

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 receipted 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 receipted and recorded by:

Training Provider: _____

Signature: _____ **Date:** _____