

### 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](mailto:tradeassessment@vetassess.com.au)

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

### Applicant and Supervisor details

<b>Applicant Name:</b>	
<b>Supervisor Name:</b>	

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

## 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:
<b>Section 1: Preparing to work</b>		
1. Receives and understands job instructions, plans, and specifications		
2. Selects, checks, and uses tools and equipment, including Personal Protective Equipment		
3. Selects materials and calculates quantities for the job		
4. Plans work within laws and regulations		
5. Inspects worksite, identifies and reports hazards, locates services and erects signage and barricades		
<b>Section 2: Brick or block laying</b>		
6. Identify structures the Applicant has laid: <input type="checkbox"/> Masonry walls and corners <input type="checkbox"/> Masonry veneer <input type="checkbox"/> Cavity brick <input type="checkbox"/> Multi-thickness walls and piers <input type="checkbox"/> Fire rated masonry <input type="checkbox"/> Battered walls and piers		
7. Takes measurements, sets out and marks positions		
8. Mixes mortar to required quality and consistency		
9. Lays bricks or blocks using appropriate methods and techniques		
10. Lays bricks or blocks plumb		
11. Finishes joints to specified profile and depth		

12. Brushes down work prior to drying to remove unwanted mortar		
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**Section 3: Constructing masonry structures**

13. Identify structures the Applicant has constructed: <input type="checkbox"/> Masonry arches <input type="checkbox"/> Curved walls <input type="checkbox"/> Paving <input type="checkbox"/> Masonry structural systems <input type="checkbox"/> Fireplaces and chimneys <input type="checkbox"/> Masonry steps and stairs <input type="checkbox"/> Fire rated masonry		
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14. Takes measurements, calculates, sets out and marks up for construction		
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15. Produces and uses templates as required		
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16. Mixes mortar to quality and consistency specifications		
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17. Uses appropriate methods, techniques, and sequence during construction		
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18. Brushes down work prior to drying to remove unwanted mortar		
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**Section 4: Clean up**

19. Cleans, checks, and stores tools and equipment		
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20. Cleans work area		
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21. Disposes of waste safely		
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