

### 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: 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: Servicing, repairing or diagnosing faults in systems</b>		
10. Identify the systems the Applicant has serviced, repaired, or diagnosed: <input type="checkbox"/> Basic electrical <input type="checkbox"/> Starting <input type="checkbox"/> Charging <input type="checkbox"/> Ignition <input type="checkbox"/> Steering <input type="checkbox"/> Braking <input type="checkbox"/> Suspension <input type="checkbox"/> Engine		

<input type="checkbox"/> Emission control <input type="checkbox"/> Cooling <input type="checkbox"/> Engines <input type="checkbox"/> Fuel <input type="checkbox"/> Final drive <input type="checkbox"/> Electronic dynamic control <input type="checkbox"/> Electronic body management <input type="checkbox"/> Electronic engine management		
11. Services systems by testing, adjusting, topping up fluids and replacing components		
12. Uses diagnostic equipment		
13. Identifies faults in systems		
14. Repairs systems by dismantling, repairing or replacing components, reassembling and adjusting		
15. Follows manufacturers procedures when servicing, repairing or diagnosing systems		
<b>Section 4: Finalising work</b>		
16. Checks system for correct operation		
17. Cleans and returns tools and equipment		
18. Cleans work area		
19. Disposes of waste safely		
20. Completes workplace documents		