

Work Record Book

CERTIFICATE III

Marine (Mechanics)

Marine 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 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 25 to 29.

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:** _____

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

7075WA Marine Engines Service and Repair

Automotive Retail Service and Repair Competency

AUR01166A Repair 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 Marine Engines Service and 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 motor component 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

7075WA Marine Engines Service and Repair

WORKSHOP JOBS

1. Remove and fit engines in/on vessels.
2. Remove and fit engine cylinder heads.
3. Remove and fit a variety of engine mechanical components that may include any of the following: - oil seals, camshaft and/or balance shaft drive mechanisms, camshafts, balance shafts, piston and connecting rod assemblies, crankshafts, etc..
4. Test engines 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: _____ _____

7075WA Marine Engines Service and Repair
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: _____ _____

**7075WA Marine Engines Service and Repair
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

7075WB Cooling/Exhaust Systems Service and Repair

Automotive Retail Service and Repair Competency

AUR02166A Service Cooling Systems and Associated Components

AUR02170A Repair Cooling Systems and Associated Components

AUR05166A Repair Exhaust 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 Cooling/Exhaust Systems Service and 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 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

7075WB Cooling/Exhaust Systems Service and Repair

WORKSHOP JOBS

1. Clean and flush cooling systems.
2. Remove and fit a variety of cooling system components or assemblies that may include any of the following: - thermostats, water pumps, hoses, drive belts..
3. Inspect and test cooling systems and identify actual faults
4. Remove and fit exhaust system components that may include any of the following: - exhaust pipes, muffler or silencers, manifolds, gaskets, mountings, risers, etc.
5. Inspect exhaust 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: _____ _____

**7075WB Cooling/Exhaust Systems Service and Repair
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: _____ _____

**7075WB Cooling/Exhaust Systems Service and Repair
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

7075WC Marine Petrol Fuel Systems Service and Repair

Automotive Retail Service and Repair Competency

AUR03166A Repair Petrol Fuel Systems

AUR03170A Service Petrol Fuel 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 Marine Petrol Fuel Systems Service and 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 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

7075WC Marine Petrol Fuel Systems Service and Repair

WORKSHOP JOBS

1. Fit a variety of petrol fuel system components or assemblies that may include any of the following:
- fuel pumps, fuel injectors, throttle body assemblies, fuel pressure regulators, manifold pressure sensors, temperature sensors, carburettors, induction manifolds, fuel lines and tanks etc..
2. Adjust petrol fuel systems to enable them to operate within manufacturer's specifications and/or legislated requirements.
3. Inspect and test petrol fuel 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: _____ _____

WORK EVIDENCE RECORD

7075WD Marine Outboard, Sterndrive Transmissions Service, Repair

Automotive Retail Service and Repair Competency

AUR07671A Service and Repair Marine Transmissions

AUR14166A Repair Jet Drive Propulsion Systems

AUR14170A Service Jet Drive Propulsion Systems

AUR06166A Repair Clutch assemblies, assoc Systems

AUR06171A Service Clutch assemblies, assoc Systems

AUR07771A Service & Repair marine Transmissions (inboard)

AUR13666A Service Propeller Drive 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 Marine Outboard, Sterndrive Transmissions Service, 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 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

7075WD Marine Outboard, Sterndrive Transmissions Service, Repair

WORKSHOP JOBS

1. Adjust shift system
2. Service outboard or sterndrive. transmissions
3. Repair jet drive propulsion systems
4. Repair manual or sterndrive. transmissions
5. Inspect and test jet drive propulsion systems and identify actual faults
6. Inspect and test sterndrive transmissions and identify actual faults
7. Dismantle inspect, repair and replace marine transmissions

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

7075WE Marine Electrical Systems

Automotive Retail Service and Repair Competency

AUR20031A Install Marine Electrical System/Components

AUR20066A Repair Marine Electrical Systems/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 Marine Electrical Systems Repair 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 motor/component, vessel 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

7075WE Marine Electrical Systems

WORKSHOP JOBS

1. Remove and fit alternators.
2. Inspect and test charging systems and identify actual faults.
3. Remove and fit starter motors.
4. Inspect and test starting systems and identify actual faults.
5. Remove and fit components of any of the following:-electronic starting systems, depth finders, radar, two-way radios, security systems etc.
6. Inspect, test & identify actual faults in electronic starting systems bilge pumps, navigation lights

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

7075WF Marine Ignition Systems

Automotive Retail Service and Repair Competency

AUR20666A Repair Ignition Systems

AUR21171A Service and Repair Electronic Management System

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 Marine Ignition Systems Service and 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 vessels 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

7075WF Marine Ignition Systems

WORKSHOP JOBS

1. Remove and fit ignition system components and adjust ignition timing.
2. Remove and fit a variety of ignition system components that may include any of the following: contact breaker points, condensers, coils, ballast resistors, high tension leads, induction pick up coils, electronic modules, electronic control units, sensors etc..
3. Inspect, test and identify actual faults in ignition systems.

