropriate manufacturer specifications.**
- 3. The Selection and Replacement of Rims in accordance with established industry guidelines and manufacturer specifications and tolerances.**
- 4. The completion of appropriate workplace documentation and in accordance with relevant Overhaul Outcomes.**
- 5. The correct matching of wheel rim codes and component markings.**
- 6. The identification of component functions.**

Refer to page 41\* for the apprentice's, Motor Cycle Tyre and Rim selection work record.

**Report No. 1228WE Motor Cycle Tyres and Rims**

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 51\* 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***

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

**Automotive Retail Service and 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 42\* for the apprentice's, Instrument System Service and Repair work record.

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

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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**

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

**Automotive Retail Service and 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 43\* for the apprentice's, Petrol Fuel System Component Overhaul work record.

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

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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***

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

**Automotive Retail Service and 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 44\* for the apprentice's, Forced Induction Service and Repair work record.

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

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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**

**Report No. 7110AW Machine Brake Drums and Disc Rotors**

**Automotive Retail Service and Repair Competency**

**AUR10736A Machine Brake Drums and 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 disc rotors in compliance with specified tolerances and safety standards while producing appropriate surface finishes.**

Refer to page 45\* for the apprentice's, Machine Brake Drums and Disc Rotors work record.

**Report No. 7110AW Machine Brake Drums and Disc Rotors**

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 51\* 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***

**Report No. 7081UW Hydraulic Systems Service**

**Automotive Retail Service and Repair Competency  
AUR09170A Service Hydraulic Systems**

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

- 1. Flush and bleed hydraulic systems.**
- 2. Test for cycle times.**
- 3. Change and inspect hydraulic oil.**
- 4. Change hydraulic oil filters.**
- 5. Select correct hydraulic oils**
- 6. Carry out flow checks, pressure system, carry out visual system tests**

Refer to page 46\* for the apprentice's, Hydraulic Systems Service work record.

**Report No. 7081UW Hydraulic Systems Service**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 51\* 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**

**Report No. 7073QW Installation of Accessories**

**Automotive Retail Service and Repair Competency**

**AUR32165A Remove, Replace, Fit and Test Components/Accessories**

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

**Test and identify actual faults in any of the accessory systems listed below.**

- 1. Remove and fit a variety of electrical components associated with any of the accessory systems as listed: Audio equipment, Communications equipment, Cruise control, Auxiliary batteries, Tachographs / vehicle monitoring systems.**
- 2. Mount components and connect them so that any of the accessory systems as listed below function in accordance with prescribed regulations and operational guidelines.**

Any other accessory system incorporating electrical and/or electronics

Refer to page 47\* for the apprentice's, Installation of Accessories work record.

**7073QW Installation of Accessories**

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 51\* 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  
and  
Index to Record and Report Sheets**

## AUR 311 99 Automotive Mechanical- (Motor Cycle)

<b>Compulsory Common Core</b>						
<b>Work Evidence Report No.</b>	<b>Unit Number</b>	<b>Competency Unit Title</b>	<b>Work Evidence Required</b>	<b>Record Page No</b>	<b>Report Page No</b>	<b>Date Presented to RTO</b>
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
<b>Compulsory Stream</b>						
<b>1228AW</b>	AUR01166A	Repair Engines and associated engine components	<b>Yes</b>	<b>7</b>	<b>54</b>	
	AUR01170A	Service Engines and associated engine components				
<b>1228CW</b>	AUR02166A	Repair motor cycle cooling systems	<b>Yes</b>	<b>9</b>	<b>55</b>	
	AUR02170A	Service, motor cycle cooling systems				
<b>1228DW</b>	AUR03145A	Repair motor cycle petrol fuel systems	<b>Yes</b>	<b>11</b>	<b>56</b>	
	AUR03166A	Service motor cycle petrol fuel systems				
<b>1228EW</b>	AUR04671A	Service, Repair motor cycle emission control systems	<b>Yes</b>	<b>13</b>	<b>57</b>	
	AUR05166A	Repair motor cycle exhaust systems				

