

Work Record Book

CERTIFICATE III

Outdoor Power Equipment

(Mechanics)

AUR 324 99

Content

Introduction	i
Section for the Apprentice	1
Apprentice Details	2
Employment Details	2
Instruction for the Apprentice	3
Work Evidence Records for Compulsory Units of Competence	6
Work Evidence Records for Elective Units of Competence	26
Section for the Employer / Supervisor	36
Instruction for the Employer / Supervisor	37
Work Evidence Reports for Compulsory Units of Competence	41
Work Evidence Reports for Elective Units of Competence	54
Listing of Units of Competence and Index to Record and Report Sheets	63-65
Change of Employer Details	66-68

Introduction

This Work Record Book is a tool that can be used to record and report on the jobs that an apprentice does during the course of their apprenticeship. It is a method by which a training provider can get evidence of the things an apprentice has done at work as the apprentice has progressed through their apprenticeship.

In today's high technology world it is important to know that a person is fully trained, has had the necessary practical experience and can actually do the job. The term competent is often used to describe this kind of person. Training providers are required to determine that an apprentice has achieved the required level of competence before they can issue the qualification.

The Work Record Book will assist the training provider in doing this.

This Work Record Book is divided into two main sections:

- The front section, on buff coloured paper, is for the apprentice to make a record the jobs they become good at as they progress through their apprenticeship.
- The back section, on white paper, contains reports that the employer and apprentice can sign when both are satisfied that the apprentice can do the job to the required standard. When signed, these reports should be presented to the training provider.

How should this book be used?

To find out how this book should be used you should read the instructions in the front of the section you are required to complete.

Instructions and information for an apprentice are on pages 1 to 5.

Instructions and information for an **employer or supervisor** are on pages 36 to 40.

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

1229AW Small Engines (Two Stroke)

Automotive Retail Service and Repair Competency

AUR01271A Service and repair Engines and associated Engine Components (Outdoor Power Equipment)

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 Small Engines (Two Stroke) Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 42* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229AW Small Engines (Two Stroke)

WORKSHOP JOBS

1. The service and repair of two stroke small engines and associated components.
2. The explanation of operating principles of engine brakes and governors on two stroke small engines.
3. The service and repair of engine brakes and governors on two stroke small engines.
4. The performance of diagnostic procedures to determine the cause of combustion problems in two stroke small engines.

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: _____
_____	_____	_____	_____

1229AW Small Engines (Two Stroke) 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: _____ _____

7292DW Engine Service

WORKSHOP JOBS: Carry out the more complex engine service operations of:
1. Timing belt replacement. 2. Valve tappet clearance checks and adjustments.

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

WORK EVIDENCE RECORD

1229CW Small Engines (Cooling Systems)

Automotive Retail Service and Repair Competency

AUR02170A Service Cooling Systems and associated Components

AUR02166A Repair Cooling Systems and associated 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 Small Engine Cooling System Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 43* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229CW Small Engines (Cooling Systems)

WORKSHOP JOBS

1. The service and repair of liquid and air cooling systems on four stroke small engines.
2. Diagnostic procedures on liquid and air cooling systems on four stroke small engines.

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

1229DW Small Engines (Petrol Fuel Systems)

Automotive Retail Service and Repair Competency

AUR03170A Service Petrol Fuel Systems

AUR03166A Repair 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 Small Engines Petrol Fuel Systems Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 44* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229DW Small Engines (Petrol Fuel Systems)

WORKSHOP JOBS

1. The servicing, removal and replacement, repair or overhaul of power implement fuel system assemblies and components.
2. The diagnosis of power implement fuel system assemblies and components.

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

1229EW Power Implement (Clutch Assemblies)

Automotive Retail Service and Repair Competency

AUR06170A Service Clutch Assemblies and/or associated operating system components

AUR06166A Repair Clutch Assemblies and/or associated operating 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 Power Implement Clutch Assemblies Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 45* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229EW Power Implement Clutch Assemblies

WORKSHOP JOBS

1. The servicing of clutch assemblies and/or associated operating system components.
2. The diagnosis of clutch assemblies and/or associated operating system components.
3. The removal, repair, overhaul or replacement of clutch assemblies and/or associated operating components.

