



Job Ready Program – Employment Verification Report (EVR) Nurseryperson (ANZSCO 362411)

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 jrpenguiries@dewr.gov.au.





Section One: Participant Details

TRA Reference Number			
Participant's Name			
Date the participant started v	vork for you		
Is the participant still employ	ed with you?	☐ YES	□ NO
If NO, what date did they finish?			
How many hours/week on average are they working/did they work?			
Is the participant working as a Nurseryperson? If NO, what is their current occupation /ioh?		☐ YES	□ NO
If NO, what is their current occupation/job? Is the participant a subcontractor?			
		□ YES	□ NO
If YES, do you supervise the they work under your direction assign them work)?		□ YES	□ NO
Section Two: Busines	s 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 Nurserypersons employed			
Type of business	☐ Contract☐ Retail	☐ Landscaping	☐ Maintenance ☐ Other (please specify)
Do you provide pay slips?	□ YES □	NO	
If YES, how often?	□ Weekly □ F	Fortnightly 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

Nurseryperson [362411]: Propagates and cultivates trees, shrubs, and ornamental and flowering plants in plant nurseries.

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 Nurseryperson.

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, and workplace			
procedures required to complete tasks safely			
Safe use and storage of chemicals (disinfectants, pesticides,			
herbicides) according to label instructions, SDSs, and legislative requirements			
Identifying and implementing nursery hygiene and			
biosecurity practices		Ш	
Safely operating, and knowing the safety limits of, all			
machinery and tools used in the workplace			
Preparation of growing area and ideal growing environments			
Preparing growing media and containers before use			
Selecting seeds, cuttings, or propagation material and undertake propagation methods			
Watering plants manually and controlling automatic watering			
operations			
Identifying pests, diseases, weeds, nutritional and			
environmental plant disorders, and options for their control			
Keeping records for traceability of growing media, and			
treatments, losses, and production of plant batches			
Maintaining the health of stock plants			
Providing information on plant care and appropriate plants for			
local conditions			





Workplace Skills

The participant will build their understanding of the	Yes	No	Comments
workplace by:			
Learning about the Australian Standards, legislation, and		П	
regulations relevant to nurserypersons			
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	r 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)	