

Work Record Book

CERTIFICATE III

Vehicle Body – (Panel Beating)

AUR 316 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

**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

### **7153NW Major Panel Repair/Replacement**

**Automotive Retail Service and Repair Competency**

**AUR26266A Repair Body Panels**

**AUR26367A Replace Major Welded Panels**

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

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

Your responsibility, as an apprentice, is to keep a record when a Major Panel Repair/Replacement is carried 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 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

**7153NW Major Panel Repair/Replacement**

**WORKSHOP JOBS**

**Repair a damaged vehicle by welded panel replacement.**

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

### **7153RW Remove and Replace Mechanical Components**

**Automotive Retail Service and Repair Competency**

### **AUR27064A Remove/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 times you removed/replaced mechanical units/assemblies, 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

## 7153RW Remove and Replace Mechanical Components

### WORKSHOP JOBS

1. Remove and replace an engine and gearbox.
2. Remove and replace a front strut or final drive assembly.

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

### **7153SW Repair Damaged Vehicle**

**Automotive Retail Service and Repair Competency**

### **AUR26508A Carry out Vehicle Body and Underframe Alignment**

**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 times an extensively damaged vehicle is repaired 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

## 7153SW Repair Damaged Vehicle

### WORKSHOP JOBS

Repair an extensively damaged vehicle, by measuring the vehicle in accordance with the OEM specifications, carry out repairs, panel replacement and panel repair.

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

### **7153TW Major Sectional Repairs**

**Automotive Retail Service and Repair Competency**

**AUR26708A Carry out Major Sectional Repairs**

**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 times you carry out Major Sectional Repairs 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

## 7153TW Major Sectional Repairs

### WORKSHOP JOBS

Carry out a Major Sectional Repair on an extensively damaged vehicle..

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

### **7153VW Carry Out Vehicle Measurement**

**Automotive Retail Service and Repair Competency**

**AUR26608A Carry Out Vehicle Measurement**

**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 times you carry out Vehicle Measurement 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 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

## 7153VW Carry Out Vehicle Measurement

### WORKSHOP JOBS

Set up a vehicle body jig system for the correction of vehicle underframe or body damage

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

<b>WORK EVIDENCE RECORD</b>
<b>7152DW Prepare a Substrate for Refinishing</b>
<b>Automotive Retail Service and Repair Competency</b>
<b>AUR29649A Prepare a Substrate for Refinishing</b>
<b>Apprentice Name.</b> _____
<b>This Work Evidence Record is to be maintained by the Apprentice.</b>
<p>Your responsibility, as an apprentice, is to keep a record of the times a Substrate has been prepared for Refinishing 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 28 of this book.</p> <p>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.</p> <p>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</p>

This record and the jobs listed below should only be completed if the apprentice's training plan includes AUR29649A Prepare a Substrate for Refinishing, as an elective unit of competence.

## 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, galvanized iron, zinc anneal and fiberglass.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____

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

**2. Prepare a new plastic Bumper Bar to accept a suitable plastic primer.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____

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

**3. Prepare a repaired surface and apply a suitable primer/filler.**

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____
Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____	Make: _____ Model: _____ Date: _____ Paint System: _____ _____

<b>WORK EVIDENCE RECORD</b>
<b>7116CW Air Conditioning Service and Repair</b>
<b>Automotive Retail Service and Repair Competency</b> <b>AUR22666A Repair / Retro fit Air Conditioning Systems</b> <b>AUR22670A Service Air Conditioning Systems</b>
<b>Apprentice Name.</b> _____
<b>This Work Evidence Record is to be maintained by the Apprentice.</b>
<p>Your responsibility, as an apprentice, is to keep a record of the Air Conditioning Service 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 29 of this book.</p> <p>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.</p> <p>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</p>

This record and the jobs listed below should only be completed if the apprentice's training plan includes AUR22666A Repair/retro fit air/conditioning systems and AUR22670A Service air/conditioning systems, as an elective unit of competence.

## 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: _____ 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 21, 29)**
- ◆ 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. 7153NW Major Panel Repair/Replacement**

**Automotive Retail Service and Repair Competency**

**AUR26266A Repair Body Panels**

**AUR26367A Replace Major Welded Panels**

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

- **Repair a damaged vehicle by welded panel replacement.**

Refer to page 7 for the apprentice's, Major Panel Repair/Replacement work record.

