

Applicant information

When you provide evidence of your workplace skills for Stage 1 Documentary Evidence Assessment, you must also provide a completed Supervisor Report.

Who can complete the Supervisor Report?

The person who completes the Supervisor report **must**:

- hold a supervisor position at your current workplace or a past workplace (e.g. a supervisor, foreman, leading hand, team leader, or your employer)
- supervise you at work regularly (or has supervised you regularly in the past)
- be available to be contacted by VETASSESS to discuss their report if required.

A completed Supervisor Report allows you to provide evidence of the skills and knowledge you regularly display at your workplace.

NOTE:

- A Supervisor Report does not replace a statement from your employer. You **must** provide an employer statement in your evidence for Stage 1.
- If the Supervisor is not contactable by VETASSESS the evidence in the report cannot be accepted.

Supervisor information

The information you provide in this report will be submitted to VETASSESS as part of the Applicant's Trade Skills Assessment process.

The report allows you to state skills and knowledge the Applicant regularly demonstrates in the workplace.

What must I do to complete the report?

- hold a supervisor position at your workplace (e.g. you are a supervisor, foreman, leading hand, team leader, or the employer)
- regularly observe and supervise work performed by the Applicant
- answer the questions based on skills you have observed in the workplace
- answer all questions honestly
- be available to discuss this report with VETASSESS if required.

If you have any questions about completing this report, please contact us at tradeassessment@vetassess.com.au

Return the report to the Applicant when you have completed and signed it.

Applicant and Supervisor details

Applicant Name:

Supervisor Name:

Supervisor Role in the Workplace:			
Supervisor Contact Details:	Telephone:		
	Email:		
Workplace Name:			
Workplace Address:			
When did Supervisor supervise the Applicant?	Start date:		
	End date:		
<p>Declaration</p> <p>By signing the below section, both the Applicant and Supervisor confirm the following:</p> <ul style="list-style-type: none"> ▪ the Supervisor holds/held a supervisor position and regularly supervises/supervised the Applicant ▪ all information provided by the Supervisor is correct and honest ▪ VETASSESS can contact the Supervisor to gather further information about this report or the Applicant's work. <p>NOTE: Providing incorrect or untrue information in this report may result in an UNSUCCESSFUL skills assessment outcome for the Applicant.</p>			
Applicant Signature:		Date:	
Supervisor Signature:		Date:	

Report on the Applicant's workplace skills

This section is to be completed by the Supervisor.

Note: Identify the skills you have observed the Applicant performing correctly on multiple occasions.

Workplace skills	Yes/No	Supervisor comments:
Section 1: Cleaning and hygiene		
1. Washes hands at appropriate times and handles food safely		
2. Cleans and sanitises work areas at start and end of service		
3. Cleans and sanitises kitchen equipment		
4. Disposes of waste safely		
5. Wears personal protective equipment		
6. Stores food and ingredients safely to prevent spoilage and contamination		
Section 2: Following recipes		
7. Accesses workplace recipes to identify requirements		
8. Selects ingredients and calculates quantities based on recipes		
9. Selects and assembles kitchen equipment appropriate to each recipe		
10. Adjusts recipes in response to dietary requirements or other customer requests		
Section 3: Food preparation		

<p>11. Identify the types of cuisine you have observed the Applicant preparing:</p> <p><input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Indonesian <input type="checkbox"/> Japanese</p> <p><input type="checkbox"/> Korean <input type="checkbox"/> Malay and Nonya <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> Other Asian cuisine (describe in Comments section)</p>		
<p>12. Identify the types of foods/dishes you have observed the Applicant preparing:</p> <p><input type="checkbox"/> Appetisers/snacks <input type="checkbox"/> Salads <input type="checkbox"/> Stocks <input type="checkbox"/> Sauces</p> <p><input type="checkbox"/> Soups <input type="checkbox"/> Rice dishes <input type="checkbox"/> Noodle dishes <input type="checkbox"/> Meat dishes</p> <p><input type="checkbox"/> Desserts <input type="checkbox"/> Breads <input type="checkbox"/> Curry pastes/powders</p> <p><input type="checkbox"/> Buffet foods <input type="checkbox"/> Tandoori dishes <input type="checkbox"/> Vegetarian dishes <input type="checkbox"/> Stir fries</p> <p><input type="checkbox"/> Other (describe in Comments section)</p>		
13. Weighs, prepares and cuts ingredients using appropriate techniques		
14. Follows recipes using correct cooking methods		
15. Uses cooking equipment safely and hygienically		
16. Makes quality adjustments to dishes when required		
17. Achieves consistent and appropriate portion sizes		
18. Presents finished dish attractively using appropriate service-ware		
19. Completes cooking tasks within required timelines		
20. Minimises food wastage during cooking process		
Section 4: Working with others		
21. Communicates effectively with other workers		
22. Respects others and manages workplace conflicts		
23. Reports safety and hygiene hazards to manager/supervisor		

24. Coaches other workers in job skills		
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