

Work Record Book

**CERTIFICATE III**

Automotive Vehicle Body - (Building)

AUR 315 99



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## Introduction

This Work Record Book is a tool that can be used to record and report on the jobs that an apprentice does during the course of their apprenticeship. It is a method by which a training provider can get evidence of the things an apprentice has done at work as the apprentice has progressed through their apprenticeship.

In today's high technology world it is important to know that a person is fully trained, has had the necessary practical experience and can actually do the job. The term competent is often used to describe this kind of person. Training providers are required to determine that an apprentice has achieved the required level of competence before they can issue the qualification.

The Work Record Book will assist the training provider in doing this.

This Work Record Book is divided into two main sections:

- The front section, on buff coloured paper, is for the apprentice to make a record of the jobs they become good at as they progress through their apprenticeship.
- The back section, on white paper, contains reports that the employer and apprentice can sign when both are satisfied that the apprentice can do the job to the required standard. When signed, these reports should be presented to the training provider.

## How should this book be used?

To find out how this book should be used you should read the instructions in the front of the section you are required to complete.

Instructions and information for an apprentice are on pages 1 to 5.

Instructions and information for an **employer or supervisor** are on pages 16 to 20.



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

<b>Commencement of Employment:</b> _____
<b>Transfer or Termination of Employment:</b> _____
<b>Company or Business Name:</b> _____
<b>Trading Name (if different from above):</b> _____
<b>Address:</b> _____
<b>Employer/supervisor</b> _____ <b>Signature</b> _____
<b>Contact Details: Phone:</b> _____ <b>Mobile:</b> _____
<b>FAX:</b> _____ <b>E-mail:</b> _____
<b>MVRIC Repairer No:</b> _____

**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

### **7077WA Hydraulic/Pneumatic Systems Work Evidence**

**Automotive Retail Service and Repair Competency**

**AUR09131A      Install Hydraulic Systems to Specific Applications**

**AUR09631A      Install Pneumatic 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 installation of Hydraulic/Pneumatic Systems, 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 22 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

## 7077WA Hydraulic/Pneumatic Systems Work Evidence

### WORKSHOP JOBS

Carry out repair, maintenance and servicing operations which should include:

1. install a hydraulic system/components in accordance with manufacture specifications.
- OR install a pneumatic system/component in accordance with manufacture specifications.
2. test and identify faults in hydraulic system/components in accordance with manufacture specifications.
- OR test and identify faults in pneumatic system/component in accordance with manufacture specifications.

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

### **7077WB Welding Procedures Work Evidence**

#### **Automotive Retail Service and Repair Competency**

### **AUR23708A Conduct Welding/Thermal Cutting/Heating 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 welding, cutting and heating 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 23 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

## 7077WB Welding Procedures Work Evidence

### WORKSHOP JOBS

Which should include:

1. use MIG welding process to weld a range of vehicle body building materials up to 6mm in thickness.
2. use heat to bend steel plate for the fabrication of brackets and assorted components.
3. cut mild steel plate using oxy-acetylene equipment for the fabrication of a range of vehicle body building 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

### **7077WC Component Fabrication Work Evidence**

**Automotive Retail Service and Repair Competency**

**AUR24623A      Fabricate Components/Equipment**

**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 fabrication work 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 24 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

## 7077WC Component Fabrication Work Evidence

### WORKSHOP JOBS

1. Fabricate a component/bracket for the safe mounting of ancillary equipment to a chassis frame/rail.
2. Fabricate component (battery box, tool box etc.) for attachment to the chassis.

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

### **7077WD Commercial Vehicle Chassis Mod. Work Evidence**

#### **Automotive Retail Service and Repair Competency**

**AUR25678A Use and maintain Measuring Equipment**

**AUR26508A Carry out vehicle body and Underframe Alignment**

**AUR27064 Remove And Replace Mechanical Units/Assemblies**

**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 chassis modification 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 25 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

## 7077WD Commercial Vehicle Chassis Mod. Work Evidence

### WORKSHOP JOBS

1. Measure and record the dimensions of a underbody frame to determine the position/location of the bodywork.
2. Use hydraulic equipment to align/realign body frame components.
3. Remove and relocate/replace mechanical assemblies, these may include turntables, tail shaft brackets, fuel tanks, spare wheel carriers 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: _____ _____

