

SECTION  
FOR  
THE EMPLOYER / SUPERVISOR

## Instructions for Employer or Supervisor

### **What is this book for?**

**This is a Work Record Book. It will become a record of the jobs your Apprentice gets experience in at work during their Apprenticeship. This information will assist your Training Provider in determining when your Apprentice can be issued with their certificate.**

This book, by itself, is not a statement of competence or a qualification.

### **Why does the Apprentice need this book?**

As an Apprentice, there are two parts to their training:

- ◆ **an off-the-job part.** The Apprentice will do this with a training provider. They will learn new things and develop new skills. As they progress their training provider will assess their knowledge and skills.
- ◆ **an on-the-job part.** Your Apprentice will do this at work with you. You will give them jobs to do that will require them to apply their knowledge and skills. A technically qualified person at work should help them learn how to do each new job.

For the training provider to give your Apprentice a certificate they must be sure the Apprentice has the necessary knowledge and skills and can actually do the job at work.

This Work Record Book is a way of gathering evidence of the jobs the Apprentice has done at work.

**Without evidence of the practical application of the Apprentice's knowledge and skills the training provider will not be able to issue a certificate**

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

The Work Record Book helps you and your Apprentice to:

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

**Wherever possible your Apprentice should carry out these jobs as a routine part of their normal work activities.**

**You do not have to organize special activities separate from what they would normally be doing at work.**

## What does the work record book contain?

The record book contains two major sections:

**A section for the Apprentice.** This is at the front of the book, and gives:

- ◆ the Apprentice's details
- ◆ information about how the Apprentice needs to use this book
- ◆ Work Evidence Record sheets for the Apprentice to record information about all the jobs they need to carry out under your supervision.

**A section for the workplace supervisor (this section).** This section provides:

- ◆ information on how you as supervisor/employer need to use this book,
- ◆ Work Evidence Report sheets for you to sign-off on. These correspond to the Apprentice's Work Evidence Record sheets in the first section,
- ◆ a list of Common Core, Compulsory Stream and typical Elective units of competency from the qualification, showing those units for which the training provider must receive a Work Evidence Report sheets, (**refer to pages 52 and 53**)
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an Apprentice from someone else. (**page 54**)

## Using the record book - four easy steps

To use this record book effectively a technically qualified workplace supervisor needs to:

1. **Read the Work Evidence Reports** - This will give you a good idea of the kind of jobs your Apprentice should be learning to do.
2. **Provide training and experience** - Over the period of the Apprenticeship, organize for the Apprentice to get training and experience for all the required jobs. As the Apprentice becomes good at a job encourage them to record the jobs they do in their Work Evidence Record sheets.
3. **Sign off the Work Evidence Reports with your Apprentice** - When you and your Apprentice are both satisfied that the Apprentice can do all the jobs on a Work Evidence Report, *to the standard shown on the following page*, together with your Apprentice you should sign off on the Work Evidence Report in this section of the book.
4. **Ensure the Work Evidence Reports gets to the training provider** – Make sure the Apprentice presents the Work Record Book to the training provider on a regular basis. The training provider will update the Apprentice’s training record and countersign the Work Evidence Report.

**The supervisor *and* the Apprentice must be in agreement that the learning opportunities have been provided and the jobs carried out to the required standard.**

**Both must sign and date the Work Evidence Report before it is presented to the training provider**

## **What is the required standard for each job?**

The standard requires that the Apprentice can do the job:

- ◆ **correctly and safely.** This means their work must comply with statutory and enterprise OH&S policies and procedures, and with relevant manufacturer's specifications and procedures.
- ◆ **without causing damage to any component or system,**
- ◆ **on a range of vehicles/vessels, not just one or two,**
- ◆ **in a technically correct way,**
- ◆ **without their supervisor (or anyone else) having to step in and correct them.**

## **What if you don't do all the jobs at your place of business?**

There may be a few jobs related to the compulsory units of competence that you don't get involved with in your business.

If this is the case you should talk to your training provider and work out how your Apprentice can get experience with these jobs.

## **Who can sign-off as the Apprentice supervisor?**

To be able to sign-off on the Apprentice's ability to do the jobs listed on the Work Evidence Report the person supervising the Apprentice **MUST BE** technically qualified.

