

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: Preparing to work		
1. Accesses documentation/instructions and understands the job requirement or scope of fault		
2. Selects and checks the operation of tools, equipment, and testing devices.		
3. Select materials, diagrams, or other resources		
4. Seeks advice from supervisor so work is coordinated effectively		
5. Follows safe work practices and risk control measures		
Section 2: Troubleshooting circuits or systems		
6. Identify circuits and systems the Applicant has troubleshooted: <input type="checkbox"/> D.C. circuits <input type="checkbox"/> Amplifiers in electronic apparatus <input type="checkbox"/> Electronic communication system <input type="checkbox"/> Resonance circuits in electronic apparatus <input type="checkbox"/> Single phase input D.C power supplies <input type="checkbox"/> Basic amplifier circuits <input type="checkbox"/> Digital sub-systems <input type="checkbox"/> Complex power supplies <input type="checkbox"/> Microcontroller based hardware systems		
7. Follows a systematic and safe approach to fault finding		
8. Refers to circuit diagrams and other technical information		

9. Identifies the need to test and measure live work		
10. Checks and isolates circuits		
11. Calculates and measure parameters		
12. Analyses results and determines fault		

Section 3: Repairing electronic equipment or systems

13. Identify electronic equipment/systems the Applicant has repaired: <input type="checkbox"/> Audio and visual reproduction equipment <input type="checkbox"/> Home entertainment systems <input type="checkbox"/> Computers <input type="checkbox"/> Electronic security systems		
14. Follows workplace procedures and manufacturer instructions		
15. Identifies the need to inspect, test or measure live work and isolates circuits as required		
16. Dismantles equipment and tags components		
17. De-solders and solders without damaging components		
18. Replaces components to manufacturer specifications		
19. Re-assembles in the correct sequence		
20. Tests for correct operation		

Section 4: Finalising work

21. Cleans work area		
22. Completes workplace documentation and notifies relevant workperson		