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: _____ _____

**7075WF Marine Ignition Systems
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: _____ _____

**7075WF Marine Ignition Systems
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

7075WG Marine Rigs

Automotive Retail Service and Repair Competency

AUR37271A Service and Repair of Trailers

AUR46108A Carry Out Minor Hull 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 Trailers Service and Repair work and Minor Hull Repairs 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 trailer, vessels 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

7075WG Marine Rigs

WORKSHOP JOBS

1. Service and repair of trailers, and/or either by welding, drilling or replacement of worn parts. ie winches, boat rollers, springs, wheel bearings, etc.
2. Carry out minor hull repairs by drilling, fibreglassing epoxy fillers, sealants, and small gel coat applications.

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

7075WH Engine Install/Boat Testing

Automotive Retail Service and Repair Competency

AUR46131A Install Marine Engines/Controls/Instruments.

AUR46927A Identify The Need For Water Testing Vessels.

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 Install/Boat Testing Service and 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 vessels 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

7075WH Engine Install/Boat Testing

WORKSHOP JOBS

1. Remove and fit engines in/on vessels.
2. Test engines and identify actual faults
3. Fit a variety of instrument/controls and warning system components that may include any of the following: dash board gauges, fuel tank sender units, pressure/temperature switches/sender units, pulse generators systems etc..
4. Inspect, test and identify actual faults in engines/ instruments/controls
5. Launch vessel, inspect, test and identify actual faults.

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

WORK EVIDENCE RECORD

7292GW Heating and Welding

Automotive Retail Service and Repair Competency

AUR23708A Carry Out Welding, Thermal Cutting and Heating Procedures

Apprentice Name. _____

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

Your responsibility, as an apprentice, is to keep a record of the Welding, Thermal Cutting and Heating Procedures 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 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

7292GW Heating and Welding

WORKSHOP JOBS

1. Weld low carbon steel using oxy acetylene welding processes.
2. Cut low carbon steel using oxy acetylene equipment.
3. Weld low carbon steel using any process incorporating heat generated by an electrical arc and a consumable filler rod or wire.
4. Apply heat to components to aid in their assembly or disassembly.

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 6 ELECTIVES

WORK EVIDENCE RECORD

7075WJ Diesel Fuel Systems

Automotive Retail Service and Repair Competency

AUR03666A Repair Diesel Fuel Injector Systems

AUR03670A Service Diesel Fuel Injector 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 Diesel Fuel Systems 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 vessel/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 more than one job a number of times

7075WJ Diesel Fuel Systems

WORKSHOP JOBS

1. Remove, fit and service diesel fuel filters and system components.
2. Remove, fit and time diesel fuel injection pumps.
3. Remove and fit a variety of diesel system components or assemblies that may include any of the following:- injector lines, injectors, solenoids, glow plugs, lift pumps, 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: _____
Make: _____	Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____	Model: _____
Date: _____	Date: _____	Date: _____	Date: _____

WORK EVIDENCE RECORD

7075WK Marine Hydraulic Systems

Automotive Retail Service and Repair Competency

AUR09170A Service Hydraulic Systems

AUR09166A Repair Hydraulic 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 Marine Hydraulic Systems 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 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 more than one job a number of times

7075WK Marine Hydraulic Systems

WORKSHOP JOBS

1. Remove, fit and service hydraulic lines and filters.
2. Remove, fit and time hydraulic pumps.
3. Remove and fit a variety of hydraulic system components or assemblies that may include any of the following: - hydraulic lines, pumps, solenoids, electronic motors, etc.
4. Test, dismantle and repair hydraulic system components that may include trim, tilt, steering and engine control systems, testing and identifying faults.

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

WORK EVIDENCE RECORD

7116PW Engine Overhaul

Automotive Retail Service and Repair Competency

AUR01145A Overhaul 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 Overhaul 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 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 more than one job a number of times

7116PW Engine Overhaul

WORKSHOP JOBS

1. Completely dismantle engines and clean components.
2. Inspect, measure and test engine components to determine their serviceability and appropriate repair or reconditioning options.
3. Assemble engines using procedures and components that will provide operational clearances and conditions contributing to a maximised service life

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

WORK EVIDENCE RECORD

7075WL Marine Transmission Overhaul

Automotive Retail Service and Repair Competency

AUR07145A Overhaul Transmissions (Manual)

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 Manual Transmissions Overhaul 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 a marine transmission overhaul that involves all the jobs listed in the table below you should record the make and model of the transmission 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 more than one job a number of times

7075WL Marine Transmission Overhaul

WORKSHOP JOBS

Overhaul manual transmissions which should include:

1. Completely dismantle marine transmission .
2. Clean, inspect, measure and test marine transmission components to determine their serviceability and appropriate repair options.
3. Assemble and adjust marine transmission using procedures and components that will enable it to operate as designed and within manufacturers specifications with a maximised service life.

