

Work Record Book

CERTIFICATE III

Vehicle Body – (Vehicle Painting)

AUR 318 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.

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

7152CW Apply Refinishing Materials

Automotive Retail Service and Repair Competency AUR29603A Apply Refinishing 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 the application of Refinishing Materials, 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 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

7152CW Apply Refinishing Materials

WORKSHOP JOBS

1. Apply a 2 Component paint material solid colour to a prepared surface.

This may include acrylic urethane solid colour or air dry/ polyurethane enamel.

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: _____ _____

7152CW Apply Refinishing Materials

WORKSHOP JOBS

2. Apply an acrylic urethane C.O.B multi-layer colour to a prepared surface .
This may include metallic or pearl basecoats and waterborne materials

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: _____ _____

7152CW Apply Refinishing Materials

WORKSHOP JOBS

3. Respray a vehicle using acrylic urethane solid or C.O.B colour and clearcoats.

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: _____ _____

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 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 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

**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:_____	Make:_____	Make:_____	Make:_____
Model:_____	Model:_____	Model:_____	Model:_____
Date:_____	Date:_____	Date:_____	Date:_____
Paint System:_____	Paint System:_____	Paint System:_____	Paint System:_____
_____	_____	_____	_____
Make:_____	Make:_____	Make:_____	Make:_____
Model:_____	Model:_____	Model:_____	Model:_____
Date:_____	Date:_____	Date:_____	Date:_____
Paint System:_____	Paint System:_____	Paint System:_____	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: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Paint System: _____	Paint System: _____	Paint System: _____	Paint System: _____
_____	_____	_____	_____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Paint System: _____	Paint System: _____	Paint System: _____	Paint System: _____
_____	_____	_____	_____

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

**3. Prepare a repaired surface and apply a suitable primer/filler.
This may include Acrylic Lacquer or a 2 component paint system.**

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: _____ _____

WORK EVIDENCE RECORD

7152EW Apply Colour Matching Techniques

Automotive Retail Service and Repair Competency AUR29803A Apply Colour Matching Techniques

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 used Colour Matching and Application Techniques 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

7152EW Apply Colour Matching Techniques

WORKSHOP JOBS

1. Locate a vehicle colour code, set up a tinting machine for mixing and produce a vehicle colour according to the formula.

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: _____ _____

7152EW Apply Colour Matching Techniques

WORKSHOP JOBS

2. Colour match a 2 Component paint material solid colour to a blendable standard.

This may include Acrylic Urethane solid colour or air dry/ Polyurethane enamel.

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: _____ _____

7152EW Apply Colour Matching Techniques

WORKSHOP JOBS

3. Colour match an Acrylic Urethane C.O.B colour to a blendable standard.

This may include metallic or pearl basecoats and waterborne materials.

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

7152EW Apply Colour Matching Techniques

WORKSHOP JOBS

4. Colour match a multi layer basecoat colour to blendable standard.

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: _____ _____

**7152EW Apply Colour Matching Techniques
WORKSHOP JOBS**

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: _____ _____

WORK EVIDENCE RECORD

7152FW Carry Out Paint Rectification and Touch Up Work

Automotive Retail Service and Repair Competency

AUR29908A Carry Out Paint Rectification and Touch Up Work

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 Paint Rectification and Touch Up 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 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

7152FW Carry Out Paint Rectification and Touch Up Work

WORKSHOP JOBS

1. Prepare a repaired surface for the application of a suitable automotive paint system.

This may include any of the following : Acrylic Lacquer (solid and metallic), Acrylic Urethane solid colour, Acrylic Urethane COB, water borne surface coatings, multi layer finishes.

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: _____ _____

7152FW Carry Out Paint Rectification and Touch Up Work

WORKSHOP JOBS

2. Carry out a blending procedure using a suitable automotive paint system.

This may include any of the following : Acrylic Lacquer (solid and metallic), Acrylic Urethane solid colour, Acrylic Urethane COB, water borne surface coatings, multi layer finishes.

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: _____ _____

7152FW Carry Out Paint Rectification and Touch Up Work

WORKSHOP JOBS

3. Inspect a paint surface for application faults and perform appropriate rectification procedures (where applicable)

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: _____ _____

WORK EVIDENCE RECORDS

FOR ELECTIVE

UNITS OF COMPETENCE

You are required to complete 3 ELECTIVES from any Sub Group

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.
<p>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 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 AUR27064A Remove/Replace mechanical units/assemblies as an elective unit of competence.

