Workplace Learning Record

VCE VET Automotive



AUR20720 Certificate II in Automotive Vocational Preparation

**Student name:**

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East Melbourne VIC 3002

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Structured Workplace Learning Recognition

[VCE Structured Workplace Learning Recognition for VET](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx) provides students with the opportunity to gain credit towards their VCE (including the VCE VM) or VPC by undertaking a Structured Workplace Learning (SWL) placement that is aligned to their VE1 VCE VET program or VE2 School-based Apprenticeship or Traineeship (SBAT).

To receive credit, students are required to demonstrate satisfactory achievement of the outcomes for the relevant unit of the *VCE Structured Workplace Learning Recognition for VET* study design.

Students must maintain a Workplace Learning Record (WLR) for each placement. In the WLR students must reflect on a minimum of six units of competency (UoCs) from their program, including a workplace health and safety (WHS) UoC.

About this workplace learning record

Students undertaking this study must maintain a Workplace Learning Record (WLR) related to the SWL placement for recording, authentication and assessment purposes.

Student reflections on their SWL placement are to be recorded in the three sections of this WLR to document the skills and knowledge learned, employability skills developed, and industry experience gained relating to the VET qualification being undertaken.

Students must undertake a work placement in a different workplace setting or context for each VCE unit and maintain a separate WLR per placement.

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency (UoCs) in the workplace

**Section 3**: Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

Section 1: Learner profile

Complete the learner profile and discuss this with your host employer on or before your first day of SWL placement.

|  |  |
| --- | --- |
| **Student Name** |  |
| **School**  |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET certificate?** |
|  |
| **List the other studies that you are undertaking.** |
|  |
| **Explain why you have chosen this overall program.**  |
|  |
| **Outline what interests you about the industry.** |
|  |
| **What is your planned career path or future career aspiration?**  |
|  |
| **Describe any workplace skills you have developed through previous work experience, SWL or part time employment.** |
|  |
| **How have you developed these skills?**  |
|  |

Section 2: Learning about VET units of competency in the workplace

This section of the WLR will contain three key questions per unit of competency (UoC) designed to draw out related experiences you may be exposed to in a workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the UoCs you have experienced in the workplace and reflect on actual observations or activities that you have been exposed to. Your observations will:

* reinforce the training you have undertaken
* identify differences in practice or equipment
* identify areas requiring further training or practical experience.

You are encouraged to take photos and/or video where appropriate to showcase learning in the workplace. Evidence you collect can include:

* observations
* descriptions of activities and tasks
* conversations with employers and other staff
* participation in meetings
* workplace documents
* research in the workplace
* photos of equipment/processes/events
* video of workplace activities.

**Note**: please speak to your host employer before taking photos or video. Do not use the names or details of any clients/stakeholders external to the organisation/other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

AUR20720 Certificate II in Automotive Vocational Preparation

The compulsory UoCs and a selection of electives are listed in the table below. You may list any additional UoC(s) relating to your experiences in the workplace in the table. Indicate the year in which you are undertaking each UoC. You must reflect on a minimum of six UoCs from your program, including a workplace health and safety (WHS) UoC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UoC code | UoC title | Nominal hours | Year | Page |
| **Work, Health and Safety** |
| AURASA102 | Follow safe working practices in an automotive workplace | 20 |  | 9 |
| **Compulsory** |
| AURAEA002 | Follow environmental and sustainability best practice in an automotive workplace | 25 |  | 10 |
| AURAFA103 | Communicate effectively in an automotive workplace | 20 |  | 11 |
| AURAFA104 | Resolve routine problems in an automotive workplace | 20 |  | 12 |
| AURETR103 | Identify automotive electrical systems and components | 25 |  | 13 |
| AURLTA101 | Identify automotive mechanical systems and components | 25 |  | 14 |
| AURTTK102 | Use and maintain tools and equipment in an automotive workplace | 20 |  | 15 |
| **Electives** |
| AURETK003 | Operate electrical test equipment | 40 |  | 16 |
| AURETR006 | Solder electrical wiring and circuits | 20 |  | 17 |
| AURETR048 | Construct and test basic electronic circuits | 40 |  | 18 |
| AURTTA002 | Assist with automotive workplace activities | 10 |  | 19 |
| AURTTA009 | Carry out mechanical pre-repair operations | 20 |  | 20 |
| AURTTA127 | Carry out basic vehicle servicing operations | 40 |  | 21 |
| AURTTB007 | Remove and replace brake assemblies | 20 |  | 22 |
| AURTTE003 | Remove and tag engine system components | 15 |  | 23 |
| AURTTE007 | Dismantle and assemble single cylinder four-stroke petrol engines | 40 |  | 24 |
| AURTTE008 | Dismantle and assemble multi-cylinder four-stroke petrol engines | 40 |  | 25 |
| AURTTJ003 | Remove and replace wheel and tyre assemblies | 10 |  | 26 |

Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

AURASA102 - Follow safe working practices in an automotive workplace

This unit describes the performance outcomes required to identify and follow safety and emergency procedures in an automotive workplace.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Where did you find information about emergency evacuation procedures in the workplace? Who explained the procedures to you? |  |
| What was the procedure for reporting accidents or illness in the workplace? |  |
| There are heavy items of machinery in an automotive workshop. How were you instructed to handle these items? |  |

AURAEA002 - Follow environmental and sustainability best practice in an automotive workplace

This unit describes the performance outcomes required to follow environmental and sustainability best practice, including complying with established workplace procedures and environmental regulations as well as following sustainability practices that may reduce the environmental impact of work practices and outputs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Where in the workplace did you find information on work procedures that explained the employee’s responsibilities for environmental and sustainability best practice? |  |
| In your daily work how did you protect yourself from hazards like noise, gas and petrol fumes? |  |
| Describe the process that was followed in the workplace when disposing of materials and waste. What was your role? |  |

AURAFA103 - Communicate effectively in an automotive workplace

This unit describes the performance outcomes required to communicate in an automotive workplace. It involves communicating effectively by conveying and receiving information using verbal and non-verbal techniques and correct automotive technical terminology.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe a situation where you had to ask for assistance to complete a task. Who did you ask and how did you go about it? |  |
| When working with others what do you think is important to make sure you operate as a team? |  |
| What computer based devices were used in the workplace? What were they used for? Did you use them? |  |

AURAFA104 - Resolve routine problems in an automotive workplace

This unit describes the performance outcomes required to identify, clarify and resolve routine basic problems commonly encountered in an automotive workplace.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe a situation where a routine work procedure seemed to create a problem or did not make sense to you. Who did you go to for assistance to solve the issue? |  |
| In your experience what is the best way of dealing with a disagreement about how to fix a work problem? |  |
| What was the process for reporting faulty equipment or missing tools? |  |

AURETR103 - Identify automotive electrical systems and components

This unit describes the performance outcomes required to identify the function and basic operation of a range of vehicle electrical systems and components.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the types of electrical systems you worked on during your work placement. |  |
| What was the personal protective equipment (PPE) you used when working with electric components? |  |
| How were the job instructions given to you? How did you make sure you understood the job you had to do? |  |

AURLTA101 - Identify automotive mechanical systems and components

This unit describes the performance outcomes required to identify the function and basic operation of a range of vehicle mechanical systems and components.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the types of mechanical systems you worked on during your work placement. |  |
| How did you find the technical information required for you to complete a work task? |  |
| What sort of paperwork did you have to fill out while working on mechanical tasks? |  |

AURTTK102 - Use and maintain tools and equipment in an automotive workplace

This unit describes the performance outcomes required to select, use, maintain and store tools and equipment in an automotive workplace.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the sorts of tools you used routinely during your work placement. |  |
| What was the procedure for reporting and removing damaged or faulty tools? |  |
| What was the end-of-day procedure for tool maintenance? |  |

AURETK003 - Operate electrical test equipment

This unit describes the performance outcomes required to operate electrical test equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Outline the plan you followed to prepare for operating electrical test equipment. |  |
| When you were being instructed in using electrical test equipment, how did you make sure you remembered the procedure correctly? |  |
| What sort of documentation were you required to fill out for this task? |  |

AURETR006 - Solder electrical wiring and circuits

This unit describes the performance outcomes required to solder electrical components, electrical circuits and system wiring.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were some of the electrical components that you soldered? |  |
| What was the most useful piece of advice you received when soldering the electronic circuit? |  |
| How was the quality assurance of your electronic circuit carried out? |  |

AURETR048 - Construct and test basic electronic circuits

This unit describes the performance outcomes required to construct and test basic electronic circuits using a small number of standard electronic components.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the process you followed to prepare for constructing an electronic circuit. |  |
| What was the most useful piece of advice you received when you constructed the electronic circuit? |  |
| How was the quality assurance of your electronic circuit carried out? |  |

