



Job Ready Program – Employment Verification Report (EVR) Joiner (ANZSCO 331213)

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 or email jrpenquiries@dewr.gov.au.





Section One: Participant Details

TRA Reference Number			
Participant's Name			
Date the participant started	work for you		
Is the participant still employed with you?		☐ YES	□ NO
If NO, what date did they fi	nish?		
How many hours/week on a working/did they work?			
Is the participant working as a Joiner? If NO, what is their current occupation/job?		☐ YES	□ NO
Is the participant a subcont			ПМО
If YES, do you supervise the		☐ YES	□ NO
they work under your direct assign them work)?		LI TES	□ NO
Section Two: Busine	ss Details		
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 Joiners employed			
Type of business	☐ Commercial ☐ Interior	☐ Retail ☐ Exterior	☐ Other (please specify)
Do you provide pay slips?	□ YES □ NO		
If YES, how often?	☐ Weekly ☐ Fortr	nightly 🗆 Mont	hly
If NO, do you direct deposit wages to the participant under sub-	□ YES □ NC		





contracting		
arrangements?		
If NO, please provide		
reason.		
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Section Three: Tasks Performed

Joiner [331213]: Cuts, shapes, and fits timber parts in workshops to form structures and fittings, ready for installation. e.g.: interior and exterior doors and door frames, window frames, stairs, balustrades, benchtops, bookshelves, cabinets, furniture.

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

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
Identifying the occupational health and safety procedures			
required to complete different tasks efficiently and safely			
Using and understanding the required Personal Protective			
Equipment (PPE) needed to undertake all tasks and duties			
Studying drawings and specifications to determine materials			
required, dimensions and installation procedures	_	_	
Ordering and selecting timbers and materials, and preparing			
layouts	_	_	
Cutting materials, and assembling and nailing cut and			
shaped parts	_		
Assembling prepared wood to form structures and fittings			
ready to install	_	_	
Assembling prepared wood to form structures and fittings			
ready-to-install	_	_	
Preparing surfaces for painting			
Installing linings, papelling, and mouldings			
installing linings, panelling, and mouldings	Ш		
Installing linings, panelling, and mouldings			





Workplace Skills

The participant will build their understanding of the	Yes	No	Comments
workplace by:			
Learning about the Australian Standards, legislation,			
regulations, and terminology, relevant to the Joinery industry			
Managing resources			
Working effectively with others			
Communicating effectively			
Identifying and resolving issues and problems			
Additional Information/Comments Please write in the space below if you have any further info JRP participant's work performance or duties.	ormatior	and/or	comments on the





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)	