

### 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

**Applicant Name:**

**Supervisor Name:**

<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: Safety</b>		
1. Uses personal protective equipment (PPE)		
2. Conducts manual handling safely		
3. Accesses safety data sheets (SDSs)		
4. Reports safety hazards to supervisor		
5. Understands and follows emergency procedures		
6. Maintains a safe working environment		
<b>Section 2: Information and planning</b>		
7. Accesses work instructions (e.g. specifications and diagrams) to identify work requirements		
8. Uses computers and technology to access and store work information		
9. Plans work tasks using a logical sequence of steps		
10. Obtains and applies measurements		
11. Performs accurate calculations		

12. Completes workplace documents		
<b>Section 3: Manufacturing</b>		
<p>13. Identify the types of workplace machines, tools and equipment used by the Applicant:</p> <p><input type="checkbox"/> Lathe      <input type="checkbox"/> Mill      <input type="checkbox"/> Planer</p> <p><input type="checkbox"/> Shaper      <input type="checkbox"/> Slotter      <input type="checkbox"/> Surface grinder</p> <p><input type="checkbox"/> Hand tools (e.g. hammer, screwdriver, wrench, sockets)</p> <p><input type="checkbox"/> Power tools (e.g. handheld drill, router, saw, sander)</p> <p><input type="checkbox"/> Measuring equipment (e.g. rules, micrometres, gauges, rulers, levels)</p> <p><input type="checkbox"/> Other workplace machines, tools and equipment (specify in comments)</p>		
<p>14. Identify the types of tooling manufactured by the Applicant:</p> <p><input type="checkbox"/> Forging dies      <input type="checkbox"/> Extruding dies      <input type="checkbox"/> Die casting</p> <p><input type="checkbox"/> Plastic moulds      <input type="checkbox"/> Glass moulds      <input type="checkbox"/> Press tools</p> <p><input type="checkbox"/> Die casting      <input type="checkbox"/> Jigs      <input type="checkbox"/> Fixtures</p> <p><input type="checkbox"/> Gauges      <input type="checkbox"/> Other types of tooling (please list in the comments)</p>		
15. Marks out dimensions on material		
16. Selects appropriate machines, equipment and tools based on job requirements		
17. Assembles machines, equipment and tools and adjusts settings to meet job requirements		
18. Operates machines, equipment and tools safely according to standard operating procedures (SOPs)		
19. Minimises wastage of material		
20. Checks finished work against specifications and fixes defects		

**Section 4: Maintenance and fitting**

21. Dismantles components following instructions		
22. Identifies faulty or damaged components		
23. Reassembles components using replacement parts when needed		
24. Checks operation of components and returns them to service		
<b>Section 5: Communication and teamwork</b>		
25. Communicates effectively with supervisors and other team members		
26. Seeks assistance from supervisor or manager when appropriate		
27. Provides job training to other team members		