

OALCF Tasks for the Apprenticeship Goal Path: Prepared for the Project, Developing Best Practices for Increasing, Supporting and Retaining Apprentices in Northern Ontario (2014) - Updated 2023 as part of CLO's Skills for Success Initiative

Task Title: Automotive Repair Invoice
OALCF Cover Sheet – Practitioner Copy

Learner Name:

Date Started (m/d/yyyy):

Date Completed (m/d/yyyy):

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Use an automotive service invoice to calculate costs for repair work.

Competency: A: Find and Use Information, C: Understand and Use Numbers

Task Groups: A2: Interpret documents, C1: Manage money

Level Indicators:

- A2.1: Interpret very simple documents to locate specific details
- A2.2: Interpret simple documents to locate and connect information
- C1.1: Compare costs and make simple calculations
- C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts

Embedded Skills for Success:

Adaptability	<input type="checkbox"/>
Collaboration	<input type="checkbox"/>
Communication	<input type="checkbox"/>
Creativity and Innovation	<input type="checkbox"/>

Digital	<input checked="" type="checkbox"/>
Numeracy	<input checked="" type="checkbox"/>
Problem Solving	<input type="checkbox"/>
Reading	<input checked="" type="checkbox"/>
Writing	<input checked="" type="checkbox"/>

Performance Descriptors: See chart on last page

Materials Required:

- Automotive service invoice – attached
- Calculator - optional

Work Sheet

Task 1: On the invoice, highlight, underline or circle the notes/instructions for this job. **If doing this task online, write the notes/instructions below.**

Answer:

Task 2: Calculate the cost for the repair shop to "weld brackets on L F for new bumper". Enter the answer into the invoice.

Task 3: Calculate the cost for the repair shop to "L F brake Cyl rebuild". Enter the answer into the invoice.

Task 4: Calculate the cost for the repair shop to "Straighten Frame". Enter the answer into the invoice.

Task 5: Calculate the Labour total. Enter the answer into the invoice.

Task 6: Calculate the subtotal for waste disposal, labour total, parts total, fuel, and sub out for repairs. Enter the answer into the invoice.

Task 7: Calculate the amount of tax (HST) that will be added to the subtotal. Enter the answer into the invoice.

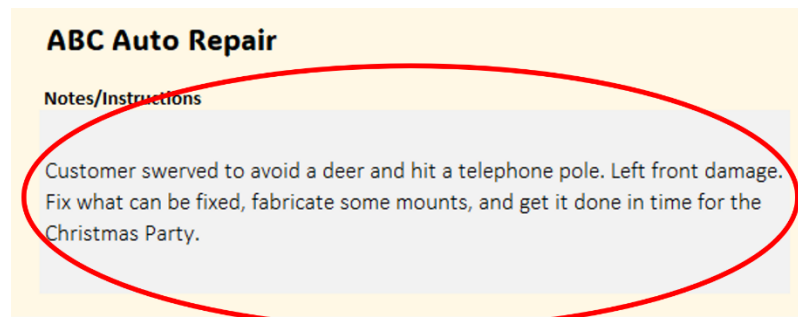
Task 8: Calculate the final total the customer will pay for this repair work. Enter the answer into the invoice.

Answers

Note: Individual answers/images are provided for each task. Additionally, an image of the entire invoice correctly completed is also provided at the end.

Task 1: On the invoice, highlight, underline or circle the notes/instructions for this job. If doing this task online, write the notes/instructions below.

Learner will circle the instruction box in the top-left corner of the invoice or write: "Customer swerved to avoid a deer and hit a telephone pole. Left front damage. Fix what can be fixed, fabricate some mounts, and get it done in time for the Christmas Party."



Task 2: Calculate the cost for the repair shop to "weld brackets on L F for new bumper". Enter the answer into the invoice.

$$\$65/\text{hour} \times 3.5 \text{ hours} = \mathbf{\$227.50}$$

Lube/Oil Change	TransFluid	Tires	Other	Hourly Rate
No	OK	35/35/35/35	check wiper blades	\$65.00
Service/Labour				Price
			Hours Worked	
Weld brackets on L F frame for new bumper			3.5	\$227.50
L F Brake Cyl rebuild			0.4	

Task 3: Calculate the cost for the repair shop to "L F brake Cyl rebuild". Enter the answer into the invoice.

$$\$65/\text{hour} \times 0.4 \text{ hours} = \mathbf{\$26.00}$$

Lube/Oil Change	TransFluid	Tires	Other	Hourly Rate
No	OK	35/35/35/35	check wiper blades	\$65.00
Service/Labour				Price
			Hours Worked	
Weld brackets on L F frame for new bumper			3.5	
L F Brake Cyl rebuild			0.4	\$26.00

Task 4: Calculate the cost for the repair shop to "Straighten Frame". Enter the answer into the invoice.

$\$65/\text{hour} \times 8.2 = \mathbf{\$533.00}$

Lube/Oil Change	TransFluid	Tires	Other	Hourly Rate
No	OK	35/35/35/35	check wiper blades	\$65.00
Service/Labour				Price
			Hours Worked	Price
Weld brackets on L F frame for new bumper			3.5	
L F Brake Cyl rebuild			0.4	
Straighten Frame			8.2	\$533.00
				\$0.00

Task 5: Calculate the Labour total. Enter the answer into the invoice.