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: _____
_____	_____	_____	_____

**1229EW Power Implement Clutch Assemblies
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: _____ _____

**1229EW Power Implement Clutch Assemblies
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

1229FW Power Implements (Electrical)

Automotive Retail Service and Repair Competency

AUR18708A Carry out Minor repairs to Electrical circuit/Systems

AUR18866A Repair Electrical 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 Power Implements (Electrical) repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 46* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229FW Power Implements (Electrical)

WORKSHOP JOBS

1. The servicing of power implements – electrical and associated components.
2. The diagnosis of power implements – electrical and associated components.
3. The removal, repair, overhaul or replacement of power implements – electrical and associated components.

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

1229GW Power Implements (Starting Systems)

**Automotive Retail Service and Repair Competency
AUR19066A Repair Charging and Starting 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 Charging and Starting Systems Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 47* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229GW Power Implements (Starting Systems)

WORKSHOP JOBS

1. The servicing of power implements – starting systems
2. The diagnosis of power implements – starting systems
3. The removal, repair, overhaul or replacement of power implements – starting systems and associated components.

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

1229HW Power Implements (Ignition Systems)

**Automotive Retail Service and Repair Competency
AUR20666A Repair Ignition 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 Ignition Systems repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 48* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229HW Power Implements (Ignition Systems)

WORKSHOP JOBS

1. The explanation of the operation of ignition systems.
2. The servicing of ignition systems.
3. The diagnosis of faults in ignition systems
4. The removal, repair, overhaul or replacement of 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: _____ _____

WORK EVIDENCE RECORD

1229JW Power Implements (Management Systems)

Automotive Retail Service and Repair Competency

AUR21171A Service & Repair Electronic Engine Management Systems

AUR21271A Service & Repair Electronic Drive Management 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 Power Implements (Management Systems) Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 49* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229JW Power Implements (Management Systems)

WORKSHOP JOBS

1. The explanation of the operation of a small implement management system and its components.
2. The diagnosis of faults in power implement management systems.
3. The servicing of power implement management systems
4. The repairing of power implement management systems.

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: _____
_____	_____	_____	_____

1229JW Power Implements (Management 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: _____ _____

**1229JW Power Implements (Management 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

1229KW Power Implements (Pre-Delivery)

Automotive Retail Service and Repair Competency

AUR31649A Prepare vehicle/component equipment for Customer Use

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 Power Implements (Pre-Delivery) Service work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 50* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229KW Power Implements (Pre-Delivery)

WORKSHOP JOBS

1. The cleaning of an implement and/or components prior to delivery.
2. The inspection of an implement and/or components prior to delivery and correction of any faults.
3. The handing over of an implement or components to the customer.

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

1229LW Power Implements (Cutting Systems)

Automotive Retail Service and Repair Competency

AUR45170A/45166A Service, Repair Rotary Cutting Systems

AUR45270A/45266A Service, Repair Drum Cutting Systems

AUR45465A Service, Repair Line Trimming Systems/Components

AUR45570A/45566A Service, Repair Post Boring Systems

AUR45670A/45666A Service, Repair Post Hole Digging Systems

AUR45770A/45766A Service, Repair Reciprocating Cutting 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 Power Implements (Cutting Systems) service and repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 51* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229LW Power Implements (Cutting Systems)

WORKSHOP JOBS

1. The sharpening of Power Implement cutting systems.
2. The service and/or repair requirements for a large range of cutting implements.
3. The performance of diagnosis and repair procedures on Rotary and Drum cutting systems.
4. The performance of diagnosis and repair procedures on Chain Cutting systems.
5. The performance of diagnosis and repair procedures, on Line Trimming systems.
6. The performance of diagnosis and repair procedures, on Post Boring systems, Posthole Digging systems.
7. The performance of diagnosis and repair procedures on Reciprocating cutting 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: _____ _____

1229LW Power Implements (Cutting 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: _____ _____

**1229LW Power Implements (Cutting 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: _____ _____

1229LW Power Implements (Cutting 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: _____ _____

1229LW Power Implements (Cutting 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