## WORK EVIDENCE RECORD

### **7077WE Install/Test Electrical Systems**

#### **Automotive Retail Service and Repair Competency**

**AUR18676A Test, Service and Replace Batteries**

**AUR18708A Carry Out Minor Repairs to Electrical Circuits/Systems**

**AUR19331A Install, Test And Repair Wiring/Lighting Systems**

**AUR27164A Remove & Replace Electrical/Electronic Units/Assemblies**

**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 electrical 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 26 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

## 7077WE Install/Test Electrical Systems Work Evidence

### WORKSHOP JOBS

1. remove from the vehicle, test charge and replace a battery in accordance with manufactures specifications.
2. jump start a vehicle without causing damage to any component/ system.
3. install and test an electrical loom suitable for the installation of brake/tail light in accordance with manufactures specifications
4. test electrical systems/components to identify faults
5. rectify minor faults in electrical systems/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: _____ _____

**7077WE Install/Test Electrical Systems Work Evidence  
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: _____ _____

**7077WE Install/Test Electrical Systems Work Evidence  
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

### **7077WF Repair Chassis/Frame and Associated Components**

**Automotive Retail Service and Repair Competency**

### **AUR28366A Repair Chassis /Frame 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 the chassis/frame 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 27 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

## 7077WF Repair Chassis/Frame and Associated Components

### WORKSHOP JOBS

1. Measure to determine the alignment/misalignment in a vehicle chassis prior to undertaking a repair/modification
2. Cut/extend/shorten a vehicle chassis to undertake a repair/modification in accordance with the OEM specifications or to the national code of practice.
3. Align a chassis in accordance with manufactures specifications., these may include turntables, tail shaft brackets, fuel tanks, spare wheel carriers 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: _____ _____



# **WORK EVIDENCE RECORDS**

## **FOR ELECTIVE**

### **UNITS OF COMPETENCE**

**You are required to complete 3 ELECTIVES** from any Sub Group

## WORK EVIDENCE RECORD

### **7158WG Selection and Application of Trim/Fabric Materials**

**Automotive Retail Service and Repair Competency**

**AUR31268A Select and apply trim/fabric materials.**

**Apprentice Name.** \_\_\_\_\_

**This Work Evidence Record is to be maintained by the Apprentice.**

Your responsibility, as an apprentice, is to keep a record of Selection and Application of Trim / Fabric Materials, 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 29 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

## 7158WG Selection and Application of Trim/Fabrics Materials

### WORKSHOP JOBS

1. Prepare surfaces for the application of adhesives
2. Use adhesives to attach foam to a range of materials including: **BOARDS, CLOTH, PVC**
3. **Manufacture and fit a seat cover to a seat.**
4. Sew and pipe a seam

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: _____ _____

SECTION  
FOR  
THE EMPLOYER / SUPERVISOR

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

The Work Record Book helps you and your apprentice to:

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

**Wherever possible your apprentice should carry out these jobs as a routine part of their normal work activities. You do not have to organise special activities separate from what they would normally be doing at work.**

## Instructions for Employer or Supervisor

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

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

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

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

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

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

For the training provider to give your apprentice a certificate they must be sure the apprentice has the necessary knowledge and skills and can actually do the job at work. This Work Record Book is a way of gathering evidence of the jobs the apprentice has done at work.

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

## Using the Record Book - Four Easy Steps

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

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

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

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

## What does the work record book contain?

The record book contains two major sections:

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

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

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

- ◆ information on how you as supervisor/employer need to use this book,
- ◆ Work Evidence Report sheets for you to sign-off on. These correspond to the apprentice's Work Evidence Record sheets in the first section,
- ◆ a list of Common Core, Compulsory Stream and typical Elective units of competency from the qualification, showing those units for which the training provider must receive a Work Evidence Report sheets, **(refer to pages 30, 32)**
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. **(pages 33, 35)**

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

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

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

Check with your training provider if you have any questions.

**It is not necessary for the supervisor signing the Work Evidence Report to be a qualified workplace assessor. The supervisor is simply providing evidence to the training provider of work carried out to a particular standard in the workplace, not conducting a workplace competency assessment. The training provider will determine when the apprentice is competent, based on all the evidence gathered, both off-the-job and on-the-job.**

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

There is no requirement to do a job a certain number of times. What is important is that the apprentice can do the job to the required standard.

In the early part of the apprenticeship you may want the apprentice to do a particular job many times before you are satisfied they can do it correctly.