Add the total hours and multiply by the hourly rate: $(3.5 + 0.4 + 8.2) \times \$65 = \mathbf{\$786.50}$ OR

Add the answers to Tasks 2, 3 and 4 $(\$227.50 + \$26.00 + \$533.00) = \mathbf{\$786.50}$

Waste Disposal	\$17.00
Labour Total	\$786.50
Parts Total	\$2,197.49

Task 6: Calculate the subtotal for waste disposal, labour total, parts total, fuel, and sub out for repairs. Enter the answer into the invoice.

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Waste Disposal	\$17.00
Labour Total	\$786.50
Parts Total	\$2,197.49
Fuel	\$0.00
Sub out Repairs	\$262.50
SubTotal	\$3,263.49

Task Title: AutomotiveServiceRepairInvoice_A_A2.1_A2.2_C1.1_C1.2

Task 7: Calculate the amount of tax (HST) that will be added to the subtotal. Enter the answer into the invoice.

Multiply the subtotal (calculated in Task 6) by 13% (.13):
 $\$3,263.49 \times 0.13 = \424.2537
 Round down to $\$424.25$
\$424.25

SubTotal	\$3,263.49
Tax (HST) 13%	\$424.25

Task 8: Calculate the final total the customer will pay for this repair work. Enter the answer into the invoice.

Add the subtotal and the tax total together: $\$3,263.49 + \$424.25 =$
\$3,687.74

SubTotal	\$3,263.49
Tax (HST) 13%	\$424.25
Grand Total	\$3,687.74

Correctly Completed Invoice

ABC Auto Repair							Customer Information				Date In		Date Out									
Notes/Instructions							Name	John Doe			Date In	12/16/2022		Date Out	12/19/2022							
							Address	987 Main Street			Make & Model	2019 Ford F150		Mileage	225,000 km							
#1 Customer swerved to avoid a deer and hit a telephone pole. Left front damage. Fix what can be fixed, fabricate some mounts, and get it done in time for the Christmas Party.							City	Anytown, ON			Lube/Oil Change	TransFluid	Tires	Other								
							Phone	123-456-7890			No	OK	35/35/35/35	check wiper blades								
							Recommendations							\$2,197.49		\$786.50						
							WW res leaks around hose. May be able to fix with JB Weld									Waste/Disposal \$17.00						
Quantity	Part Number	Description	Note	Customer Price	Price Extended	Service/Labour	Hours Worked	Price														
1	90995	headlight		\$20.34	\$20.34	Weld brackets on L F frame for new bumper	3.5	\$227.50 #2														
3	BR-549	front bumper		\$719.15	\$2,157.45	L F Brake Cyl rebuild	0.4	\$26.00 #3														
2	AWB-20445	wiper blades		\$9.85	\$19.70	Straighten Frame	8.2	\$533.00 #4														
				\$0.00	\$0.00			\$0.00														
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				\$0.00	\$0.00			\$0.00														
				\$0.00	\$0.00			\$0.00														
				\$0.00	\$0.00			\$0.00														
Sub out Repairs							\$262.50		\$786.50													
Body work on fender							\$157.50		Labour Total \$786.50 #5													
More fabricating							\$105.00		Parts Total \$2,197.49													
SubTotal							\$3,263.49 #6		Fuel \$0.00													
Tax (HST) 13%							\$424.25 #7		Sub out Repairs \$262.50													
Grand Total							\$3,687.74 #8		SubTotal \$3,263.49 #6													
Deposit Paid							\$0.00		Tax (HST) 13% \$424.25 #7													
Sub out Total							\$262.50		Grand Total \$3,687.74 #8													
									Deposit Paid \$0.00													
									Balance Due same as Grand Total													

Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	Scans to locate specific details			
A2.1	Locates specific details in simple documents, such as labels and signs			
A2.1	Identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
A2.1	Requires support to identify sources and to evaluate and integrate information			
A2.2	Performs limited searches using one or two search criteria			
A2.2	Extracts information from tables and forms			
A2.2	Uses layout to locate information			
A2.2	Makes connections between parts of documents			
A2.2	Makes low-level inferences			

Performance Descriptors 2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.1	Adds, subtracts, multiplies and divides whole numbers and decimals			
C1.1	Understands numerical order			
C1.1	Identifies and performs required operation			
C1.1	Follows apparent steps to reach solutions			
C1.1	Interprets and represents costs using monetary symbols and decimals			
C1.1	Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
C1.2	Calculates percentages			
C1.2	Interprets and applies rates (e.g. \$/kg, \$/1)			

Performance Descriptors 3

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.2	Chooses and performs required operation(s); may make inferences to identify required operation(s)			
C1.2	Selects appropriate steps to reach solutions			
C1.2	Represents costs and rates using monetary symbols, decimals and percentages			
C1.2	Interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$)			
C1.2	Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: Was successfully completed Needs to be tried again

Performance Descriptors 4

Learner Comments:

Instructor (print):

Learner (print):