1229MW Chainsaw Cutting Systems

Automotive Retail Service and Repair Competency
AUR45370A Service Chain Cutting Systems
AUR45366A Repair Faults in Chain Cutting 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 Chain Cutting Systems Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 52* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229MW Chainsaw Cutting Systems

WORKSHOP JOBS

1. The statutory requirements for the operation of a petrol chainsaw in non-forest areas.
2. Determining the service and/or repair requirements for a range of cutting implements.
3. The servicing, repair and tuning of a petrol chainsaw.
4. The identification and servicing of the safety equipment fitted to a petrol chainsaw
5. The statutory requirements for personal safety equipment needed to operate a chainsaw safely.
6. The maintenance and sharpening of a chainsaw chain.
7. The inspection, adjustment and maintenance of a guide bar.
8. The starting and load testing of a chainsaw in a safe manner.
9. Safe felling techniques up to a trunk base girth not exceeding 200mm.
10. The performance of crosscuts and limbing operations on fallen timber.

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: _____
_____	_____	_____	_____

**1229MW Chainsaw Cutting 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: _____ _____

**1229MW Chainsaw Cutting 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

1229NW Power Implements (Pumping Systems)

Automotive Retail Service and Repair Competency

AUR47670A Service Pumping Systems

AUR47666A Repair Pumping 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 Power Implements (Pumping Systems) Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on 53* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229NW Power Implements (Pumping Systems)

WORKSHOP JOBS

1. List types and describe the application of typical power driven machines.
2. Explain the principles of operation of typical power driven machines.
3. Overhaul, service and repair power driven machines.
4. Recommend water pumps for given applications.
5. State and demonstrate safe working habits.

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: _____ _____

**1229NW Power Implements (Pumping 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: _____ _____

**1229NW Power Implements (Pumping 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 RECORDS

FOR ELECTIVE

UNITS OF COMPETENCE

You are required to complete 6 ELECTIVES

WORK EVIDENCE RECORD

1229BW Small Engines (Four Stroke)

Automotive Retail Service and Repair Competency

**AUR01245A Overhaul Engines and associated Engine Components
(Outdoor Power Equipment)**

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 Small Engines Four Stroke Overhaul Service work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 55* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229BW Small Engines (Four Stroke)

WORKSHOP JOBS

1. The service and repair of four stroke small engines and associated components.
2. The explanation of operating principles of engine brakes and governors on four stroke small engines.
3. The service and repair of engine brakes and governors on four stroke small engines.
4. The performance of diagnostic procedures to determine the mechanical condition of four stroke small engines.
5. The performance of diagnostic procedures to determine the cause of combustion problems in four stroke small engines.
6. The service and repair of lubrication systems on four stroke small engines.
7. The performance of diagnostic procedures on lubrication systems on four stroke small engines.

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: _____ _____

1229BW Small Engines (Four Stroke)			
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: _____ _____

1229BW Small Engines (Four Stroke) 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

1228GW Service Motor Cycle Manual Transmissions

**Automotive Retail Service and Repair Competency
AUR06670A Service 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 Motor Cycle (Manual) Transmissions Service work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 56* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1228GW Service Motor Cycle Manual Transmissions

WORKSHOP JOBS

1. Service Motorcycle Transmissions.

2. Diagnose and repair Motorcycle Transmissions and Kick Starters.

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

7081UW Hydraulic Systems (HV) Service

Automotive Retail Service and Repair Competency

AUR09170A Service (Heavy Vehicle) 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 Hydraulic Systems (HV) Service work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 57* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

7081UW Hydraulic Systems (HV) Service

WORKSHOP JOBS

1. Flush and bleed hydraulic systems.
2. Test for cycle times.
3. Change and Inspect hydraulic oil
4. Change oil filters
5. Select correct hydraulic oils
6. Carry out flow, pressure systems Visual system test.