The supervisor must have a certificate equal to or greater than the certificate the Apprentice will receive when they have completed their training.

Check with your training provider if you have any questions regarding the suitability of your qualifications.

It is not necessary for the supervisor signing the Work Evidence Report to be a qualified workplace assessor. The supervisor is simply providing evidence to the training provider of work carried out to a particular standard in the workplace, not conducting a workplace competency assessment.

The training provider will determine when the Apprentice is competent, based on all the evidence gathered, both off-the-job and on-the-job.

## **How many times does the Apprentice have to do a job before you can sign the work evidence report?**

There is no requirement to do a job a certain number of times. What is important is that the Apprentice can do the job to the required standard. In the early part of the Apprenticeship you may want the Apprentice to do a particular job many times before you are satisfied they can do it correctly.

Towards the end of the Apprenticeship, when the Apprentice has become more skilled, they may only need to do a job two or three times before you sign the report.

### **What is the purpose of the Work Evidence in the front of this book?**

The Work Evidence Records in the front of the book enable the Apprentice to make a record of the jobs they do at work.

This can establish what they have done for a sign off on a Work Evidence Record.

You may make reference to the Apprentice's record before you sign off if you feel it is necessary.

The page number of the corresponding record is shown on each report to make it easy for you to do this.

If, However, you are familiar with the capabilities and experiences of your Apprentice and you are confident that they can do all the jobs on the Work Evidence Report, to the required standard, it is not necessary for you to check off every job in the Apprentice's Work Evidence Record.

### **Does the Apprentice have to fill up every box of a Work Evidence Record before you can sign the Work Evidence Report?**

No, again, there is no requirement to do any job a certain number of times.

Work Evidence Records have enough boxes to allow you to show that you have done each job at least a couple of times and on more than one make or model etc.





**WORK EVIDENCE REPORTS  
FOR COMPULSORY STREAM  
UNITS OF COMPETENCE**

<b>WORK EVIDENCE REPORT – SIGN OFF</b>
<b>7151GW Parts Warehousing and Stock Control</b>
<b>Automotive Retail Service &amp; Repair Competency</b>
<b>AUR39508A Carry out warehousing procedures</b>
<p><b>Work to be correctly and safely completed by the Apprentice on-the-job:</b></p> <ol style="list-style-type: none"> <li>1. <b>XXXXXXXXXXXXXXXXXXXXXX</b></li> <li>2. <b>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</b></li> <li>3. <b>XXXXXXXXXXXXXXXXXXXXXXXXXXXXx</b></li> </ol>

Refer to page 7 for the Apprentice's work evidence record.

**Report No. 7151GW Parts Warehousing and Stock Control**

This is to certify that the Apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the Apprentice in accordance with all conditions specified on **page 5** of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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



**Work Evidence Reports**  
**For Elective**  
**Units of Competency**

**WORK EVIDENCE REPORT – *SIGN OFF***

**7152DW Prepare a Substrate for Refinishing**

**Automotive Retail Service and Repair Competency**

**AUR29649A Prepare a Substrate for Refinishing**

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

- 1. Prepare a surface to accept a suitable etch primer.**

**This may include any of the following: panel steel, galvanised iron, zinc anneal and fibreglass.**

Refer to page XX for the Apprentice's work evidence record.

**Report No. 7152DW Prepare a Substrate for Refinishing**

This is to certify that the Apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the Apprentice in accordance with all conditions specified on **page 5** of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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

**WORK EVIDENCE REPORT – SIGN OFF**

**7116CW Air Conditioning Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR22670A Service air conditioning systems**

**AUR22666A Repair/retrofit air conditioning systems**

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

- 1. Remove / recover and charge refrigerant in air conditioning systems**
- 2. Remove and fit a variety of air conditioning system components or assemblies that may include any of the following:- receiver/dryer, condenser, evaporator, compressor, expansion valve, associated electrical components, etc.**
- 3. Inspect and test air conditioning systems and identify actual faults**

Refer to page XX for the Apprentice's work evidence record.

**Report No. 7116CW Air Conditioning Service and Repair**

This is to certify that the Apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the Apprentice in accordance with all conditions specified on **page 5** of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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