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

WORK EVIDENCE RECORD

7116WD Petrol Fuel System Component Overhaul

Automotive Retail Service and Repair Competency

AUR03145A Overhaul Petrol Fuel System 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 Petrol Fuel System Component Overhaul, 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 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 more than one job a number of times

7116WD Petrol Fuel System Component Overhaul

WORKSHOP JOBS

1. Dismantle carburettors and clean components.
2. Inspect, measure and test carburettor components to determine their serviceability and appropriate repair or reconditioning options.
3. Assemble and adjust carburettors using procedures and components that will enable them to operate as designed and within specifications with a maximised service life

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

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, 40)**
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. **(pages 54, 56)**

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. 7075WA Marine Engines Service and Repair

Automotive Retail Service and Repair Competency

AUR01166A Repair Engines and Associated Engine Components

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

- **Remove and fit engines in/on vessels.**
- **Remove and fit engine cylinder heads.**
- **Remove and fit a variety of engine mechanical components that may include any of the following: - oil seals, camshaft and/or balance shaft drive mechanisms, balance shafts, piston and connecting rod assemblies, crankshafts, etc.**
- **Reassemble.**
- **Test engines and identify actual faults.**

Refer to page 6* for the apprentice's, repair engines and associated engine components work record.

Report No. 7075WA Marine Engines 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 28* 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. 7075WB Cooling/Exhaust Systems Service and Repair

Automotive Retail Service and Repair Competency

AUR02166A Service Cooling Systems and Associated Components

AUR02170A Repair Cooling Systems and Associated Components

AUR05166A Repair Exhaust Systems

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

- Clean and flush cooling systems.
- Remove and fit a variety of cooling system components or assemblies that may include any of the following: - thermostats, water pumps, hoses, drive belts.
- Inspect and test cooling systems and identify actual faults
- Remove and fit exhaust system components that may include any of the following: - exhaust pipes, muffler or silencers, manifolds, gaskets, mountings, risers, etc.
- Inspect exhaust systems and identify actual faults

Refer to page 8* for the apprentice's, cooling/exhaust systems service and repair work record.

Report No. 7075WB Cooling/Exhaust Systems 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 28* 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. 7075WC Petrol Fuel Systems in Marine, Service and Repair

Automotive Retail Service and Repair Competency

AUR03166A Repair Petrol Fuel Systems

AUR03170A Service Petrol Fuel Systems

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

- **Fit a variety of petrol fuel system components or assemblies that may include any of the following: - fuel pumps, fuel injectors, throttle body assemblies, fuel pressure regulators, manifold pressure sensors, temperature sensors, carburettors, induction manifolds, fuel lines and tanks etc..**
- **Adjust petrol fuel systems to enable them to operate within manufacturer's specifications and/or legislated requirements.**
- **Inspect and test petrol fuel systems and identify actual faults.**

Refer to page 10* for the apprentice's, petrol fuel systems in marine, service and repair work record.

Report No. 7075WC Petrol Fuel Systems in Marine, 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 28* 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. 7075WD Marine Outboard, Sterndrive Transmissions
Service, Repair**

Automotive Retail Service and Repair Competency

AUR07671A Service and Repair Marine Transmissions

AUR14166A Repair Jet Drive Propulsion Systems

AUR14170A Service Jet Drive Propulsion Systems

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

Carry out maintenance and servicing operations which should include:

- **Adjust shift system**
- **Service outboard or sterndrive transmissions**
- **Repair jet drive propulsion systems**
- **Repair manual or sterndrive transmissions**
- **Inspect and test jet drive propulsion systems and identify actual faults**
- **Inspect and test sterndrive transmissions and identify actual faults**
- **Dismantle inspect, repair and replace marine transmissions**

Refer to page 11* for the apprentice's, marine outboard, sterndrive transmissions service and repair work record.

**Report No. 7075WD Marine Outboard, Sterndrive Transmissions
Service, 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 28* 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. 7075WE Marine Electrical Systems

Automotive Retail Service and Repair Competency

AUR20031A Install Marine Electrical System/Components

AUR20066A Repair Marine Electrical Systems/Components

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

- **Remove and fit alternators.**
- **Inspect and test charging systems and identify actual faults.**
- **Remove and fit starter motors.**
- **Inspect and test starting systems and identify actual faults.**
- **Remove and fit components of any of the following:-electronic starting systems, depth finders, radar, two-way radios, security systems etc.**
- **Inspect, test & identify actual faults in electronic starting systems bilge pumps, navigation lights**

Refer to page 12* for the apprentice's, marine electrical systems service work record.