**Report No. 7153NW Major Panel Repair/Replacement**

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 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. 7153RW Remove and Replace Mechanical Components**

**Automotive Retail Service and Repair Competency**

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

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

- **Remove and replace an engine and gearbox.**
- **Remove and replace a front strut or final drive assembly.**

Refer to page 8 for the apprentice's, remove and replace mechanical components service work record.

**Report No. 7153RW Remove and Replace Mechanical 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 REPORT – *SIGN OFF***

**Report No. 7153SW Repair Damaged Vehicle**

**Automotive Retail Service and Repair Competency**

**AUR26508A Carry out Vehicle Body and Underframe Alignment**

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

- **Repair an extensively damaged vehicle, by measuring the vehicle in accordance with the OEM specifications, carry out repairs, panel replacement and panel repair.**

Refer to page 9 for the apprentice's, remove and replace mechanical components service work record.

**Report No. 7153SW Repair Damaged Vehicle**

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. 7153TW Major Sectional Repairs**

**Automotive Retail Service and Repair Competency**

**AUR27064A Carry out Major Sectional Repairs**

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

**Carry out Major Sectional Repairs**

Refer to page 10 for the apprentice's, remove and replace mechanical components service work record.

**Report No. 7153TW Major Sectional Repairs**

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. 7153VW Carry Out Vehicle Measurement**

**Automotive Retail Service and Repair Competency**

**AUR26608A Carry Out Vehicle Measurement**

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

- **Set up a vehicle body jig system for the correction of vehicle underframe or body damage**

Refer to page 11 for the apprentice's, remove and replace mechanical components service work record.

**Report No. 7153VW Carry Out Vehicle Measurement**

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. : 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:**

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

**This may include any of the following:**

**Panel steel , galvanised iron, zinc anneal and fibreglass.**

- **Prepare a new plastic bumper bar and apply a suitable primer.**
- **Prepare a repaired surface and apply a suitable primer/filler.**

**This may include acrylic lacquer or 2 component paint systems.**

Refer to page 13 for the apprentice's, Preparation of a Substrate for Refinishing, work 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 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**

**7116CW Air Conditioning Service and Repair**

**Automotive Retail Service and Repair Competency**

**AUR22666A Repair / Retro fit Air Conditioning Systems**

**AUR22670A Service 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 15 for the apprentice's application of Air Conditioning service and repair work record.

**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 **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 Vehicle Body- (Panel Beating)

<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>						
7153NW	AUR26266A	Repair body panels	Yes	7	22	
	AUR26367A	Replace major welded panels				
7153RW	AUR27064A	Remove and replace mechanical units/assemblies.	Yes	8	23	
7153SW	AUR26508A	Carry out vehicle body and underframe alignment	Yes	9	24	
7153TW	AUR26108A	Carry out pre-repair operations	Yes	10	25	
7153VW	AUR26608A	Carry out vehicle measurement	Yes	11	26	
N/A	AUR23708A	Carry out welding, thermal cutting and heating procedures	No	N/A	N/A	N/A

<b>Compulsory Stream (Continued)</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	AUR26108A	Carry out pre-repair operations	No	N/A	N/A	N/A
N/A	AUR26366A	Repair minor structural damage	No	N/A	N/A	N/A
N/A	AUR26864A	Remove and replace vehicle body panels, panel sections and ancillary fittings	No	N/A	N/A	N/A
N/A	AUR26965A	Remove and replace/fit protector mouldings, transfers and decals	No	N/A	N/A	N/A
N/A	AUR27164A	Remove and replace electrical/ electronic units/assemblies	No	N/A	N/A	N/A
N/A	AUR29608A	Carry out masking procedures	No	N/A	N/A	N/A
N/A	AUR29749A	Prepare spray painting materials and equipment	No	N/A	N/A	N/A
N/A	AUR30149A	Prepare and paint plastic components	No	N/A	N/A	N/A
N/A	AUR30203A	Apply rust prevention and sound deadening materials	No	N/A	N/A	N/A
N/A	AUR30508A	Carry out buffing and burnishing	No	N/A	N/A	N/A
N/A	AUR31649A	Prepare vehicle/component/equipment for customer use	No	N/A	N/A	N/A
N/A	AUR65116A	Determine vehicle damage and recommend repair procedures	No	N/A	N/A	N/A

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

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

<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>
7152DW	AUR29649A	Prepare substrate for refinishing	Yes	13	28	
7116CW	AUR22670A	Air Conditioning Repair	Yes	15	29	
	AUR22666A	Air Conditioning Service				





## **Change of Employment Details**

## 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:** \_\_\_\_\_

