



# Job Ready Program – Employment Verification Report (EVR) Baker (ANZSCO 351111)

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.

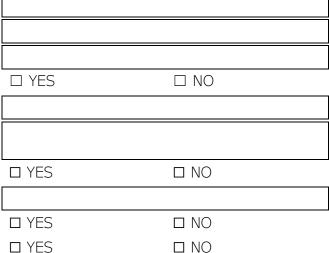
If you have any questions about this form or the Job Ready Program, please visit <u>www.tradesrecognitionaustralia.gov.au</u> or email <u>jrpenquiries@dewr.gov.au</u>.



Australian Government Department of Employment and Workplace Relations

# **Section One: Participant Details**

TRA Reference NumberParticipant's NameDate the participant started work for youIs the participant still employed with you?Is the participant still employed with you?If NO, what date did they finish?How many hours/week on average are they<br/>working/did they work?Is the participant working as a Baker?If NO, what is their current occupation/job?Is the participant a subcontractor?If YES, do you supervise the participant (i.e.,<br/>they work under your direction and you directly



#### **Section Two: Business Details**

assign them work)?

Registered Business Name			
Address			
Australian Business Number (ABN)			
Address of website or web presence (e.g., Facebook)			
Name of Employer			
Contact number/s and email			
Name of Supervisor			
Contact number/s and email			
Number of Bakers employed			
Do you provide pay slips?	□ YES	□ NO	
If YES, how often?	□ Weekly	□ Fortnightly	□ Monthly
If NO, do you direct deposit wages to the participant under sub- contracting arrangements? If NO, please provide	□ YES	□ NO	
reason.			







### **Section Three: Tasks Performed**

**Baker [351111]:** Prepare and bake bread loaves and rolls, including specialty breads. Tasks include weighing, mixing, and kneading ingredients; shaping and moulding the mixture before baking; loading and unloading the mixture for baking; and monitoring all stages of production in order to ensure a high standard and quality of product are attained at all times.

Bakers work in a range of businesses including small bakeries to medium sized bakeries. These businesses may have a retail outlet or may operate as a wholesaler to other food outlets. This occupational group does not include plant bakers who work in commercial plant baking enterprises that produce large volumes of bread for distribution to shops, supermarkets and catering outlets.

Please tell us about the work the JRP participant is doing, <u>or will have the opportunity to do</u>, in your workplace as a Baker.

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 <u>all</u> these areas. If you tick <u>no</u> to any of the questions below, please provide reasons in the comments box.

### Trade Skills

Tasks and Duties	Yes	No	Comments
Checking the cleanliness and operation of equipment and			
premises before production runs to ensure compliance with			
occupational health and safety regulations			
Using the required Personal Protective Equipment (PPE)			
needed to undertake all tasks and duties			
Checking the quality of ingredients			
Measuring and weighing ingredients for making dough			
Mixing, kneading, maturing, moulding, cutting, and shaping			
dough for bread loaves and rolls, including specialty breads			
Loading tins or trays into proofers and ovens			
Operating ovens, including using correct oven start up			
procedures, settings, and temperature controls			
Monitoring oven temperatures			
Monitoring baking process, including checking crust colour,			
sheen, uniformity of shape, and size of product, and taking			
corrective action to maintain quality of product			
Unloading ovens and arranging de-panning and cooling of			
bread			





# Workplace Skills

The participant will build their understanding of the	Yes	No	Comments
workplace by:			
Learning about Australian standards, legislation, and			
regulations that apply to Bakers			
Identifying the occupational health and safety procedures			
required to complete tasks safely			
Managing resources			
Working effectively with others			
Communicating effectively			

## **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 true and 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)	