AURTTA002 - Assist with automotive workplace activities

This unit describes the performance outcomes required to prepare work, assist with workplace cleaning and carry out component removal/refitting activities as required.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What automotive components did you remove and refit during your work placement? |  |
| When using chemicals and other environmentally hazardous materials, how did you make sure you disposed of these correctly? |  |
| In your workplace, who was responsible for inspecting the work area and tools storage at the end of each day? |  |

AURTTA009 - Carry out mechanical pre-repair operations

This unit describes the performance outcomes required to prepare and clean mechanical components, including cleaning and tagging equipment for repair.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| At the beginning of a job how did you receive your instructions? |  |
| What vehicle components did you prepare for cleaning and repair? What did this involve? |  |
| What workplace documentation did you have to complete after preparing a component for repair? |  |

AURTTA127 - Carry out basic vehicle servicing operations

This unit describes the performance outcomes required to carry out basic vehicle servicing operations.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were some of the vehicles you serviced during your work placement? (Include make, model and age of vehicles). |  |
| What part of servicing a vehicle did you find most interesting? Why? |  |
| How was quality assurance of your work carried out and how did you receive feedback? |  |

AURTTB007 - Remove and replace brake assemblies

This unit describes the performance outcomes required to remove and replace the front and rear brake assemblies of a vehicle.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How important and useful to you were the manufacturer’s instructions when preparing to remove and replace a brake assembly? Why? |  |
| What are the particular safety and environmental hazards associated with brake systems and how did your workplace deal with these? |  |
| If your job was not completed at the end of the day, what procedure did you follow to prepare for the next day’s work? |  |

AURTTE003 - Remove and tag engine system components

This unit describes the performance outcomes required to identify, remove and tag a range of engine components.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the workplace procedure for checking the serviceability of the necessary tools and equipment for removing components? |  |
| How did you find out about the process of tagging components? How did you know if you were doing it correctly? |  |
| What were the components you removed from an engine and tagged during your work placement? |  |

AURTTE007 - Dismantle and assemble single cylinder four-stroke petrol engines

This unit describes the performance outcomes required to dismantle and reassemble a single cylinder four-stroke engine.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| When you were being instructed on how to dismantle a single cylinder engine what method did you use to ensure you remembered instructions? |  |
| What workplace documentation did you have to keep while dismantling and reassembling the single cylinder engine? |  |
| What was the most challenging part of reassembling the single cylinder engine? Why was that? |  |

AURTTE008 - Dismantle and assemble multi-cylinder four-stroke petrol engines

This unit describes the performance outcomes required to dismantle and reassemble a multi-cylinder four-stroke engine.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What workplace documentation did you have to keep while dismantling and reassembling the multi-cylinder engine? |  |
| What was the procedure you followed for testing that the multi-cylinder engine had been correctly reassembled? |  |
| What was the most challenging part of reassembling the multi-cylinder engine? Why was that? |  |

AURTTJ003 - Remove and replace wheel and tyre assemblies

This unit describes the performance outcomes required to remove and replace wheel and tyre assemblies.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were some of the vehicles you removed and replaced wheel and tyre assemblies during your work placement? (Include make, model and age of vehicles). |  |
| What are the particular aspects of work health and safety (WHS) you learned about in relation to removing and replacing wheel and tyre assemblies? |  |
| In the workplace who was responsible for ensuring your work had been completed according to procedures? How was feedback given to you? |  |

Comments/observations on any other UoCs not listed

|  |  |
| --- | --- |
| UoCs | Comments/observations |
|  |  |

Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day in the workplace.

1. Communication
2. Teamwork
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many ways.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have acquired and used during your 80 hours of SWL might assist you in the future.

List of employability skills

How did you demonstrate **communication skills**? For example, by listening and understanding, speaking clearly and directly, or reading and writing.

|  |
| --- |
|  |

How did you demonstrate **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

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How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

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|  |

How did you demonstrate **self-management**? For example, by taking responsibility, managing time and tasks effectively, monitoring your own performance or having the ability to work unsupervised.

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How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting, or analysing and organising information.

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How did you demonstrate the use of **technology**? For example, by being prepared to use a range of technology systems, IT skills (typing or data entry), or being able to learn new skills from the technology used in this industry.

|  |
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How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

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|  |

How did you demonstrate **initiative and enterprise**? For example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

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| --- |
|  |

Summary of industry learning

At the conclusion of your SWL for this VET qualification, think about the experiences you have had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

How will these learnings assist you in your pathway to employment or further training in this industry?

|  |
| --- |
|  |

Student declaration

I confirm that I have undertaken work placement with:

|  |  |  |
| --- | --- | --- |
| **Employer/Company/Business name** | **Dates of placement** | **Total hours of placement** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name**

**Date**