



Job Ready Program – Skills Progress Report (SPR) Airconditioning and Refrigeration Mechanic (ANZSCO 342111)

As a participant in the Job Ready Program, you need to give Trades Recognition Australia (TRA) an update on your progress after six months of employment under the program.

Why you need to complete the Skills Progress Report (SPR)

It allows you to assess how you are progressing in your workplace and report on your skills development.

It is an opportunity for you to check with your employer that you are on the right track for a successful Job Ready Workplace Assessment (JRWA).

It lets us know what you are doing in your workplace.

Your completed SPR will be given to the person who will assess your skills and how you go about your work. In the JRWA the assessor will ask you questions about the information given in this form, so it is important that your answers are accurate.

How to fill in the SPR

Tell us about your *trade* skills (the tasks and the work you do; the tools and equipment you use); and your *workplace* skills (how you communicate and work with others; how you get the work done). Answers must be about the work that you have done in this workplace (not work done in a previous workplace).

For each question, please answer either:

- **Yes** (Yes, I am doing this or have done this), OR
- **No** (No, this is not something I have done or will be doing in this workplace) OR
- **Not Yet** (this is something that I will be doing in this workplace but have not yet had the opportunity to do it).

If you or your supervisor/employer want to give us more information this can be written under 'comments'.

How to provide your completed SPR and pay evidence to TRA

Your pay evidence covering the same period must be submitted with your SPR.

Log in to the [TRA Online Portal](#) and upload your completed SPR and pay evidence in PDF format using the *Document Uploads* link.

What happens if your supervisor or employer changes

Let us know in Section 2 if your supervisor has changed.

If you have left your employer, please get your previous employer or supervisor to sign an SPR for the work you did there.

When you have a new employer please register your new employer in the [TRA Online Portal](#) as soon as possible. You will need to upload a completed Employment Verification Report (EVR) for your new employer. EVRs can be downloaded from www.tradesrecognitionaustralia.gov.au You do **not** have to pay a fee to register a new employer.



Section One: JRP Participant Details

TRA Reference Number

Participant's Name

Are you still employed with this employer?

YES

NO

If NO, what date did you finish (dd/mm/yyyy)?

Are you working as an Airconditioning and Refrigeration Mechanic?

YES

NO

If NO, what date did this change and what is your current occupation/job?

Section Two: Employer/Nominated Supervisor Details

Registered Business Name

Business Address

Name of Employer

Employer's contact number/s and email

Name of supervisor

Supervisor's contact number/s and email

Is this a new supervisor?

YES

NO

Do you want your supervisor details updated?

YES (*The change is permanent*)

NO (*The change is temporary*)



Section Three: Work Performed by JRP Participant

This SPR covers the period
between (dd/mm/yyyy):

Start Date

End Date

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Airconditioning and Refrigeration Mechanic [342111]: Assemble, install, maintain and repair industrial, commercial, and domestic air-conditioning and refrigeration systems and equipment. Licensing or registration may be required.

Note: During your workplace assessment you will be asked to demonstrate the skills you have developed in the workplace. You will also need to talk about and understand other tasks and duties involved in the occupation even if you are not doing them regularly in your current workplace.

Please tick (✓) the skills you have demonstrated over the period covered by the SPR. Each question must have a response: 'Yes' (Y), 'No' (N), or 'Not Yet' (NY).

Trade Skills

What I did/am doing at work – essential tasks and duties	Y	N	NY	Comments
Identifying and implementing the work health and safety procedures required to complete tasks safely, including the use of Personal Protective Equipment, job safety analyses, and Safe Work Method Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Installing and repairing components such as: compressors, condensers, gas, refrigerant, oil and chilled water, evaporators, motors, switches and gauges, flow controls, fan motors, fan blades, water pumps, liquid flow controls, contactors, overloads, thermostats, thermistors, V-belts, and filter driers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Undertaking disconnect/reconnect procedures on electrical components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drilling holes, installing mounting brackets and cutting, bending, and threading piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bolting, soldering, riveting, welding, flaring, swaging, dry nitrogen purging, pressure testing, leak detecting and brazing pipes, to connect equipment; and checking alignment and accuracy of fit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filling systems with gas or fluid to check for leaks using leak detection equipment, pressure testing, commissioning, dry nitrogen gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing and operating refrigeration systems, checking mechanisms and making adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removing test gas and fluid using vacuum pumps, and filling with refrigerant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Checking and overhauling refrigeration systems, diagnosing faults, and repairing and replacing defective components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adjusting system controls, for example, flow controls, thermostats, HP/LP controls, timers, and mechanisms, and reassembling systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recording causes of malfunctioning and the action taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional tasks and duties	Y	N	NY	Comments
Establishing job requirements from drawings and specifications, and laying out installation reference points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I gained experience in using tools and equipment, including:	Y	N	NY	Comments
Hand tools such as chisels, flaring tools, pliers, pressure gauges, screwdrivers, shifters, tube cutters, vacuum pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools such as drills, grinders, jackhammers, power saws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Welding equipment and pipe bending equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specialist testing equipment such as multi-meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nitrogen regulators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting the tools and equipment required for different tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workplace Skills

I am building my workplace skills by:	Y	N	NY	Comments
Complying with Australian Standards, legislation, regulations, and terminology relevant to Airconditioning and Refrigeration Mechanics, including Refrigerant Handling Licence and Restricted Electrical Licence requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ordering materials and supplies and checking orders received for quantity and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with supervisors, other staff or tradespeople using the correct language and terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with customers about work requirements and work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and dealing with risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Additional Information/Comments

If you have any further information and/or comments on your work performance or duties, please write them here.

Section Four: Declarations

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.

Employer/Nominated Supervisor

By signing this report, you are confirming that you are an authorised representative of this business and the information in the table above is a true and accurate record of the tasks and duties performed by the Job Ready Program participant in this workplace.

Supervisor Name

Supervisor Position

Supervisor Signature

Date (dd/mm/yyyy)

Employer/Nominated Supervisor Comments

If you have any comments or additional information on the participant's work performance or duties, please provide these in the box below.



Job Ready Program Participant

Please tick (✓):

- The information I have supplied on this form is true and correct
- Pay evidence has been provided for the period claimed

Signature of JRP participant:

Date (dd/mm/yyyy):