<b>Compulsory Stream (Cont.)</b>						
<b>Work Evidence Report No.</b>	<b>Unit Number</b>	<b>Competency Unit Title</b>	<b>Work Evidence Required</b>	<b>Record Page No</b>	<b>Report Page No</b>	<b>Date Presented to RTO</b>
<b>1228FW</b>	<b>AUR06166A</b>	Repair clutch assemblies and/or associated operating systems components	<b>Yes</b>	<b>15</b>	<b>58</b>	
	<b>AUR06170A</b>	Service clutch assemblies and/or associated operating systems components				
<b>1228GW</b>	<b>AUR06666A</b>	Repair manual transmissions	<b>Yes</b>	<b>17</b>	<b>59</b>	
	<b>AUR06670A</b>	Service manual transmissions				
<b>1228HW</b>	<b>AUR10166A</b>	Repair brake systems	<b>Yes</b>	<b>18</b>	<b>60</b>	
	<b>AUR10170A</b>	Service brake systems				
<b>1228JW</b>	<b>AUR13166A</b>	Repair final drive (Driveline)	<b>Yes</b>	<b>20</b>	<b>61</b>	
	<b>AUR13170A</b>	Service final drive (Driveline)				
<b>1228KW</b>	<b>AUR15166A</b>	Repair braking system	<b>Yes</b>	<b>21</b>	<b>62</b>	
	<b>AUR15170A</b>	Service braking system				
<b>1228LW</b>	<b>AUR16166A</b>	Repair suspension system	<b>Yes</b>	<b>23</b>	<b>63</b>	
	<b>AUR16170A</b>	Service suspension system				
<b>1228MW</b>	<b>AUR17606A</b>	Balance Tyres/wheels	<b>Yes</b>	<b>25</b>	<b>64</b>	
	<b>AUR17665A</b>	Remove, fit and adjust wheels				
	<b>AUR17766A</b>	Remove, repair, fit tyres and tubes (light)				
<b>1228NW</b>	<b>AUR18708A</b>	Carry out minor repairs to electrical circuits/systems	<b>Yes</b>	<b>26</b>	<b>65</b>	

<b>Work Evidence Report No.</b>	<b>Unit Number</b>	<b>Competency Unit Title</b>	<b>Work Evidence Required</b>	<b>Record Page No</b>	<b>Report Page No</b>	<b>Date Presented to RTO</b>
<b>1228PW</b>	<a href="#">AUR19066A</a>	Repair charging, starting systems	<b>Yes</b>	<b>28</b>	<b>66</b>	
	<a href="#">AUR20666A</a>	Repair ignition systems				
<b>1228QW</b>	<a href="#">AUR19066A</a>	Repair, align motor cycle frames	<b>Yes</b>	<b>30</b>	<b>67</b>	
<b>7292HW</b>	<a href="#">AUR18676A</a>	Test, Service, replace batteries	<b>Yes</b>	<b>31</b>	<b>68</b>	
<b>Elective Stream 6 Competency Units to be completed.</b>						
<b>1228RW</b>	<a href="#">AUR21171A</a>	Service, repair electronic engine management systems	<b>Yes</b>	<b>33</b>	<b>70</b>	
<b>1228SW</b>	<a href="#">AUR12666A</a>	Repair final drive assemblies	<b>Yes</b>	<b>34</b>	<b>71</b>	
<b>1228TW</b>	<a href="#">AUR31649A</a>	Prepare vehicle/component/equipment for customers use	<b>Yes</b>	<b>35</b>	<b>72</b>	
<b>1228UW</b>	<a href="#">AUR07166A</a>	Repair motor cycle auto transmission	<b>Yes</b>	<b>36</b>	<b>73</b>	
	<a href="#">AUR07170A</a>	Service motor cycle auto transmission				
<b>1228WW</b>	<a href="#">AUR37927A</a>	Identify automotive parts/components / accessories	<b>Yes</b>	<b>37</b>	<b>74</b>	
<b>1228WA</b>	<a href="#">AUR01145A</a>	Overhaul engines and associated engine components	<b>Yes</b>	<b>38</b>	<b>75</b>	
<b>1228WC</b>	<a href="#">AUR10145A</a>	Overhaul braking system components	<b>Yes</b>	<b>39</b>	<b>76</b>	
<b>1228WD</b>	<a href="#">AUR15145A</a>	Overhaul steering system components	<b>Yes</b>	<b>40</b>	<b>77</b>	

<b>Work Evidence Report No.</b>	<b>Unit Number</b>	<b>Competency Unit Title</b>	<b>Work Evidence Required</b>	<b>Record Page No</b>	<b>Report Page No</b>	<b>Date Presented to RTO</b>
<a href="#">1228WE</a>	<a href="#">AUR17668A</a>	Select tyres and rims for specific applications (Light)	<b>Yes</b>	<b>41</b>	<b>78</b>	
<a href="#">7116WK</a>	<a href="#">AUR18966A</a>	Repair instruments and warning lights	<b>Yes</b>	<b>42</b>	<b>79</b>	
<a href="#">7116WD</a>	<a href="#">AUR03145A</a>	Overhaul petrol fuel system components	<b>Yes</b>	<b>43</b>	<b>80</b>	
<a href="#">7116WQ</a>	<a href="#">AUR05671A</a>	Service, Repair engine forced induction Systems	<b>Yes</b>	<b>44</b>	<b>81</b>	
<a href="#">7110AW</a>	<a href="#">AUR10736A</a>	Machine brake drums and disc brakes	<b>Yes</b>	<b>45</b>	<b>82</b>	
<a href="#">7081UW</a>	<a href="#">AUR09166A</a>	Service hydraulic systems	<b>Yes</b>	<b>46</b>	<b>83</b>	
<a href="#">7073QW</a>	<a href="#">AUR18966A</a>	Install ancillary electrical equipment	<b>Yes</b>	<b>47</b>	<b>84</b>	



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

