

## Supervisor Report

### AUR32120 Certificate III in Automotive Body Repair Technology

#### 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 [tradeassess@vetassess.com.au](mailto:tradeassess@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>	

**Declaration**

By signing the below section, both the Applicant and Supervisor confirm the following:

- 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.

**NOTE:** Providing incorrect or untrue information in this report may result in an **UNSUCCESSFUL** skills assessment outcome for the Applicant.

<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 requirements		
2. Accesses and understands technical information		
3. Selects tools and equipment and checks their condition		
4. Gathers required parts and consumables		
<b>Section 2: Working safely</b>		
5. Follows safe workplace practices		
6. Wears and uses Personal Protective Equipment (PPE)		
7. Uses correct manual handling procedures		
8. Uses tools and equipment safely		
9. Identifies, controls, and reports workplace hazards to supervisor		
<b>Section 3: Remove and refit panels and components</b>		

<p>10. Identify vehicle components the Applicant has removed and refit:</p> <p><input type="checkbox"/> Electrical            <input type="checkbox"/> Adhesive attached            <input type="checkbox"/> Welded panels</p> <p><input type="checkbox"/> Bolted on panels            <input type="checkbox"/> Bonded panels</p>		
<p>11. Follows OEM (Original Equipment Manufacturer) and workshop procedures</p>		
<p>12. Removes, tags and stores panels and components safely</p>		
<p>13. Uses appropriate adhesives, sealers or other materials during refitment</p>		
<p>14. Aligns components and panels</p>		
<p><b>Section 4: Repair panels, chassis and frame</b></p>		
<p>15. Identify repairs performed by the Applicant:</p> <p><input type="checkbox"/> Corroded panels            <input type="checkbox"/> Aluminium panels            <input type="checkbox"/> Thermoplastic panels</p> <p><input type="checkbox"/> Bonded panels            <input type="checkbox"/> High strength steel panels</p> <p><input type="checkbox"/> Structural and non-structural            <input type="checkbox"/> Body and chassis realignment</p>		
<p>16. Uses filler, non-filler, and metal finishing techniques</p>		
<p>17. Uses thermal heating, cutting and welding procedures</p>		
<p>18. Uses vehicle measuring and realignment equipment</p>		
<p><b>Section 5: Finalise work</b></p>		
<p>19. Checks quality of finished work</p>		
<p>20. Cleans and returns tools and equipment</p>		
<p>21. Cleans work area and disposes of waste safely</p>		
<p>22. Completes workplace documents</p>		