

SECTION  
FOR  
THE APPRENTICE

## APPRENTICE DETAILS

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

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

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

**Photograph**

\_\_\_\_\_

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

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

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

## EMPLOYMENT DETAILS

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

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

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

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

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

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

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

**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 it 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 (**Refer to Page 5 for the 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?**

Your work evidence records should help show that you can do each job:

- ◆ **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 vehicles/components** not over and over on the same vehicle.
- ◆ **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

### **7151GW Parts Warehousing and Stock Control**

#### **Automotive Retail Service & Repair Competency**

### **AUR39508A Carry out warehousing procedures**

**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 Parts Warehousing and Stock Control work you do 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 XX of this book.

Each time you complete a service that involves all of the actions listed in the table below you should record the make and model of the vehicle and the date you did it on.

**Note:** When completing this record, make sure that you have done each job a number of times.

Do not fill up the table with the same job over and over again.

**7151GW Parts Warehousing and Stock Control  
WORKSHOP JOB**

1. XXXXXXXXXXXXXXXXXXXXXXXX
2. XXXXXXXXXXXXXXXXXXXXXXXX
3. XXXXXXXXXXXXXXXXXXXXXXXX

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: _____

**7151GW Parts Warehousing and Stock Control**

**WORKSHOP JOB**

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: _____



**7151GW Parts Warehousing and Stock Control  
WORKSHOP JOB**

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 COMPETENCY**

## WORK EVIDENCE RECORD

### **7152DW Prepare a Substrate for Refinishing**

**Automotive Retail Service and Repair Competency**

### **AUR29649A Prepare a Substrate for Refinishing**

**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 Substrate has been prepared for Refinishing work you perform 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 XX 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:** When completing this record, make sure that you have done each job a number of times.

Do not fill up the table with the same job over and over again.

**7152DW Prepare a Substrate for Refinishing  
WORKSHOP JOBS**

**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.**

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

### **7116CW Air Conditioning Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR22670A Service air conditioning systems**

**AUR22666A Repair/retrofit air conditioning 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 air conditioning system work you perform 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 XX 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:** When completing this record, make sure that you have done each job a number of times.

Do not fill up the table with the same job over and over again.

## 7116CW Air Conditioning Service and Repair

### WORKSHOP JOBS

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

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

