

Work Record Book

CERTIFICATE III

Marine (Mechanics)

Common Compulsory Stream

AUR 322 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 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 12 to 16.

SECTION
FOR
THE APPRENTICE

APPRENTICE DETAILS

Family Name: _____

Given Names: _____

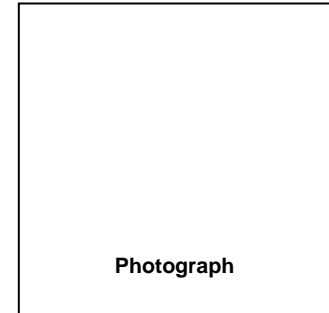
Address: _____

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:** _____

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

7292BW Automotive Maintenance and Service

Automotive Retail Service and Repair Competency

AUR00108A Carry out Maintenance and or Component Servicing

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 Maintenance and Service 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 in the back 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/vessel, plant or equipment 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

7292BW Automotive Maintenance and Service.

WORKSHOP JOBS

Carry out maintenance and servicing operations which should include:

- Engine lubricating oil and filter changes.
- Fuel and induction system filter service.
- Cooling system coolant changes and / or clearing of air passages.
- Drive belt inspection and adjustment.
- Spark plug replacement.
- Hydraulic system fluid level checks.
- Tyre checks (pressure / wear / damage).
- Transmission / drive line / chassis / body lubrication and fluid level checks.
- Fluid leaks / lubricant loss checks and reports (leaking seals, damaged boots, etc.).
- Checking of security of fasteners, mountings, etc

Work completed on:	Work completed on:	Work completed on:	Work completed on:
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____
Job: _____	Job: _____	Job: _____	Job: _____
_____	_____	_____	_____

7292BW Automotive Maintenance and Service.

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: _____ _____

7292BW Automotive Maintenance and Service.**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

7292DW Engine Service

Automotive Retail Service and Repair Competency

AUR01170A Service Engines and Associated Engine 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 Engine Service 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 in the back 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/vessel, plant or equipment 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

7292DW Engine Service

WORKSHOP JOBS

Carry out the more complex engine servicing operations of:

- 1 timing belt replacement
- 2 valve tappet clearance checks and adjustments.

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

7292FW Minor Electrical Repairs

Automotive Retail Service and Repair Competency

AUR18708A Minor Electrical Repairs to Circuits/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 Minor Electrical Repair 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 in the back 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/vessel, plant or equipment 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

7292FW Minor Electrical Repairs

WORKSHOP JOBS

1. Remove, fit or repair a variety of electrical components that may included any of the following: - fuses, light globes, terminals, connections, wires or insulation, relays, switches.
2. Inspect and test electrical circuits 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: _____ _____

WORK EVIDENCE RECORD

7292HW Automotive Battery Testing and Replacement

Automotive Retail Service and Repair Competency

AUR18676A Test, Service and Replace Batteries

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 Battery testing and replacement 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 in the back 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 motor 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

**7292HW Automotive Battery Testing and Replacement
WORKSHOP JOBS**

1. Test batteries, correctly identify faulty ones, remove and replace them.

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 units of competency from the qualification, showing those units for which the training provider must receive a Work Evidence Report sheets, **(refer to pages 17, 21)**
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. **(pages 26, 27)**

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 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. 7292BW Automotive Maintenance and Service

Automotive Retail Service and Repair Competency

AUR00108A Carry out Maintenance and or Component Servicing

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

Carry out maintenance and servicing operations which should include:

- Engine lubricating oil and filter changes.
- Fuel and induction system filter service.
- Cooling system coolant changes and / or clearing of air passages.
- Drive belt inspection and adjustment.
- Spark plug replacement.
- Hydraulic system fluid level checks.
- Tyre checks (pressure / wear / damage).
- Transmission / drive line / chassis / body lubrication and fluid level checks.
- Fluid leaks / lubricant loss checks and reports (leaking seals, damaged boots, etc.).
- Checking of security of fasteners, mountings, etc

Refer to page 7 for the apprentice's, automotive maintenance and service work record.

Report No. 7292BW Automotive Maintenance and Service

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 15* 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. 7075DW Engine Service

Automotive Retail Service and Repair Competency

AUR01170A Service Engines and Associated Engine Components

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

Carry out the more complex engine servicing operations of:

- **timing belt replacement**
- **valve tappet clearance checks and adjustments.**

Refer to page 9 for the apprentice's, engine service and repair work record.

