



# Job Ready Program – Employment Verification Report (EVR) Sheetmetal Worker (ANZSCO 322211)

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 <a href="mailto:www.tradesrecognitionaustralia.gov.au">www.tradesrecognitionaustralia.gov.au</a> or email <a href="mailto:jrpenquiries@dewr.gov.au">jrpenquiries@dewr.gov.au</a>.





# **Section One: Participant Details**

TRA Reference Number			
Participant's Name			
Date the participant started v	vork for you		
Is the participant still employ	red with you?	☐ YES	□NO
If NO, what date did they fin	sh?		
How many hours/week on avworking/did they work?	erage are they		
Is the participant working as a Sheetmetal Trades Worker?		□ YES	□ NO
If NO, what is their current o	ccupation/job?		
Is the participant a subcontractor?		☐ YES	□ NO
If YES, do you supervise the participant (i.e., they work under your direction and you directly 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 Sheetmetal Trades Workers employed			
Type of business	☐ Construction☐ Production	☐ Design ☐ Other (please specify)	☐ Maintenance
Do you provide pay slips?	□ YES □	NO	
If YES, how often?	□ Weekly □ F	ortnightly $\square$ Monthly	
If NO, do you direct deposit wages to the participant under sub-contracting arrangements?	□ YES □ NO		



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If NO, please provide reason.

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

Sheetmetal Trades Worker [32211]: Marks out, shapes, forms, and joins sheetmetal and other materials to make products and components.

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 Sheetmetal Trades Worker.

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 and implementing the work health and safety procedures required to complete tasks safely, including use			
of Personal Protective Equipment (PPE)			
Studying blueprints, drawings, and specifications to			
determine job, material, and equipment requirements			
Marking-out metal stock with reference points and lines,			
using templates, gauges, and other measuring instruments			
Shaping and forming cut metal stock into products using			
folding and bending machines, rollers, presses, and			
hammers			
Finishing products by polishing, filing, sanding, and cleaning			
assembled products			

### 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 a Sheetmetal Trades Worker			
Managing resources			
Working effectively with others			
Communicating effectively			
Identifying and resolving issues and problems			





# **Additional Information/Comments**

Please write in the space below JRP participant's work performa	if you have any further information and/or comments on the ance or duties.
<b>Section Four: Superviso</b>	r and Employer Declaration
	ne Crimes Act 1914 and the Criminal Code Act 1995 may apply statements and providing false or misleading information or
I confirm that:	
<ul><li>b. the information in Section</li><li>c. the information in Section</li><li>the JRP participant is do</li></ul>	esentative of the business listed in Section 2 ons 1 and 2 above is true and accurate on 3 is a true and accurate record of the tasks and duties that sing, or will be doing, in this workplace olace 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)	