

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

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

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

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

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

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

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**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**

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

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

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

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

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

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

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

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**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 received 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:** \_\_\_\_\_

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