Report No. 7075DW Engine Service

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 15* 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. 7292FW Minor Electrical Repairs

Automotive Retail Service and Repair Competency

AUR18708A Minor Electrical Repairs to Circuits/Systems

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

- **Remove, fit or repair a variety of electrical components that may included any of the following:
- fuses, light globes, terminals, connections, wires or insulation, relays, switches.**
- **Inspect and test electrical circuits and identify actual faults.**

Refer to page 10 for the apprentice's, minor electrical and repair work record.

Report No. 7292FW Minor Electrical 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 15* 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. 7292HW Automotive Battery Testing and Replacement

Automotive Retail Service and Repair Competency

AUR18676A Test, Service and Replace Batteries

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

- **Test batteries, correctly identify faulty ones, remove and replace them.**

Refer to page 11 for the apprentice's, automotive battery testing and replacement work record.

Report No. 7292HW Automotive Battery Testing and 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 15* 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 322 99 (Mechanical) Common Compulsory

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						
7292BW	AUR00108A	Carry out maintenance and/or component servicing operations	Yes	7	18	
7292DW	AUR01170A	Service engines and associated engine components	Yes	9	19	
7292FW	AUR18708A	Carry out minor repairs to electrical circuits/systems	Yes	10	20	
7292HW	AUR18676A	Test, service and replace battery	Yes	11	21	

Listing of Units
Off the Job Modules,
Change of Employment Details

Marine Stream Common Compulsory

Unit No	Unit Title	Module No	Module Name	Result	Attend Actual Possible
AUR70125A	Follow workplace Occupational Health and Safety Procedures	3223B	Coping with injury in the Workshop		
		7292AA	Automotive Mechanical and Electrical OH&S		
AUR70278A	Use of and maintaining workplace tools and equipment	7292AB	Automotive Mechanical and Electrical Tools		
AUR70314A	Contribute to workshop communications	7292K	Automotive workshop communication		
AUR70421A	Establish relations with customers	7292L	Automotive customer relations		
	Underpinning knowledge & skills	7292C	Automotive Mechanical, Hydraulic & Pneumatic		
		7292E	Automotive Electrical Principles		
		7292F	Automotive Electrical Systems		
		7292M	Automotive Training and the Industry		
AUR00108A	Carry out maintenance/servicing components	7292BA	Automotive maintenance and service		
AUR01170A	Service engines & associated engine components	7292DA	Automotive engine operation and service		
AUR18676A	Test, service & replace batteries	7292H	Automotive batteries		
AUR18708A	Carry out minor repairs to electrical circuits/systems	7292FA	Electrical systems minor repairs		

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:** _____

OFF THE JOB MODULE DESCRIPTORS

Coping with Injury in the Workplace 3223B Nominal Duration: 8 hours.
MODULE PURPOSE: The purpose of this module is to provide very basic knowledge of First Aid practices. It is intended that the module will be used in a range of courses requiring study of 8 hours of First Aid only..
On successful completion of this module the learner should be able to: <ul style="list-style-type: none">• Outline the basic concepts underlying the practice of First Aid:• Demonstrate effective single and two person cardio-pulmonary-resuscitation.• Describe the First Aid management for a bleeding casualty.• Describe the First Aid management of burns.
PREREQUISITES: There are no prerequisites for this course.

Automotive Mechanical & Electrical OH&S 7292AA Duration: 12 hours.

MODULE PURPOSE: This module provides automotive mechanical and electrical trainees and apprentices with the knowledge that will enable them to conform to the laws that govern occupational health and safety in an automotive mechanical or electrical service and repair workplace.

The module will also enable the learner to identify typical automotive workplace hazards and follow procedures that will control the risks associated with those hazards to prevent injury, illness and death. The module also enables learners to respond in a correct and safe manner to emergencies that may arise in an automotive service and repair workplace and to follow established security procedures.

On successful completion of this module this learner should be able to:

- List the main features of the law relating to occupational health and safety issues in an automotive workshop.
- Describe effective procedures aimed at preventing illness, injury and death at the workplace.
- Identify hazardous automotive workshop equipment and conditions.
- Describe the safe procedures for manual handling.
- Explain the effective use of automotive workshop fire fighting equipment.
- Outline safe and effective automotive workshop emergency and security procedures.

