

**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**.

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**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**.

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**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**.

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**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**.

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**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**.

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**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**.

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**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**.

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## 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**.

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**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**.

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**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**.

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**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**.

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**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**.

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**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**.

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**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**.

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**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>	<b>AUR19066A</b>	Repair charging, starting systems	<b>Yes</b>	<b>28</b>	<b>66</b>	
	<b>AUR20666A</b>	Repair ignition systems				
<b>1228QW</b>	<b>AUR19066A</b>	Repair, align motor cycle frames	<b>Yes</b>	<b>30</b>	<b>67</b>	
<b>7292HW</b>	<b>AUR18676A</b>	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>	<b>AUR21171A</b>	Service, repair electronic engine management systems	<b>Yes</b>	<b>33</b>	<b>70</b>	
<b>1228SW</b>	<b>AUR12666A</b>	Repair final drive assemblies	<b>Yes</b>	<b>34</b>	<b>71</b>	
<b>1228TW</b>	<b>AUR31649A</b>	Prepare vehicle/component/equipment for customers use	<b>Yes</b>	<b>35</b>	<b>72</b>	
<b>1228UW</b>	<b>AUR07166A</b>	Repair motor cycle auto transmission	<b>Yes</b>	<b>36</b>	<b>73</b>	
	<b>AUR07170A</b>	Service motor cycle auto transmission				
<b>1228WW</b>	<b>AUR37927A</b>	Identify automotive parts/components / accessories	<b>Yes</b>	<b>37</b>	<b>74</b>	
<b>1228WA</b>	<b>AUR01145A</b>	Overhaul engines and associated engine components	<b>Yes</b>	<b>38</b>	<b>75</b>	
<b>1228WC</b>	<b>AUR10145A</b>	Overhaul braking system components	<b>Yes</b>	<b>39</b>	<b>76</b>	
<b>1228WD</b>	<b>AUR15145A</b>	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:** \_\_\_\_\_

