

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:** | Digital |
| Adaptability | Numeracy |
| Collaboration | Problem Solving |
| Communication | Reading |
| Creativity and Innovation | Writing |

**Performance Descriptors:** See chart on last page

**Materials Required:**

* Automotive service invoice – attached
* Calculator - optional

# Learner Information

# Automotive service technicians calculate the cost of repair jobs. The total cost of a repair job may include taxes, labour rates, and parts. Look at the “ABC Auto Repair” invoice and complete the tasks that follow.

A screenshot of a computer

Description automatically generated

# 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.”

A screen shot of a message

Description automatically generated

**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/hour x 3.5 hours = **$227.50**

A screenshot of a computer

Description automatically generated

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

$65/hour x 0.4 hours = **$26.00**

A screenshot of a computer

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

$65/hour x 8.2 = **$533.00**

A screenshot of a computer

Description automatically generated

**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) x $65 = **$786.50**  *OR*

Add the answers to Tasks 2, 3 and 4 ($227.50 + $26.00 + $533.00) = **$786.50**

**A close up of a sign

Description automatically generated**

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

Cal

**A close-up of a receipt

Description automatically generated**

**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 x 0.13 = $424.2537

Round down to $424.25

**$424.25**

A close up of a number

Description automatically generated

**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**

A comparison of a price tag

Description automatically generated

**Correctly Completed Invoice**

A screenshot of a document

Description automatically generated

# 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. ½, ¼ ) |  |  |  |
| 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):