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

7116AW Brake Systems Service and Repair (LV)

Automotive Retail Service and Repair Competency
AUR10170A Service Braking 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 Brake Systems (LV) Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 58* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

7116AW Brake Systems Service and Repair (LV)

WORKSHOP JOBS

1. Remove and fit disc brake pads.
2. Flush and bleed brake hydraulic systems.
3. Remove and fit brake master cylinders.
4. Remove, dismantle and reassemble brake calipers, and assemble and bleed disc brake units.
5. Dismantle, assemble, adjust (where applicable) drum or disc brake units that incorporate a park brake mechanism.
6. Inspect and test vehicle braking 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

7116JW Final Drive and Driveline Service and Repair

**Automotive Retail Service and Repair Competency
AUR13170A Service Final Drive (Driveline)**

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 Final Drive and Driveline Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 59* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

7116JW Final Drive and Driveline Service and Repair

WORKSHOP JOBS

1. Remove and fit final drive assemblies in vehicles or transaxle units.
2. Remove and fit driving axles.
3. Remove and fit drive shafts.
4. Remove and fit drive shaft universal joints or constant velocity joints.

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

1229PW Manual Handling

**Automotive Retail Service and Repair Competency
AUR70508A Carry out Manual Handling**

Apprentice Name. _____

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

Your responsibility, as an apprentice, is to keep a record of Manual Handling Service work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 60* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

1229PW Manual Handling

WORKSHOP JOBS

The lifting and manually moving of components and parts, in accordance to OH&S Standards.

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

7083DW Hydrostatic Transmission Service and Repair

Automotive Retail Service and Repair Competency

AUR08170A Service Transmission (Hydrostatic)

AUR08166A Repair Transmission (Hydrostatic)

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 Hydrostatic Transmission Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 61* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

7083DW Hydrostatic Transmission Service and Repair

WORKSHOP JOBS

1. Service hydrostatic transmissions.
2. Inspect and test Hydrostatic transmission systems and identify actual faults from a Plant, Earth moving and Agricultural vehicle.
3. Remove and fit Hydrostatic transmission from a Plant, Earth moving and Agricultural vehicles.

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

7081FW Diesel Systems Service, Repair (Heavy Vehicle)

Automotive Retail Service and Repair Competency

AUR03670A Service Diesel Fuel Injection Systems (HV)

AUR03666A Repair Diesel Fuel Systems/Components (HV)

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 Systems (Heavy Vehicle) Service and Repair work you carry out during your apprenticeship. It will help establish when you have done enough work for your employer and yourself to complete the Work Evidence Report on page 62* of this book.

Each time you complete one of the jobs listed in the tables below you should record the make and model of the vehicle and the date you did it on.

Note: Do not fill the table up with just one job. Make sure your record shows you have done each job a number of times

7081FW Diesel Systems Service, Repair (HV)

WORKSHOP JOBS

1. Remove, fit and service diesel fuel filters.
2. Remove, fit and service diesel fuel injectors, such as mechanical, hydraulic, electrical.
3. Remove, fit and time diesel fuel injection pumps.
4. Test, remove and fit and a variety of diesel systems and components or assemblies that may include any of the following: - injector lines, solenoids, glow plugs, electronic components, etc.

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: _____ _____

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 63-65)**
- ◆ forms for recording change of employer details. This is only relevant where you are inheriting an apprentice from someone else. **(pages 66-68)**

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. 1229AW Small Engines (Two Stroke) (*Engine Service*)

Automotive Retail Service and Repair Competency

AUR01271A Service and repair Engines and associated Engine Components (Outdoor Power Equipment)

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

- 1. The service and repair of two stroke small engines and associated components.**
- 2. The explanation of operating principles of engine brakes and governors on two stroke small engines.**
- 3. The service and repair of engine brakes and governors on two stroke small engines.**
- 4. The performance of diagnostic procedures to determine the cause of combustion problems in two stroke small engines.**

7292DW Engine Service

Carry out the more complex engine service operations of:

- 1. Timing belt replacement.**
- 2. Valve tappet clearance checks and adjustments.**

Refer to page 7* for the apprentice's Small Engines (Two Stroke) Service and Repair work record.

