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### **Job Ready Program – Employment Verification Report (EVR) Automotive Electrician (ANZSCO 321111)**

The Trades Recognition Australia (TRA) Job Ready Program (JRP) is an employment-based skills assessment program for international student graduates with an Australian qualification.

**You are receiving this form because you have an employee applying for, or currently participating in, the Job Ready Program.** The information you provide in this form will allow us to confirm that the workplace and employment arrangements provide enough opportunity for the participant to develop the required skills in their nominated occupation.

#### **Your role, as the employer, is to:**

- give the participant appropriate trade level work under standard employment arrangements within a safe work environment
- nominate an employee skilled in the occupation to supervise the participant
- sign-off on the participant's progress report (usually six months after the start of the program)
- support the participant to develop and improve their skills and understanding of Australian Standards and Legislation, language, and terminology as it is used in the workplace
- help the participant to demonstrate their trade skills in an Australian workplace
- allow an approved assessor to carry out a workplace assessment of the participant's skills and job readiness (after 6 months or longer in the program).

To receive a successful workplace assessment outcome your employee (the JRP participant) will have to demonstrate the skills they have developed in the workplace. They will also have to show that they have the capacity to apply their skills and knowledge to all other tasks and duties involved in the occupation even if they are not doing them daily.

#### **How to provide the completed EVR to TRA**

This form must be completed and signed by you, as the employer and/or a nominated supervisor. The participant will upload the completed EVR in the TRA Online Portal.

If you have any questions about this form or the Job Ready Program, please visit [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au) or email [jrpinqueries@dese.gov.au](mailto:jrpinqueries@dese.gov.au).



## Section One: Participant Details

TRA Reference Number	<input type="text"/>
Participant's Name	<input type="text"/>
Date the participant started work for you	<input type="text"/>
Is the participant still employed with you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what date did they finish?	<input type="text"/>
Is the participant working as an Automotive Electrician?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what is their current occupation/job?	<input type="text"/>
Is the participant a subcontractor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, do you supervise the participant (i.e., they work under your direction and you directly assign them work)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## Section Two: Business Details

Registered Business Name	<input type="text"/>		
Address	<input type="text"/>		
Australian Business Number (ABN)	<input type="text"/>		
Address of website or web presence (e.g., Facebook)	<input type="text"/>		
Name of Employer	<input type="text"/>		
Contact number/s and email	<input type="text"/>		
Name of Supervisor	<input type="text"/>		
Contact number/s and email	<input type="text"/>		
Number of Automotive Electrician staff employed	<input type="text"/>		
Number of hoists	<input type="text"/>		
Is the workshop equipped to service and repair the following vehicles?	<input type="checkbox"/> Heavy Commercial	<input type="checkbox"/> Light Commercial	<input type="checkbox"/> Light Passenger <input type="checkbox"/> Other (please specify)
Do you have a mobile breakdown service?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you provide pay slips?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If YES, how often?	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly



If NO, do you direct deposit wages to the participant under sub-contracting arrangements?  YES  NO

If NO, please provide reason.

### Section Three: Tasks Performed

**Automotive Electrician [321111]:** Repair and maintain automotive electrical systems in motor vehicles, motorcycles, light and heavy commercial vehicles and buses and their associated parts and components including trailers and all electrical or electronic accessories.

Please tell us about the work the JRP participant is doing, or will have the opportunity to do, in your workplace as an Automotive Electrician.

This section is divided into *trade* skills (the tasks and work they do; the tools and equipment they use) and *workplace* skills (how they communicate and work with others; how they get the work done).

It is important that the participant has the opportunity in your workplace to develop their skills and understanding in all these areas. If you tick no to any of the questions below, please provide reasons in the comments box.

#### Trade Skills

Tasks and Duties	Yes	No	Comments
Identifying the occupational health and safety and workshop procedures required to complete tasks safely	<input type="checkbox"/>	<input type="checkbox"/>	
Diagnosing electrical faults in motor vehicles	<input type="checkbox"/>	<input type="checkbox"/>	
Dismantling electrical and electronic systems	<input type="checkbox"/>	<input type="checkbox"/>	
Installing equipment and accessories, such as: stereos, electric braking systems, communication equipment, security systems	<input type="checkbox"/>	<input type="checkbox"/>	
Reassembling, testing, cleaning, and adjusting repaired or replaced parts or assemblies, using various instruments to make sure they are working properly and replacing into the vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
Tuning engines using special electronic equipment, and linking body control modules to electronic control modules	<input type="checkbox"/>	<input type="checkbox"/>	
Developing knowledge of machines and tools, including their designs, uses, repair, and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
Diagnosing, repairing, and replacing engine management/fuel injection components	<input type="checkbox"/>	<input type="checkbox"/>	
Testing and repairing electrical/electronic systems such as: lighting; instrumentation; ignition; and driver aids (e.g., AEB, ABS, Adaptive Cruise Control)	<input type="checkbox"/>	<input type="checkbox"/>	



## Workplace Skills

The participant will build their understanding of the workplace by:	Yes	No	Comments
Learning about the Australian Standards, legislation, regulations, and terminology, relevant to the Automotive Electrical industry	<input type="checkbox"/>	<input type="checkbox"/>	
Managing resources	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with others	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating effectively	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and resolving issues and problems	<input type="checkbox"/>	<input type="checkbox"/>	

## Additional Information/Comments

Please write in the space below if you have any further information and/or comments on the JRP participant's work performance or duties.



## Section Four: Supervisor and Employer Declaration

NOTE: Penalties apply under the Crimes Act 1914 and the Criminal Code Act 1995 may apply for making false or misleading statements and providing false or misleading information or documents.

I confirm that:

- a. I am an authorised representative of the business listed in Section 2
- b. the information in Sections 1 and 2 above is accurate
- c. the information in Section 3 is a true and accurate record of the tasks and duties that the JRP participant is doing, or will be doing, in this workplace
- d. I agree to allow a workplace assessment of the participant's skills.

Supervisor Name

Position

Signature

Date (dd/mm/yyyy)

Employer Name (if different  
to Supervisor)

Signature

Date (dd/mm/yyyy)