

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:**

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**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**.

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

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**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**

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**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**.

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

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

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**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**.

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**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**.

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**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**

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**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**.

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**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**.

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

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**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**.

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**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**.

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

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**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**.

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**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**

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**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**.

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

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

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**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**.

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