Report No. 1229AW Small Engines (Two Stroke) (Engine Service)

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 39* 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. 1229CW Small Engines (Cooling Systems)

Automotive Retail Service and Repair Competency

AUR02170A Service Cooling Systems and associated Components

**AUR02166A Repair Cooling Systems and
associated Components**

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

- 1. The service and repair of liquid and air cooling systems on four stroke small engines.**
- 2. Diagnostic procedures on liquid and air cooling systems on four stroke small engines.**

Refer to page 9* for the apprentice's Small Engine Cooling System Service and Repair record.

Report No. 1229CW Small Engines (Cooling 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 39* 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. 1229DW Small Engines (Petrol Fuel Systems)

Automotive Retail Service and Repair Competency

AUR03170A Service Petrol Fuel Systems

AUR03166A Repair Petrol Fuel Systems

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

- 1. The servicing, removal and replacement, repair or overhaul of power implement fuel system assemblies and components.**
- 2. The diagnosis of power implement fuel system assemblies and components.**

Refer to page 10* for the apprentice's Small Engines Petrol Fuel Systems work record.

Report No. 1229DW Small Engines (Petrol 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 39* 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. 1229EW Power Implement (Clutch Assemblies)

Automotive Retail Service and Repair Competency

AUR06170A Service Clutch Assemblies and/or associated operating system components

AUR06166A Repair Clutch Assemblies and/or associated operating system components

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

- 1. The servicing of clutch assemblies and/or associated operating system components.**
- 2. The diagnosis of clutch assemblies and/or associated operating system components.**
- 3. The removal, repair, overhaul or replacement of clutch assemblies and/or associated operating components.**

Refer to page 11* for the apprentice's Power Implement Clutch Assemblies Service and Repair work record.

Report No. 1229EW Power Implement (Clutch Assemblies)

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 39* 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. 1229FW Power Implements (Electrical)

Automotive Retail Service and Repair Competency

AUR18708A Carry out Minor repairs to Electrical circuit/Systems

AUR18866A Repair Electrical Systems

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

- 1. The servicing of power implements – electrical and associated components.**
- 2. The diagnosis of power implements – electrical and associated components.**
- 3. The removal, repair, overhaul or replacement of power implements – electrical and associated components.**

Refer to page 13* for the apprentice's Power Implements (Electrical) diagnosis and repair, work record.

Report No. 1229FW Power Implements (Electrical)

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 39* 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. 1229GW Power Implements (Starting Systems)

Automotive Retail Service and Repair Competency

AUR19066A Repair Charging and Starting Systems

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

- 1. The servicing of power implements – starting systems**
- 2. The diagnosis of power implements – starting systems**
- 3. The removal, repair, overhaul or replacement of power implements – starting systems and associated components.**

Refer to page 14* for the apprentice's Charging and Starting Systems work record.

Report No. 1229GW Power Implements (Starting 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 39* 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. 1229HW Power Implements (Ignition Systems)

**Automotive Retail Service and Repair Competency
AUR20666A Repair Ignition Systems**

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

- 1. The explanation of the operation of ignition systems.**
- 2. The servicing of ignition systems.**
- 3. The diagnosis of faults in ignition systems**
- 4. The removal, repair, overhaul or replacement of ignition systems.**

Refer to page 15* for the apprentice's Ignition Systems work record.

Report No. 1229HW Power Implements (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 39* 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. 1229JW Power Implements (Management Systems)

Automotive Retail Service and Repair Competency

AUR21171A Service & Repair Electronic Engine Management Systems

AUR21271A Service & Repair Electronic Drive Management Systems

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

- 1. The explanation of the operation of a small implement management system and its components.**
- 2. The diagnosis of faults in power implement management systems.**
- 3. The servicing of power implement management systems**
- 4. The repairing of power implement management systems.**

Refer to page 16* for the apprentice's Power Implements (Management Systems) Service and Repair work record.

Report No. 1229JW Power Implements (Management 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 39* 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. 1229KW Power Implements (Pre-Delivery)

Automotive Retail Service and Repair Competency

AUR31649A Prepare vehicle/component equipment for Customer Use

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

- 1. The cleaning of an implement and/or components prior to delivery.**
- 2. The inspection of an implement and/or components prior to delivery and correction of any faults.**
- 3. The handing over of an implement or components to the customer.**

Refer to page 18* for the apprentice's Power Implements (Pre-Delivery) Service work record.

