

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: _____	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

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: _____ _____