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

## What is the required standard for each job?

The standard requires that the apprentice can do the job:

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

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

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

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

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

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

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

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

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

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

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

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

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





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

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7077WA Hydraulic/Pneumatic Systems**

**Automotive Retail Service and Repair Competency**

**AUR09131A Install Hydraulic Systems to Specific Applications**

**AUR09631A Install Pneumatic Systems**

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

**Carry out repair, maintenance and servicing operations which should include:**

- Install a hydraulic system/components in accordance with manufacture specifications.**
- OR install a pneumatic system/component in accordance with manufacture specifications.**
- test and identify faults in hydraulic system/components in accordance with manufacture specifications.**
- OR test and identify faults in pneumatic system/component in accordance with manufacture specifications.**

Refer to page 7 for the apprentice's Installation of Hydraulic/Pneumatic Systems, work record.

**Report No. 7077WA Hydraulic/Pneumatic Systems**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 19\*of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. : 7077WB Welding Procedures**

**Automotive Retail Service and Repair Competency**

**AUR23708A Conduct Welding/Thermal Cutting/Heating Procedures**

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

- 1. Use MIG welding process to weld a range of vehicle body building materials up to 6mm in thickness.**
- 2. Use heat to bend steel plate for the fabrication of brackets and assorted components.**
- 3. Cut mild steel plate using oxy-acetylene equipment for the fabrication of a range of vehicle body building components.**

Refer to page 8 for the apprentice's, the welding, cutting and heating, work record.

**Report No. : 7077WB Welding Procedures**

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 19\*of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7077WC Component Fabrication**

**Automotive Retail Service and Repair Competency**

**AUR24623A Fabricate Components/Equipment**

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

- 1. Fabricate a component/bracket for the safe mounting of ancillary equipment to a chassis frame/rail.**
- 2. Fabricate component (battery box, tool box etc.) for attachment to the chassis.**

Refer to page 9 for the apprentice's, Component fabrication, work record.

**Report No. 7077WC Component Fabrication**

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 19\*of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No: 7077WD Commercial Vehicle Chassis Modifications**

**Automotive Retail Service and Repair Competency**

**AUR25678A Use and maintain Measuring Equipment**

**AUR26508A Carry out vehicle body and Underframe Alignment**

**AUR27064A Remove And Replace Mechanical Units/Assemblies**

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

**Carry out maintenance and servicing operations which should include:**

- 1. Measure and record the dimensions of an underbody frame to determine the position/location of the bodywork.**
- 2. Use hydraulic equipment to align/realign body frame components.**
- 3. Remove and relocate/replace mechanical assemblies, these may include turntables, tail shaft brackets, fuel tanks, spare wheel carriers etc.**

Refer to page 10 for the apprentice's, chassis modification, work record.

**Report No. 7077WD Commercial Vehicle Chassis Modifications**

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 19\*of this **Work Record Book**.

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

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

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

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

**Report received and recorded by:**

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

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

## WORK EVIDENCE REPORT – *SIGN OFF*

**Report No. 7077WE Install/Test Electrical Systems**

**Automotive Retail Service and Repair Competency**

**AUR18676A Test, Service and Replace Batteries**

**AUR18708A Carry Out Minor Repairs to Electrical Circuits/Systems**

**AUR19331A Install, Test And Repair Wiring/Lighting Systems**

**AUR27164A Remove & Replace Electrical/Electronic Units/Assemblies**

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

- 1. Remove from the vehicle, test charge and replace a battery in accordance with manufactures specifications.**
- 2. Jump start a vehicle without causing damage to any component/ system.**
- 3. Install and test an electrical loom suitable for the installation of brake/tail light in accordance with manufactures specifications**
- 4. Test electrical systems/components to identify faults**
- 5. Rectify minor faults in electrical systems/components.**

Refer to page 11 for the apprentice's, Installation/testing of electrical systems, work record.

**Report No. 7077WE Install/Test Electrical Systems**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 19\*of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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

**WORK EVIDENCE REPORT – SIGN OFF**

**Report No. 7077WF Repair Chassis/Frame and Associated Components**

**Automotive Retail Service and Repair Competency**

**AUR28366A Repair Chassis /Frame and Associated Components**

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

- 1. Measure to determine the alignment/misalignment in a vehicle chassis prior to undertaking a repair/modification**
- 2. Cut/extend/shorten a vehicle chassis to undertake a repair/modification in accordance with the OEM specifications or to the national code of practice.**
- 3. Align a chassis in accordance with manufactures specifications., these may include turntables, tail shaft brackets, fuel tanks, spare wheel carriers etc.**

Refer to page 13 for the apprentice's, chassis/frame repair, work record.