Report No. 1229KW Power Implements (Pre-Delivery)

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 39* 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. 1229LW Power Implements (Cutting Systems)

Automotive Retail Service and Repair Competency

AUR45170A/45166A Service, Repair Rotary Cutting Systems

AUR45270A/45266A Service, Repair Drum Cutting Systems

AUR45465A Service, Repair Line Trimming Systems/Components

AUR45570A/45566A Service, Repair Post Boring Systems

AUR45670A/45666A Service, Repair Post Hole Digging Systems

AUR45770A/45766A Service, Repair Reciprocating Cutting Systems

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

- 1. The sharpening of Power Implement cutting systems.**
- 2. The service and/or repair requirements for a large range of cutting implements.**
- 3. The performance of diagnosis and repair procedures on Rotary and Drum cutting systems.**
- 4. The performance of diagnosis and repair procedures on Chain Cutting systems.**
- 5. The performance of diagnosis and repair procedures, on Line Trimming systems.**
- 6. The performance of diagnosis and repair procedures, on Post Boring systems, Posthole Digging systems.**
- 7. The performance of diagnosis and repair procedures on Reciprocating cutting systems.**

Refer to page 19* for the apprentice's the Power Implements (Cutting Systems) service and repair work record.

Report No. 1229LW Power Implements (Cutting 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 39* 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. 1229MW Chainsaw Cutting Systems

Automotive Retail Service and Repair Competency

AUR45370A Service Chain Cutting Systems

AUR45366A Repair Faults in Chain Cutting Systems

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

1. The statutory requirements for the operation of a petrol chainsaw in non-forest areas.
2. Determining the service and/or repair requirements for a range of cutting implements.
3. The servicing, repair and tuning of a petrol chainsaw.
4. The identification and servicing of the safety equipment fitted to a petrol chainsaw
5. The statutory requirements for personal safety equipment needed to operate a chainsaw safely.
6. The maintenance and sharpening of a chainsaw chain.
7. The inspection, adjustment and maintenance of a guide bar.
8. The starting and load testing of a chainsaw in a safe manner.
9. Safe felling techniques up to a trunk base girth not exceeding 200mm.
10. The performance of crosscuts and limbing operations on fallen timber.

Refer to page 22* for the apprentice's Chain Cutting Systems Service and Repair work record.

Report No. 1229MW Chainsaw Cutting 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 39* 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. 1229NW Power Implements (Pumping Systems)

Automotive Retail Service and Repair Competency

AUR47670A Service Pumping Systems

AUR47666A Repair Pumping Systems

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

- 1. List types and describe the application of typical power driven machines.**
- 2. Explain the principles of operation of typical power driven machines.**
- 3. Overhaul, service and repair power driven machines.**
- 4. Recommend water pumps for given applications.**
- 5. State and demonstrate safe working habits.**

Refer to page 24* for the apprentice's Power Implements (Pumping Systems) Service and Repair work record.

Report No. 1229NW Power Implements (Pumping 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 39* of this **Work Record Book**.

Business Name: _____

Supervisor Name: _____ **Signature:** _____

Date: _____ **Qualification:** _____

Apprentice Name: _____ **Signature:** _____

Report received and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____

WORK EVIDENCE REPORTS

FOR ELECTIVE

UNITS OF COMPETENCE

You are required to complete 6 ELECTIVES

WORK EVIDENCE REPORT – SIGN OFF

Report No. 1229BW Small Engines (Four Stroke)

Automotive Retail Service and Repair Competency

**AUR01245A Overhaul Engines and associated Engine Components
(Outdoor Power Equipment)**

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

- 1. The service and repair of four stroke small engines and associated components.**
- 2. The explanation of operating principles of engine brakes and governors on four stroke small engines.**
- 3. The service and repair of engine brakes and governors on four stroke small engines.**
- 4. The performance of diagnostic procedures to determine the mechanical condition of four stroke small engines.**
- 5. The performance of diagnostic procedures to determine the cause of combustion problems in four stroke small engines.**
- 6. The service and repair of lubrication systems on four stroke small engines.**
- 7. The performance of diagnostic procedures on lubrication systems on four stroke small engines.**

Refer to page 27* for the apprentice's, Small Engines Four Stroke Overhaul Service work record.

