



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 – Learner Copy

Learner Name:

Date Started (m/d/yyyy):

Date Completed (m/d/yyyy):

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
- Collaboration
- Communication
- Creativity and Innovation

- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

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.