Occupational Health and safety is a critical issue in all automotive service and repair workplaces and training establishments and should be addressed as early as possible in the training of all trainees or apprentices.

This module should precede all other modules in any course it is included in.

PREREQUISITES: NIL

Automotive Mechanical & Electrical Tools 7292AB Duration: 42 hours.

MODULE PURPOSE: This module provides automotive mechanical and electrical trainees and apprentices with the knowledge and skill to select, safely use and maintain tools and equipment used in an automotive mechanical/electrical service and repair workplace.

In this module the trainee or apprentice will learn to use workshop equipment and tools to remove and fit vehicle road wheels and other components. The module will also enable the learner to select and fit or apply fasteners and sealing devices and materials typical to automotive mechanical/electrical service and repair activities.

On successful completion of this module the learner should be able to:

- Select and safely use automotive hand and power tools and workshop equipment.
- Use workshop equipment and tools to remove and fit vehicle road wheels and other components.
- Select and correctly use or fit fasteners typical to automotive mechanical/electrical service and repair activities.
- Identify automotive gaskets, seals, sealants and adhesives and state their application.
- Use an oxy/acetylene welding plant to apply heat to aid in the disassembly and assembly of automotive mechanical components.

PREREQUISITES: 7292AA Automotive Mechanical and Electrical OH&S

Automotive Maintenance and Service 7292BA Duration: 32 hours.

MODULE PURPOSE: : This module provides automotive mechanical and electrical trainees and apprentices with the knowledge and skills to perform routine maintenance and service operations as specified by vehicle, plant or equipment manufactures.

On successful completion of this module this learner should be able to:

- Select the correct lubricant or fluid for given automotive maintenance or service operations on specific vehicles, plant or equipment.
- Interpret and follow vehicle and equipment servicing schedules.
- Perform routine service or maintenance procedures as specified in vehicle, plant or equipment service or maintenance schedules.
- Explain the procedures involved in presenting a customer's vehicle, plant or equipment in a clean condition.

PREREQUISITES: 7292AA Automotive Mechanical and Electrical OH&S

Automotive Mechanical, Hydraulic and Pneumatic 7292C Duration: 40 hours.

MODULE PURPOSE: This module provides automotive mechanical and electrical trainees and apprentices with an understanding of the mechanical, hydraulic, pneumatic, power transmission and heat transfer principles that underpin the operation of a wide range of vehicle systems, assemblies and components. This will aid the learner in explaining the operation of automotive systems, assemblies and components and in performing tests and identifying faults in those systems, assemblies and components.

The module also provides the learner with an understanding of the basic properties of materials that automotive mechanical and electrical components are made from to enable them to employ appropriate procedures when carrying out service and repair operations.

This understanding is essential for the learner to be able to attempt the modules of Brake System, Suspension and Steering Systems, Manual and Automatic Transmission, Final Drives and Drive Lines and Air Conditioning..

On successful completion of this module the learner should be able to:

- Explain mechanical principles and identify their automotive applications
- Explain hydraulic principles and identify their automotive applications
- Explain pneumatic principles and identify their automotive applications.
- Explain the principles of power transmission and identify typical applications.
- Explain the principles of heat and heat transfer and identify their automotive applications.
- Explain the properties of materials used in the construction of automotive components, identify typical applications of each and the precautions to be taken during service and repair operations.

PREREQUISITES: 7292AA Automotive Mechanical and Electrical OH&S

Automotive Engine Operation and Service 7292DA **Duration: 44 hours.**

MODULE PURPOSE: This module provides automotive mechanical and electrical trainees and apprentices with the knowledge to explain the operation of reciprocating piston internal combustion engines and state the purpose of associate engine systems and their components. This knowledge is essential for the learner to undertake further modules on the repair and overhaul of engines and associated systems.

The module will also provide apprentices and trainees with the knowledge and skills to perform the more complex service procedures of replacing engine timing belts and adjusting engine valve tappet clearances.

On successful completion of this module this learner should be able to:

- Explain the operation of 2 and 4 stroke engines.
- Replace engine timing belts and adjust engine valve tappet clearances.
- Explain the purpose of engine cooling systems and their major components.
- Explain the purpose of engine lubrication systems and their major components.
- Explain the purpose of petrol and diesel fuel system and their major components
- Explain the purpose of engine induction and exhaust systems and their major components.

