



## **Job Ready Program – Employment Verification Report (EVR) Chef (ANZSCO 351311)**

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 [jrpenquiries@dewr.gov.au](mailto:jrpenquiries@dewr.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"/>
How many hours/week on average are they working/did they work?	<input type="text"/>
Is the participant working as a Chef?	<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"/>
Business Trading 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 kitchen staff employed	<input type="text"/>
Cuisine (e.g., Indian, Italian)	<input type="text"/>
Seating capacity	<input type="text"/>
Approximate number of meals served per day	<input type="text"/>
Type of business	<input type="checkbox"/> Bistro <input type="checkbox"/> Café <input type="checkbox"/> Catering <input type="checkbox"/> Fast food outlet <input type="checkbox"/> Restaurant <input type="checkbox"/> Other (please specify)



Service types	<input type="checkbox"/> Dine in	<input type="checkbox"/> Home delivery	<input type="checkbox"/> Take away
	<input type="checkbox"/> Menu Log	<input type="checkbox"/> Uber Eats	<input type="checkbox"/> Other (please specify)
Opening times	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, please provide reason.			

### Section Three: Tasks Performed

**Chef [351311]:** Plan, organise and participate in the preparation and cooking of food and would typically be expected to: assist with recruitment; supervise cooks and other kitchen staff; demonstrate cooking techniques and advise on procedures; train kitchen staff; explain, implement and enforce hygiene regulations; deal with suppliers; assist with planning staff rosters and menus; and develop recipes.

Chefs may also specialise in preparing and cooking particular cuisines, e.g., Indian or Italian. Other specialisations may include entrees, desserts, and pastry cooking.

Duties of a chef may vary depending on where they work. In larger establishments, such as hotels, clubs, catering companies and restaurants, chefs may supervise one or more sections of the kitchen. In smaller establishments, chefs may independently manage the full operation of the kitchen.

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

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
Explaining, implementing, and enforcing hygiene regulations and proper cleaning processes	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrating understanding of safety principles and correct use of equipment	<input type="checkbox"/>	<input type="checkbox"/>	



Examining foodstuffs to ensure quality: including when receiving goods, and during preparation and serving	<input type="checkbox"/>	<input type="checkbox"/>
Planning, organising, and participating in the preparation and cooking of food, including involvement in development of menus	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring the quality of dishes prepared in the kitchen at all stages of preparation and presentation	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring correct temperatures of ovens, grills, and other cooking equipment	<input type="checkbox"/>	<input type="checkbox"/>
Preparing and cooking food using different cooking methods and techniques	<input type="checkbox"/>	<input type="checkbox"/>
Seasoning food during cooking	<input type="checkbox"/>	<input type="checkbox"/>
Portioning food, placing it on plates, and adding sauces and garnishes	<input type="checkbox"/>	<input type="checkbox"/>
Storing food in temperature-controlled facilities	<input type="checkbox"/>	<input type="checkbox"/>
Preparing food to meet special dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>
Working unsupervised/independently	<input type="checkbox"/>	<input type="checkbox"/>
Supervising cooks and/or other kitchen staff	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrating different cooking methods and techniques and advising on procedures	<input type="checkbox"/>	<input type="checkbox"/>
Training kitchen staff	<input type="checkbox"/>	<input type="checkbox"/>

**Workplace Skills**

The participant will build their understanding of the workplace by:	Yes	No	Comments
Learning about Australian standards, legislation, and regulations that apply to chefs	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying the occupational health and safety procedures required to complete tasks safely	<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, particularly about health and safety, hygiene, and quality control issues	<input type="checkbox"/>	<input type="checkbox"/>	
Being adaptable, 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 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)	