

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, manager, your employer, or owner of a salon where you work)
- 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: Health, hygiene and environment		
1. Wears personal protective equipment		
2. Cleans/maintains equipment and stores it safely		
3. Cleans salon before and after treatments		
4. Reports health and safety hazards to supervisor/manager		
5. Uses water, electricity and other salon resources efficiently		
Section 2: Haircuts and treatments		
6. Identify the types of haircuts performed by the Applicant: <input type="checkbox"/> Solid <input type="checkbox"/> Layered <input type="checkbox"/> Graduation <input type="checkbox"/> Combination <input type="checkbox"/> Other (specify in comments)		
7. Designs haircuts appropriate to the client's hair and facial features		
8. Performs haircuts using appropriate cutting tools and techniques		
9. Identify the types of colour and other treatments performed by the Applicant: <input type="checkbox"/> Colouring treatments <input type="checkbox"/> Bleach treatments <input type="checkbox"/> Chemical straightening and relaxing <input type="checkbox"/> Colour correction <input type="checkbox"/> Other (specify in comments)		

10. Identifies colour and other hair treatment products that are safe and suitable for the client		
11. Applies colour and other hair treatment products following manufacturer instructions		
12. Ensures client comfort throughout treatment process.		
Section 3: Working with clients		
13. Talks effectively with clients to understand their requirements		
14. Examines hair and understands different hair types and textures		
15. Schedules client treatments		
16. Responds to client complaints		
17. Promotes salon products and services to clients		
Section 4: Working in the salon		
18. Completes client records/documents		
19. Completes cash and non-cash financial transactions		
20. Communicates effectively and respectfully with other team members		
21. Contributes to team meetings and shares knowledge with others		
22. Follows salon procedures		