Report No. 7075WE Marine Electrical Systems

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 28* 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. 7075WF Marine Ignition Systems

Automotive Retail Service and Repair Competency

AUR20031A Install Marine Electrical Systems/Components.

AUR20066A Repair Marine Electrical System/Components

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

- **Remove and fit ignition system components and adjust ignition timing.**
- **Remove and fit a variety of ignition system components that may include any of the following: contact breaker points, condensers, coils, ballast resistors, high tension leads, induction pick up coils, electronic modules, electronic control units, sensors etc.**
- **Inspect, test and identify actual faults in ignition systems.**

Refer to page 13* for the apprentice's, marine ignition systems service work record.

Report No. 7075WF Marine Ignition Systems

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 28* 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. 7075WG Marine Rigs

Automotive Retail Service and Repair Competency

AUR37271A Service and Repair of Trailers

AUR46108A Carry Out Minor Hull Repairs

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

- Service and repair of trailers, and/or either by welding, drilling or replacement of worn parts. ie winches, boat rollers, springs, wheel bearings, etc.
- Carry out minor hull repairs by drilling, fibreglassing epoxy fillers, sealants, and small gel coat applications.

Refer to page 15* for the apprentice's, marine rigs service work record.

Report No. 7075WG Marine Rigs

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 28* 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 7075WH Engine Install/Boat Testing

Automotive Retail Service and Repair Competency

AUR46131A Install Marine Engines/Controls/Instruments.

AUR46927A Identify the Need for Water Testing Vessels.

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

- Remove and fit engines in/on vessels.
- Test engines and identify actual faults
- Fit a variety of instrument/controls and warning system components that may include any of the following: dash board gauges, fuel tank sender units, pressure/temperature switches/sender units, pulse generators systems etc..
- Inspect, test and identify actual faults in engines/ instruments/controls
- Launch vessel, inspect, test and identify actual faults.

Refer to page 16* for the apprentice's, engine install/boat testing work record.

Report No. 7075WH Engine Install/Boat Testing

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 28* 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. 7292GW Heating and Welding

Automotive Retail Service and Repair Competency

**AUR23708A Carry Out Welding, Thermal Cutting and Heating
Procedures**

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

- **Weld low carbon steel using oxy acetylene welding processes.**
- **Cut low carbon steel using oxy acetylene equipment.**
- **Weld low carbon steel using any process incorporating heat generated by an electrical arc and a consumable filler rod or wire.**
- **Apply heat to components to aid in their assembly or disassembly.**

Refer to page 17* for the apprentice's, welding, thermal cutting and heating procedures work record.

Report No. 7292GW Heating and Welding

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 28* of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification/ Licence No:** _____

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 6 ELECTIVES

WORK EVIDENCE REPORT – SIGN OFF

Report No. 7075WJ Diesel Fuel Systems

Automotive Retail Service and Repair Competency

AUR03666A Repair Diesel Fuel Injector Systems

AUR03670A Service Diesel Fuel Injector Systems

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

- **Remove, fit and service diesel fuel filters and system components.**
- **Remove, fit and time diesel fuel injection pumps.**
- **Remove and fit a variety of diesel system components or assemblies that may include any of the following:- injector lines, injectors, solenoids, glow plugs, lift pumps, etc.**

Refer to page 19* for the apprentice's, diesel fuel systems service work record.

Report No. 7075WJ Diesel Fuel Systems

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 28* 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. 7075WK Marine Hydraulic Systems

Automotive Retail Service and Repair Competency

AUR09170A Service Hydraulic Systems

AUR09166A Repair Hydraulic Systems

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

- **Remove, fit and service hydraulic lines and filters.**
- **Remove, fit hydraulic pumps.**
- **Remove and fit a variety of hydraulic system components or assemblies that may include any of the following:- hydraulic lines, pumps, solenoids, electronic motors, etc.**
- **Test, dismantle and repair hydraulic system components that may include trim, tilt, steering and engine control systems, testing and identifying faults.**

Refer to page 20* for the apprentice's, marine hydraulic systems service work record.

Report No. 7075WK Marine Hydraulic Systems

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 28* 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. 7116PW Engine Overhaul

Automotive Retail Service and Repair Competency

AUR01145A Overhaul Engines and Associated Engine Components

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

- **Completely dismantle engines and clean components.**
- **Inspect, measure and test engine components to determine their serviceability and appropriate repair or reconditioning options.**
- **Assemble engines using procedures and components that will provide operational clearances and conditions contributing to a maximised service life**
- **Test.**

Refer to page 21* for the apprentice's, engine overhaul service work record.