PREREQUISITES: 7292AA Automotive Mechanical and Electrical OH&S.

Automotive Electrical Principles 7292E**Nominal Duration: 42 hours.**

MODULE PURPOSE: This module provides automotive mechanical and electrical apprentices and trainees with the knowledge and skills to use electrical test meters and describe the electrical principles that relate to the operation of automotive electrical components and systems.

This knowledge is essential for the learner to be able to attempt the modules on : Electrical Systems, Ignition Systems, Emission Controls, Engine Management Systems, Brake Systems, Suspension and Steering Systems, Fuel Systems and Air Conditioning Systems

On successful completion of this module the learner should be able to:

- make electrical measurements to confirm the relationship between current, voltage and resistance.
- describe the effects of an electric current and their automotive application.
- describe the operating principles of the automotive components used to produce electrical energy.
- determine the effect on current, voltage and resistance when loads are connected in series and parallel.
- interpret automotive circuit diagrams.

PREREQUISITES 7292AA Automotive Mechanical and Electrical OH&S.

Automotive Electrical System: 7292F**Nominal Duration: 26 hours.**

MODULE PURPOSE: The purpose of this module is to provide automotive mechanical and electrical trainees and apprentices with the knowledge and skills to outline the purpose and operation of automotive electrical systems. This knowledge is essential for learners to undertake further modules on the repair of starting systems, charging systems and ignition systems and engine management systems.

The module also provides trainees and apprentice with underpinning knowledge for subsequent modules on electronically controlled automotive systems.

On successful completion of this module this learner should be able to:

- outline the operation of automotive charging, starting, ignition, lighting and traffic warning systems.
- measure voltages in automotive charging, starting, ignition, lighting and traffic warning systems to determine their operational status.
- outline the fundamentals of electronically controlled automotive systems..

**PREREQUISITES: 7292AA Automotive Mechanical and Electrical OH&S,
7292E Automotive Electrical Principles.**

Electrical System Minor Repairs 7292FA Nominal Duration: 8 hours.

MODULE PURPOSE: This module provides automotive mechanical and electrical trainees and apprentices with the knowledge and skills to carry out minor repairs to automotive electrical systems and circuits.

On successful completion of this module the learner should be able to:

- test electrical circuits and systems to locate and identify faults.
- Carry out minor repairs on automotive electrical circuits and systems.

PREREQUISITES: 7292AA Automotive Mechanical & Electrical OH&S, 7292E Automotive Electrical Principles, 7292F Automotive Electrical Systems.

Automotive Batteries: 7292H Nominal Duration: 8 hours.

MODULE PURPOSE: This module provides automotive mechanical and electrical trainees and apprentices with the knowledge and skills to service, test and replace automotive batteries.

This module is for individuals employed or being trained in a wide range of callings in the automotive mechanical and electrical service and repair industries.

The battery is an essential part of almost all automotive vehicles or plant and those involved in their service or repair and often confronted with vehicles with batteries that have low state of charge or are faulty. This module is designed to enable such personnel to perform tests on batteries and carry out service or replacement activities.

The learning outcomes of this module should enable the learner to test batteries to determine their state of charge and serviceability, service and charge batteries, replace batteries and state vehicles with the aid of an auxiliary battery.

On successful completion of this module this learner should be able to:

- Service, Test, and replace automotive batteries, in a safe manner.
- Apply all Occupational Health and Safety and Institute policies and regulations.

PREREQUISITES: 7292AA Automotive Mechanical and Electrical OH&S.

Automotive Workshop Communication 7292K	Duration: 16 hours.
MODULE PURPOSE: This module provide automotive service and repair trainees and apprentices with the knowledge and skills to effectively obtain, convey, retrieve and maintain automotive service and repair workshop information.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • Use communication skills to receive and convey information and ideas in an automotive service and repair workplace. • Retrieve documented information from sources typically found in the automotive service and repair workplace. • Maintain automotive service and repair workplace records. 	
PREREQUISITES: NIL.	

Automotive Customer Relations 7292L	Duration: 8 hours.
MODULE PURPOSE: This module provide automotive service and repair trainees and apprentices with a knowledge of the social and technical communication skills required to effectively establish, develop and maintain good relationships with automotive service and repair industry customers.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • Use communication and social skills to establish effective customer relations. • Use effective communication skills to identify customer needs. 	
PREREQUISITES: 7292K Automotive Workshop Communications..	