Report No. 1229BW Small Engines (Four Stroke)

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 39* 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. 1228GW Service Motor Cycle Manual Transmissions

Automotive Retail Service and Repair Competency

AUR06670A Service Transmissions (Manual)

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

- 1. Service Motorcycle Transmissions.**
- 2. Diagnose and repair Motorcycle Transmissions and Kick Starters.**

Refer to page 29* for the apprentice's, Motor Cycle (Manual) Transmissions Service work record.

Report No. 1228GW Service Motor Cycle Manual Transmissions

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 39* 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. 7081UW Hydraulic Systems (HV) Service

Automotive Retail Service and Repair Competency

AUR09170A Service (Heavy Vehicle) Hydraulic Systems

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

1. Flush and bleed hydraulic systems.
2. Test for cycle times.
3. Change and Inspect hydraulic oil
4. Change oil filters
5. Select correct hydraulic oils
6. Carry out flow, pressure systems Visual system test.

Refer to page 30* for the apprentice's, Hydraulic Systems (HV) Service work record.

Report No. 7081UW Hydraulic Systems (HV) Service

This is to certify that the apprentice has successfully applied their knowledge and skills to meet the above requirements, and that the work has been carried out by the apprentice in accordance with all conditions specified on page 39* 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. 7116AW Brake Systems Service and Repair (LV)

Automotive Retail Service and Repair Competency

AUR10170A Service Braking Systems

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

- 1. Remove and fit disc brake pads.**
- 2. Flush and bleed brake hydraulic systems.**
- 3. Remove and fit brake master cylinders.**
- 4. Remove, dismantle and reassemble brake calipers, and assemble and bleed disc brake units.**
- 5. Dismantle, assemble, adjust (where applicable) drum or disc brake units that incorporate a park brake mechanism.**
- 6. Inspect and test vehicle braking systems and identify actual faults.**

Refer to page 31* for the apprentice's, Small Engines Four Stroke Overhaul Service work record.

Report No. 7116AW Brake Systems Service and Repair (LV)

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 39* 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. 7116JW Final Drive and Driveline Service and Repair

Automotive Retail Service and Repair Competency

AUR13170A Service Final Drive (Driveline)

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

- 1. Remove and fit final drive assemblies in vehicles or transaxle units.**
- 2. Remove and fit driving axles.**
- 3. Remove and fit drive shafts.**
- 4. Remove and fit drive shaft universal joints or constant velocity joints.**

Refer to page 32* for the apprentice's, Final Drive and Driveline Service and Repair work record.

Report No. 7116JW Final Drive and Driveline 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 39* 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. 1229PW Manual Handling

**Automotive Retail Service and Repair Competency
AUR70508A Carry out Manual Handling**

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

The lifting and manually moving of components and parts, in accordance to OH&S Standards.

Refer to page 33* for the apprentice's, Manual Handling Service work record.

Report No. 1229PW Manual Handling

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 39* 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. 7083DW Hydrostatic Transmission Service and Repair

Automotive Retail Service and Repair Competency

AUR08170A Service Transmission (Hydrostatic)

AUR08166A Repair Transmission (Hydrostatic)

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

- 1. Service hydrostatic transmissions.**
- 2. Inspect and test Hydrostatic transmission systems and identify actual faults from a Plant, Earth moving and Agricultural vehicle.**
- 3. Remove and fit Hydrostatic transmission from a Plant, Earth moving and Agricultural vehicles.**

Refer to page 34* for the apprentice's, Hydrostatic Transmission Service and Repair work record.

