Klarstig

# Administration Automotive Training Knowledge Quiz

Use this short knowledge check to discuss sound working practices. Choose one answer for each scenario and explain how you would apply the guidance in your role.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Learner name or reference ***

**When instructions are unclear what should you do first ***

- ☐ Skip the task without telling anyone
- ☐ Ask the responsible person for clarification
- ☐ Assume the usual approach is acceptable

**What is the best way to document a completed task ***

- ☐ Record the result date and relevant evidence
- ☐ Mark complete before checking the result
- ☐ Rely only on memory

**How can you demonstrate that you understood a new procedure ***

- ☐ Repeat the title of the training
- ☐ State that attendance is enough
- ☐ Explain and apply it in an appropriate practice scenario

**What should you do if you still need support after training ***

- ☐ Skip the related work indefinitely
- ☐ Describe the gap and ask for targeted practice or guidance
- ☐ Hide the gap

**How will you apply these principles to your work ***

## Specific details

### Training topic and learning objective

Complete when relevant to this request.

### A work example showing how the learning will be applied

## Operating context

### Workshop dealership or vehicle reference

Complete when relevant to this request.

### Vehicle availability access accessories and service constraints

## Team specific details

### Administrative record owner or reference

Complete when relevant to this request.

### Filing handover and record handling requirements

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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