Report No. 7116PW Engine Overhaul

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 28* 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. 7075WL Marine Transmission Overhaul

Automotive Retail Service and Repair Competency

AUR07145A Overhaul Transmissions (Manual)

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

- **Completely dismantle marine transmissions.**
- **Clean, inspect, measure and test marine transmission components to determine their serviceability and appropriate repair options.**
- **Assemble and adjust marine transmissions using procedures and components that will enable them to operate as designed and within manufacturers specifications with a maximised service life.**

Refer to page 22* for the apprentice's manual transmission overhaul work record.

Report No. 7075WL Marine Transmission Overhaul

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 28* 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. 7116WD Petrol Fuel System Component Overhaul

Automotive Retail Service and Repair Competency

AUR03145A Overhaul Petrol Fuel System Components

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

- **Dismantle carburettors and clean components.**
- **Inspect, measure and test carburettor components to determine their serviceability and appropriate repair or reconditioning options.**
- **Assemble and adjust carburettors using procedures and components that will enable them to operate as designed and within specifications with a maximised service life**

Refer to page 23* for the apprentice's, fuel systems component overhaul service work record.

Report No. 7116WD Petrol Fuel System Component Overhaul

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 28* 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 (Marine) Mechanics (Marine Stream)

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
7075WA	AUR01166A	Repair engines and associated engine components	Yes	7	31	
7075WB	AUR02166A	Service cooling/exhaust systems	Yes	9	32	
	AUR05166A	Repair exhaust systems				
	AUR02170A	Repair cooling systems and associated components				
7075WC	AUR03166A	Service petrol fuel systems	Yes	11	33	
	AUR03170A	Repair petrol fuel systems				
7075WD	AUR07671A	Service and repair marine transmission (outboard and sterndrive)s	Yes	12	34	
	AUR14166A	Repair jet drive propulsion systems				
	AUR14170A	Service jet drive propulsion systems				
7075WD	AUR06166A	Repair clutch assemblies, assoc systems	Yes	21	34	
	AUR06170A	Service clutch assemblies, assoc systems				
	AUR07771A	Service and repair marine transmissions (inboard)				
	AUR13666A	Repair propeller drive systems				
	AUR13670A	Service propeller drive systems				

Compulsory Stream (Cont.)						
Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
7075WE	AUR20031A	Install marine electrical systems or components	Yes	13	35	
	AUR20066A	Repair marine electrical systems or components				
7075WF	AUR20666A	Repair ignition systems	Yes	14	36	
	AUR21171A	Service and repair electronic engine management systems				
7075WG	AUR37271A	Service and repair of trailers	Yes	16	37	
	AUR46108A	Carry out minor hull repairs				
7075WH	AUR46131A	Install inboard marine engines, controls, instruments	Yes	17	38	
	AUR46927A	Identify the need for water testing of vessels				
7292GW	AUR23608A	Carry out welding, soldering, thermal cutting	Yes	18	39	
7116SA	AUR66108A	Carry out diagnostic procedures	No	N/A	N/A	
N/A	AUR70713A	Comply with laws, regulations & codes of practice relating to the industry	No	N/A	N/A	

Listing of Units
Off the Job Modules,
Change of Employment Details
and Additional
Training Course Competencies

Marine Stream Specific

Unit No	Unit Title	Module No	Module Name	Result	Attend / Actual Possible
AUR01166A	Repairs to engines & associated engine components	7075A	Marine outboard engine service and repair		
		7075B	Marine inboard engine service and repair		
AUR02166A AUR02170A AUR05166A	Repair/service cooling/exhaust system	7075C	Marine cooling and exhaust systems		
AUR03166A AUR03170A	Repair/service petrol fuel systems	7075D	Marine petrol fuel systems		
AUR07671A AUR14166A AUR14170A	Repair/service marine transmission, Jet propulsion systems	7075E	Marine outboard & sterndrive transmissions		
AUR06166A AUR06170A AUR07771A AUR13666A AUR13670A	Repair/service clutch/propeller systems	7075F	Marine inboard transmissions		
AUR20031A AUR20066A	Install/repair/service marine electrical systems /communications	7075G	Install/repair/service marine electrical systems /communications		
AUR20666A AUR21171A	Repair/service ignition/electronic systems	7075H	Marine ignition systems		
		7075J	Marine engine management systems		