Report No. 7083DW Hydrostatic Transmission 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 39* 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. 7081FW Diesel Systems Service, Repair (Heavy Vehicle)

Automotive Retail Service and Repair Competency

AUR03670A Service Diesel Fuel Injection Systems (HV)

AUR03666A Repair Diesel Fuel Systems/Components (HV)

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

- 1. Remove, fit and service diesel fuel filters.**
- 2. Remove, fit and service diesel fuel injectors, such as mechanical, hydraulic, electrical.**
- 3. Remove, fit and time diesel fuel injection pumps.**
- 4. Test, remove and fit and a variety of diesel systems and components or assemblies that may include any of the following: - injector lines, solenoids, glow plugs, electronic components, etc.**

Refer to page 35* for the apprentice's, Diesel Systems (Heavy Vehicle) Service and Repair work record.

Report No. 7081FW Diesel Systems Service, Repair (Heavy Vehicle)

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 39* 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 324 99 Outdoor Power Equipment (Mechanics)

Compulsory Common Core						
Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
N/A	AUR70125A	Follow Workplace Occupational Health and Safety procedures	No	N/A	N/A	N/A
N/A	AUR70278A	Use of and maintenance of workplace tools and equipment	No	N/A	N/A	N/A
N/A	AUR70314A	Contribute to workplace communication	No	N/A	N/A	N/A
N/A	AUR70421A	Establish relations with customers	No	N/A	N/A	N/A
Compulsory Stream						
1229AW	AUR01271A	Service, repair engines, associated engine components (outdoor power equipment)	Yes	7	42	
1229CW	AUR02170A	Service, cooling systems and associated components	Yes	9	43	
	AUR02166A	Repair cooling systems and associated components				
1229DW	AUR03170A	Repair petrol fuel systems	Yes	10	44	
	AUR03166A	Service, petrol fuel systems				
1229EW	AUR06170A	Service clutch assemblies and/or associated operating system components	Yes	11	45	
	AUR06166A	Repair clutch assemblies and/or associated operating system components				

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
1229FW	AUR18708A	Carry out minor repairs to electrical systems	Yes	13	46	
	AUR18866A	Repair electrical systems				
1229GW	AUR19066A	Repair charging and starting systems	Yes	14	47	
1229HW	AUR20666A	Repair ignition systems	Yes	15	48	
1229JW	AUR21171A	Service and repair electronic engine management systems	Yes	16	49	
	AUR21271A	Service and repair electronic drive management systems				
1229KW	AUR31649A	Prepare vehicle/component/equipment for customer use	Yes	18	50	
1229LW	AUR45170A	Service rotary cutting systems	Yes	19	51	
	AUR45166A	Repair faults in rotary cutting systems				
	AUR45270A	Service drum cutting systems				
	AUR45266A	Repair faults in drum cutting systems				
	AUR45465A	Remove, fit and adjust line trimming system components				
	AUR45570A	Service post boring systems				
	AUR45566A	Repair faults in post boring systems				
	AUR45670A	Service post hole digging systems				
AUR45666A	Repair faults in post hole digging systems					

Work Evidence Report No.	Unit Number	Competency Unit Title	Work Evidence Required	Record Page No	Report Page No	Date Presented to RTO
1229LW	AUR45770A	Service reciprocating cutting systems	Yes	19	51	
	AUR45766A	Repair faults in reciprocating cutting systems				
1229MW	AUR45370A	Service chain cutting systems	Yes	22	52	
	AUR45366A	Repair faults in chain cutting systems				
1229NW	AUR47670A	Service pumping systems	Yes	24	53	
	AUR47666A	Repair pumping systems				
Elective Stream 6 Competency Units to be completed.						
1229BW	AUR01245A	Overhaul engines and associated engine components (outdoor power equipment)	Yes	27	55	
1228GW	AUR06670A	Service transmissions (manual)	Yes	29	56	
7081UW	AUR09170A	Service hydraulic systems (H/V)	Yes	30	57	
7116AW	AUR10170A	Service, repair braking systems (L/V)	Yes	31	58	
7116JW	AUR13170A	Service final drive (driveline)	Yes	32	59	
1229PW	AUR70508A	Carry out manual handling operations	Yes	33	60	
7083DW	AUR08170A	Service transmissions (hydrostatic)	Yes	34	61	
	AUR08166A	Repair transmissions (hydrostatic)				
7081FW	AUR03670A	Service diesel fuel systems/components	Yes	35	62	
	AUR03666A	Repair diesel fuel systems/components				

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:** _____