**Report No. 7077WF Repair Chassis/Frame and Associated Components**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 19\*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 COMPETENCE**

**You are required to complete 3 ELECTIVES** from any Sub Group

**WORK EVIDENCE REPORT – *SIGN OFF***

**Report No. 7158WG Selection and Application of Trim/Fabric Materials**

**Automotive Retail Service and Repair Competency**

**AUR31268A Select and apply trim/fabric materials**

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

- 1. Prepare surfaces for the application of adhesives**
- 2. Use adhesives to attach foam to a range of materials including: BOARDS, CLOTH, PVC**
- 3. Manufacture and fit a seat cover to a seat.**
- 4. Sew and pipe a seam**

Refer to page 15 for the apprentice's, of Selection and Application of Trim / Fabric Materials, work record.

**Report No. 7158WG Selection and Application of Trim/Fabric Materials**

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 19\*of this **Work Record Book**.

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

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

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

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

**Report receipted and recorded by:**

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

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

**Listing of  
Units of Competence  
and  
Index to Record and Report Sheets**

## AUR 318 99 Automotive Vehicle Body- (Building)

<b>Compulsory Common Core</b>						
<b>Work Evidence Report No.</b>	<b>Unit Number</b>	<b>Competency Unit Title</b>	<b>Work Evidence Required</b>	<b>Record Page No</b>	<b>Report Page No</b>	<b>Date Presented to RTO</b>
N/A	AUR70125A	Follow Workplace Occupational Health and Safety procedures	No	N/A	N/A	N/A
N/A	AUR70278A	Use of and maintenance of workplace tools and equipment	No	N/A	N/A	N/A
N/A	AUR70314A	Contribute to workplace communication	No	N/A	N/A	N/A
N/A	AUR70421A	Establish relations with customers	No	N/A	N/A	N/A
<b>Compulsory Stream</b>						
7077WA	AUR09131A	Install hydraulic systems to specific applications	Yes	7	22	
7077WB	AUR23708A	Carry out welding, thermal cutting and heating procedures	Yes	8	23	
7077WC	AUR24623A	Fabricate components/equipment	Yes	9	24	
7077WD	AUR25678A	Use and maintain measuring equipment	Yes	10	25	
	AUR26508A	Carry out vehicle body and underframe alignment				
	AUR27064A	Remove and replace mechanical units / assemblies				

### Compulsory Stream (Continued)

Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7077WE	AUR18708A	Carry out minor repairs to electrical circuits/systems	Yes	11	26	
	AUR18676A	Test, service and replace battery				
	AUR19331A	Install, test and repair wiring/lighting systems				
	AUR27164A	Remove and replace electrical/electronic units/assemblies				
7077WF	AUR28366A	Repair chassis/frame and associated components	Yes	13	27	
N/A	AUR10104A	Assemble and fit braking systems / components	No	N/A	N/A	N/A
N/A	AUR25156A	Read and interpret engineering drawings	No	N/A	N/A	N/A
N/A	AUR27231A	Install vehicle component seals	No	N/A	N/A	N/A
N/A	AUR31368A	Select and apply trim/fabric adhesives	No	N/A	N/A	N/A
N/A	AUR31649A	Prepare vehicle/component/equipment for customer use	No	N/A	N/A	N/A

**Elective Stream 3 Competency Units to be completed.**

<b>7158WG</b>	<a href="#">AUR31268A</a>	Select and apply trim/fabric materials	<b>Yes</b>	<b>14</b>	<b>27</b>	
N/A	<a href="#">AUR17108A</a>	Carry out wheel alignment operations	<b>No</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
N/A	<a href="#">AUR24708A</a>	Carry out woodworking operations for fabrication	<b>No</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
N/A	<a href="#">AUR25149A</a>	Prepare engineering drawings	<b>No</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
N/A	<a href="#">AUR26108A</a>	Carry out pre-repair operations	<b>No</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
N/A	<a href="#">AUR30449</a>	Prepare and use equipment and material for minor paint repairs	<b>No</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
N/A	<a href="#">AUR31108A</a>	Carry out sewing operations	<b>No</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
N/A	<a href="#">AUR33763A</a>	Remove and install fixed and movable body glass.	<b>No</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>





## **Change of Employment Details**

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## Change of Employer Details

### SECOND EMPLOYER

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

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

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

**Trading Name (if different from above):** \_\_\_\_\_

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

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

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

## Change of Employer Details

### THIRD EMPLOYER

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

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

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

**Trading Name (if different from above):** \_\_\_\_\_

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

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

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

## Change of Employer Details

### FOURTH EMPLOYER

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

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

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

**Trading Name (if different from above):** \_\_\_\_\_

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

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

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