Unit No	Unit Title	Module No	Module Name	Result	Attend Actual/ Possible
AUR23608A	Welding, soldering, thermal cutting/heating procedures	7292G	Automotive heating and welding procedures		
AUR37271A AUR46108A	Repair/service trailer/hulls	7075K	Service and maintenance of marine rigs		
AUR46131A AUR46927A	Install marine engines/water test vessels	7075L	Engine installation and boat testing		
AUR66108A	Carry out diagnostic procedures	7075M	Marine systems diagnostics		
AUR70713A	Comply with laws and regulations	7075Q	Marine regulations and safety		
AUR03666A	Repair diesel fuel injector systems	7075P	Diesel systems repair and service		
AUR03670A	Service diesel fuel injector systems	7075P	Diesel systems repair and service		
AUR03145A	Overhaul petrol fuel system components	7075D	Marine petrol fuel systems		
AUR09170A	Service hydraulic systems	7075N	Marine hydraulic systems		
AUR09166A	Repair hydraulic systems	7075N	Marine hydraulic systems		
AUR13631A	Install inboard propeller drive systems	7075L	Engine installation and boat testing		
AUR21831A	Install marine electronic systems/components	7075Q	Marine regulations and safety		
AUR31649A	Prepare vehicle/vessel/component /equipment for customers use	7075R	Customer service		

Other Training Courses

Completed

**Listing of
Off the Job Modules and
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:** _____

OFF THE JOB MODULE DESCRIPTORS

Marine Outboard Engine Systems 7075A	Nominal Duration: 72 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to test and identify faults and repair marine outboard engines systems.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none">• List and apply the legislated, environmental and industry requirements for the service and repair of marine 2 and 4 stroke outboard engines.• List and explain the correct component part and major assembly terminology used by various marine outboard 2 and 4 stroke engine manufacturers and component suppliers.• Identify and explain the operating principles and scavenging systems used in 2 stroke and 4 stroke outboard engines together with the identification of the various designs of powerheads and midsections used by marine outboard engine manufacturers.• Identify and state the causes of combustion and water ingress problems associated with marine 2 and 4 stroke outboard engines.• List the procedures for and perform the removal and refit of the components in the fuel, lubrication, ignition, cooling and failsafe/warning systems fitted to 2 and 4 stroke outboard powerheads and midsections.• List and explain the procedures for and perform the removal, dismantling, repair, reassembly and installation of 2 and 4 stroke outboard powerheads and their associated systems to manufacturers recommendations.• List the procedures for and perform the dismantling, identification, inspection for serviceability repair and reassembly of marine outboard engine midsections and their component parts• Perform diagnostic and overhaul procedures on marine out board 2 and 4 stroke powerheads and midsections so as to collect measurements, data and other types of information for analysis.• Demonstrate the ability to collect, analyse, assess and organise information required in the diagnosis and overhaul, service and repair of marine 2 and 4 stroke outboard engines	
This module will provide underpinning knowledge and develop skills for the following modules, 7075A Outboard Engine Service and Repair. 7075G Installation and Repair of Marine Electrical Systems and 7075L Engine installation and boat testing	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

Marine Inboard Engine Systems 7075B

Nominal Duration: 72 hours.

MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to test and identify faults and repair marine inboard engines..

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

- Apply all Occupational Health and Safety and Institute policies and regulations.
- Diagnose and establish causes of faults in engines.
- Identify/list the procedure for the rectification of faults in marine inboard engines.
- Dis-assemble and re-assemble petrol and diesel engines to manufacturer's specifications.
- Recondition cylinder heads and their components.
- Measure and assess pistons, piston rings and connecting rods for serviceability.
- Measure and assess cylinder blocks and liners for serviceability.
- Measure and test crankshafts for serviceability.
- Measure and evaluate camshafts, camshaft drives and valve trains for serviceability.
- Inspect and repair lubrication system components.
- Test engines to determine correct assembly.

PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.

Marine Outboard Engine Systems 7075C **Nominal Duration: 16 hours.**

MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to service, repair and diagnose inboard and outboard engine cooling and exhaust systems, and develop skills acquired in modules 7292AA, 7292C, and 7292DA

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

- State and demonstrate safe working habits
- Explain the operation of marine cooling and exhaust systems
- Maintain and service marine cooling and exhaust systems
- Identify and rectify corrosion and exposure problem on marine cooling and exhaust systems
- Identify and list the procedure for the rectification of faults in cabling and exhaust system.
- Repair marine cooling and exhaust systems
- Perform dismantling, inspection and reassembly procedures on marine cooling and exhaust systems according to manufactures specifications
- Perform diagnostic procedure (test and identify faults) on marine cooling and exhaust systems

This module will provide underpinning knowledge and develop skills for the following module 7075M Marine Systems Diagnostics

PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.

