

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: _____

