

### 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: Cleaning and hygiene</b>		
1. Washes hands at appropriate times and handles food safely		
2. Cleans equipment and work areas		
3. Disposes of waste safely		
4. Wears personal protective equipment		
5. Stores food and ingredients safely to prevent spoilage and contamination		
6. Identifies and reports health and hygiene hazards		
7. Completes workplace records and documents		
<b>Section 2: Following recipes</b>		
8. Accesses workplace recipes to identify requirements		
9. Schedules production based on recipe requirements		
10. Selects ingredients and calculates quantities based on recipes		
11. Selects and checks equipment appropriate to each recipe		

12. Adjusts recipes in response to dietary requirements or other customer requests		
<b>Section 3: Baking bread, cakes and pastry</b>		
<p>13. Identify the types of products you have observed the Applicant preparing:</p> <p><input type="checkbox"/> Biscuits/cookies</p> <p><input type="checkbox"/> Non-sponge cakes (e.g. fruit cake)</p> <p><input type="checkbox"/> Laminated pastry products</p> <p><input type="checkbox"/> Meringue products</p> <p><input type="checkbox"/> Artisan products (e.g. laminated croissants/danishes, fried products)</p> <p><input type="checkbox"/> Basic breads (e.g. white and brown bread products)</p> <p><input type="checkbox"/> Specialty flour products (e.g. rye, wholegrain, gluten-free)</p> <p><input type="checkbox"/> Savoury breads (e.g. using dairy, meat, vegetables and/or herbs)</p> <p><input type="checkbox"/> Sweet breads (e.g. using sugar, cream, fruit, icing, etc.)</p> <p><input type="checkbox"/> Frozen dough products</p> <p><input type="checkbox"/> Other products (please list in the comments)</p>	<p><input type="checkbox"/> Sponge cakes</p> <p><input type="checkbox"/> Puddings</p> <p><input type="checkbox"/> Non-laminated pastry products</p> <p><input type="checkbox"/> Gateaux, tortes, entremets</p>	
14. Weighs and prepares ingredients, fillings and decorations		
15. Mixes doughs and batters		
16. Divides dough/batter into required portions and moulds/shapes		
17. Adds fillings to product if required		
18. Loads product into appropriate tins/trays		
19. Bakes products using appropriate times and temperatures		
20. Unloads and de-pans baked products to cool		
21. Identifies quality issues and makes adjustments if required		
22. Finishes/decorates products according to recipe		

**Section 4: Working with others**

23. Communicates effectively with other workers		
24. Coaches other workers in job skills		
25. Communicates and sells products to retail customers		
26. Reports product faults and issues to supervisor		