Marine Petrol Fuel Systems 7075D

Nominal Duration: 72 hours.

MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to diagnosis, service, and repair of marine outboard and inboard petrol fuel and induction systems

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

- List the legislated and environmental requirements for service and repair of marine petrol outboard and inboard fuel system and induction systems
- Identify the various petroleum based fuels used in outboard and inboard petrol fuel systems
- Interpret and explain marine fuel system schematic diagrams
- List, identify and explain the various types of marine outboard and inboard petrol fuel and induction systems.
- Perform service, repair and maintenance procedures on marine outboard and inboard petrol fuel induction systems and their component parts using manufacturer's technical publications and with reference to current industry standards.
- Perform diagnostic procedures on marine outboard and inboard petrol fuel and induction systems.
- Demonstrate the ability to collect, analyse and organise information required in the service and repair of marine outboard and inboard petrol fuel and induction systems

This module will provide underpinning knowledge and develop skills for the following modules, 7075A Outboard Engine Service and Repair and 7075B Inboard Engine Service and Repair

PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.

Marine Outboard and Sterndrive Transmissions 7075E

Duration: 36 hours.

MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to diagnosis, removal, dismantling, repair, reassembly and service of marine inboard water jet and sterndrive assemblies and outboard engine gearcase and water jet assemblies, and their control systems together with final adjustment and test procedures prior to delivery to customers of the marine mechanical repair industry.

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

- List and apply the legislated, environmental and industry requirements for the service and repair of marine outboard and inboard gearcase assemblies, sterndrive assemblies and water jet assemblies.
- List and explain the correct component part and major assembly terminology used by various marine outboard and inboard gearcase assembly, sterndrive assembly and water jet assembly manufacturers and component suppliers.
- Identify and explain the operating principles and powerflows used in outboard gearcase and inboard sterndrive assemblies, and water jet assemblies used by marine engine manufacturers and component suppliers.
- Identify and state the causes of gear tooth erosion and collapse, shaft failure through impact and constant load and water ingress problems associated with marine inboard sterndrive and outboard gearcase and water jet transmission assemblies.
- List the procedures for and perform the removal, dismantling, inspection for serviceability, reassembly, refit and adjustment of the various steering and control systems used by marine inboard sterndrive and outboard gearcase and water jet transmission assembly manufacturers and component suppliers.
- List and explain the procedures for and perform the identification removal, dismantling, repair, reassembly and installation of various marine outboard and inboard gearcase assemblies, sterndrive assemblies and water jet assemblies to manufacturers' recommendations.
- Perform diagnostic procedures on various marine outboard and inboard gearcase assemblies, sterndrive assemblies and water jet assemblies to manufacturers' recommendations so as to collect measurements, data and other types of information for analysis.
- Demonstrate the ability to collect, analyse, assess and organise information required in the diagnosis, service and repair of various marine outboard and inboard gearcase assemblies, sterndrive assemblies and water jet assemblies to manufacturers recommendations.
- Perform overhaul procedures on marine outboard and sterndrive transmission.

This module will provide the underpinning knowledge and skills for the following module, 7075M Marine Systems Diagnostics

Marine Outboard and Sterndrive Transmissions 7075E	Duration: 36 hours.
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	
7075A Outboard Engine Service and Repair, 7075F Marine Inboard Transmissions, 7075G Installation and Repair of Marine Electrical Systems, 7075L Engine Installation and Boat Testing	

Marine Inboard Transmissions 7075F	Nominal Duration: 36 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to service, repair and diagnose marine inboard transmissions and clutches, and develop skills acquired in modules 7292AA and 7292C.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • State and demonstrate safe working habits • Explain the operation of marine clutches and inboard transmissions • Service marine clutches and inboard transmissions • List and identify the procedure for the rectification of faults in marine clutches of inboard transmission. • Repair marine clutches and inboard transmissions • Test and identify faults in marine clutches and inboard transmissions 	
This module will provide underpinning knowledge and develop skills for the following modules, 7075M Marine Systems Diagnostics and 7075P Installation of Inboard Propeller Drive Systems	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

Installation of Marine Electrical Systems 7075G	Duration: 36 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to carry out the installation and carry out repairs of marine electrical systems and components and further develops those skills acquired in modules 7292F and 7292FA.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • Apply all Occupational Health and Safety and Institute policies and regulations. • Explain the operation of low voltage marine electrical systems • Repair low voltage marine electrical systems and components • Test and identify faults in low voltage marine electrical systems and components • Install low voltage marine electrical systems and components. <p>This module will provide underpinning knowledge and skills for the following modules, 7075H 7075J</p>	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