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: _____ _____

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, 31)**
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. **(pages 32, 34)**

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. 7125CW Apply Refinishing Materials

**Automotive Retail Service and Repair Competency
AUR29603A Apply Refinishing Materials**

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

- **Apply 2 Component paint material solid colour to a prepared surface, this may include acrylic urethane solid colour or air dry/ polyurethane enamel.**
- **Apply an acrylic urethane COB multi-layer colour to a prepared surface, this may include, metallic or pearl basecoats and waterborne materials.**
- **Respray a vehicle using acrylic urethane solid, or COB colour and clearcoats**

Refer to page 7 for the apprentice's application of refinishing materials work record.

Report No. 7125CW Apply Refinishing 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 21* 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. : 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 a 2 component paint systems.**

Refer to page 9 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 21* 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. 7152EW Apply Colour Matching Techniques

Automotive Retail Service and Repair Competency

AUR29803A Apply Colour Matching Techniques

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

- **Locate a vehicle colour code, set up a tinting machine for mixing and produce a vehicle colour according to the formula**
- **Colour match a 2 Component paint material solid colour to a blendable standard this may include acrylic urethane solid colour or air dry/ polyurethane enamel.**
- **Colour match an acrylic urethane COB colour to a blendable standard, this may include, metallic or pearl basecoats and waterborne materials.**
- **Colour match a multi layer basecoat colour to a blendable standard.**

Refer to page 11 for the apprentice's, Application of Colour Matching Techniques work record.

Report No. 7152EW Apply Colour Matching Techniques

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 21* 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: 7152FW Carry Out Paint Rectification and Touch Up Work

Automotive Retail Service and Repair Competency

AUR28808A Carry Out Paint Rectification and Touch Up Work

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

Carry out maintenance and servicing operations which should include:

- **Prepare a repaired surface for the application of a suitable automotive paint system. This may include any of the following: acrylic lacquer(solid and metallic), acrylic urethane solid colour, acrylic urethane COB, water borne surface coatings, multi layer finishes.**
- **Carry out a blending procedure using a suitable automotive paint system. This may include any of the following: acrylic lacquer(solid and metallic), acrylic urethane solid colour, acrylic urethane COB, water borne surface coatings, multi layer finishes.**
- **Inspect a paint surface for application faults and perform appropriate rectification procedures (where applicable).**

Refer to page 14 for the apprentice's, Carry Out Paint Rectification and Touch Up work record.

Report No. 7152FW Carry Out Paint Rectification and Touch Up Work

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 21* 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 REPORTS

FOR ELECTIVE

UNITS OF COMPETENCE

You are required to complete 3 ELECTIVES from any Sub Group

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 17 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 21* 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- (Vehicle Painting)

Compulsory Common Core						
Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
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
Compulsory Stream						
7152CW	AUR29603A	Apply refinishing materials	Yes	7	24	
7152DW	AUR29649A	Prepare substrate for refinishing	Yes	9	25	
7152EW	AUR29803A	Apply colour matching techniques	Yes	11	26	
7152FW	AUR29908A	Carry out paint rectification, touch up work	Yes	14	27	
N/A	AUR26108A	Carry out pre-repair operations	No	N/A	N/A	N/A
N/A	AUR26965A	Remove and replace vehicle body panels, panel sections and ancillary fittings	No	N/A	N/A	N/A
N/A	AUR26908A	Carry out masking procedures	No	N/A	N/A	N/A
N/A	AUR29749A	Prepare spray painting materials, equipment	No	N/A	N/A	N/A
N/A	AUR30149A	Prepare and paint plastic components	No	N/A	N/A	N/A

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
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	AUR65230A	Inspect paint and/or trim and/or accessories and as certain recommended 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						
7152RW	AUR27064A	Remove and replace mechanical units and or assemblies	Yes	17	29	
N/A	AUR26864A	Remove and replace/fit protector mouldings, transfers and decals	No	N/A	N/A	N/A
N/A	AUR30203A	Apply rust prevention and sound deadening materials	No	N/A	N/A	N/A

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:** _____