Marine Ignition Systems 7075H	Nominal Duration: 48 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to test, identify faults in and repair ignition systems of marine inboard and outboard engines.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • Explain the operation of marine inboard and outboard engine ignition systems. • Test and identify faults in marine inboard and outboard engine ignition systems. • Identify and list the procedures for the rectification of faults in marine inboard and outboard engine ignition system. • Repair marine inboard and outboard engine ignition systems. 	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

Marine Engine Management Systems 7075J	Duration: 48 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to service and repair marine engine management systems. This module also provides the knowledge and skills to extract data from, test and identify faults in marine engine management systems.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • Apply all Occupational Health and Safety and Institute policies and regulations • Explain the operation of marine outboard and inboard engine management systems • Extract data, test and locate faults in marine outboard and inboard engine management systems • Service and repair marine outboard and inboard engine management systems 	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

Service & Maintenance of Marine Rigs 7075K	Duration: 12 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to service and repairs trailers and undertake minor hull repairs and develop skills acquired in modules 7292AA and 7292BA.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • State and demonstrate safe working habits. • State and check compliance with the legal requirement for trailers • Outline the reasons for, and areas requiring regular maintenance on trailers • Identify the adjustments required to ensure the safe transportation of marine craft • Maintain, service and repair trailers • Inspect and identify marine hulls for minor damage and deterioration • Repair minor damage to marine hulls. 	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

Marine Engine Installation & Boat Testing 7075L Duration: 50 hours.

MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills in the setting up, installation and on water testing for diagnosis and analysis of marine inboard and outboard propulsion systems together with the selection of propellers and final settings to produce the optimum boat/motor performance to manufacturers specifications and customer requirements.

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

- List the legislated, environmental and industry requirements for the setting up, installation and on water testing of hulls with various marine inboard and outboard engine combinations.
- State and explain the terminology and theory relating to propellers and boat hulls and the selection procedures for both.
- Select and install inboard and out board engines to current industry standards and marine engine manufacturers specifications.
- Carry out the selection and installation of steering /engine control systems, hull accessories and engine monitoring equipment
- List the requirements for and perform the commissioning of the installation, rectification and final adjustment of marine inboard and outboard engines installed in or on boats prior to delivery to the customer.
- Perform the inspection of various vessels using the relevant industry standards and prepare a report suitable for the customer.
- Identify the need for and perform on water testing for the purpose of engine diagnosis, propeller matching and vessel commissioning trials.

PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical, and the following modules 7075A Outboard Engine Service and Repair, 7075E Marine Outboard and Sterndrive Transmissions, 7075G Installation and Repair of Marine Electrical Systems and 7075M Marine Systems Diagnostics.

Marine Hydraulic Systems 7075N

Nominal Duration: 20 hours.

MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills for the diagnosis, service and repair marine hydraulic systems..

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

- List the legislated and environmental requirements for service and repair of marine outboard hydraulic engine systems.
- Identify the various hydraulic fluids used in outboard and inboard hydraulic systems
- Interpret and explain marine hydraulic system schematic diagrams.
- List, identify and explain the various types of marine outboard and inboard hydraulic systems including oil and water based systems.
- Perform service, repair and maintenance procedures on marine outboard and inboard hydraulic systems and their component parts using manufacturer's technical publications and with reference to current industry standards.
- Perform diagnostic procedures on marine outboard and inboard hydraulic systems.
- Demonstrate the ability to collect, analyse and organise information required in the service and repair of marine outboard and inboard hydraulic systems.

This module will provide underpinning knowledge and skills for the following modules,
7075M Marine Systems Diagnostics

PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.

Marine Diesel Fuel Systems 7075P	Nominal Duration: 24 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge and skills to service, test, identify faults and repair in marine diesel fuel systems and carry out service and repair procedures.	
On successful completion of this module the learner should be able to:	
<ul style="list-style-type: none"> • State and demonstrate safe working habits. • Explain the operation of marine diesel fuel systems. • Service marine diesel fuel systems. • Test and identify faults in marine diesel fuel systems. • Identify and list the procedures for the rectification of faults in marine diesel fuel systems. • Repair faults in marine diesel fuel systems. 	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

Marine Regulations and Safety 7075Q	Nominal Duration: 8 hours.
MODULE PURPOSE: This module provides the marine mechanical apprentice with the knowledge required for the safe working habits when working on and operating vessels on enclosed waters to industry and general practices in the Marine Mechanics Trade.	
On successful completion of this module this learner should be able to:	
<ul style="list-style-type: none"> • State the licensing requirements of people in control of vessels. • State the regulations covering marine operators, installers and repairers. • State and demonstrate safe working habits in the workshop and around boats. • State the regulations covering the use of marine radio bands. 	
PREREQUISITES: Compulsory modules – Automotive Mechanical and Electrical.	

