



## Job Ready Program – Skills Progress Report (SPR) Baker (ANZSCO 351111)

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.

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### 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.

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### 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'.

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### 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.

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### 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](http://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 a Baker?

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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**Baker [351111]:** Prepare and bake bread loaves and rolls, including specialty breads. Tasks include weighing, mixing, and kneading ingredients; shaping and moulding the mixture before baking; loading and unloading the mixture for baking; and monitoring all stages of production in order to ensure a high standard and quality of product are attained at all times.

Bakers work in a range of businesses including small bakeries to medium sized bakeries. These businesses may have a retail outlet or may operate as a wholesaler to other food outlets. This occupational group does not include plant bakers who work in commercial plant baking enterprises that produce large volumes of bread for distribution to shops, supermarkets and catering outlets.

**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
Checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using the required Personal Protective Equipment (PPE) needed to undertake all tasks and duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking the quality of ingredients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Measuring and weighing ingredients for making dough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mixing, kneading, maturing, moulding, cutting, and shaping dough for bread loaves and rolls, including specialty breads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loading tins or trays into proofers and ovens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating ovens, including using correct oven start up procedures, settings, and temperature controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring oven temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring baking process, including checking crust colour, sheen, uniformity of shape, and size of product, and taking corrective action to maintain quality of product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Unloading ovens and arranging de-panning and cooling of bread	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional tasks and duties</b>	<b>Y</b>	<b>N</b>	<b>NY</b>	<b>Comments</b>
Checking production schedules to determine the variety and quantity of goods to bake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking recipes to confirm ingredients, preparation, and baking times for different types of bread loaves and rolls, including specialty breads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determining the cause and addressing faults in bread products relating to ingredients, production process or storage conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emptying, cleaning and greasing baking trays, tins, and other cooking equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating slicing and wrapping machines to prepare bread for sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ordering baking supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Co-ordinating the forming, loading, and baking of batches of bread loaves and rolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Co-ordinating the forming, loading, and baking of batches of bread loaves and rolls</b>	<b>Y</b>	<b>N</b>	<b>NY</b>	<b>Comments</b>
Hand tools and utensils including dough dividers, sieves, bread pans, trays, stirrers, scoops, cutters, scales, rolling pins, wooden spoons, spatulas, thermometers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen equipment such as: ovens, moulding and rounding equipment, dough dividers, humidity units, prover units, bread slicers, starter processors, water chillers and meters, scales, mixers, oven-loading equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining utensils, equipment, and work areas in good and safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### **Workplace Skills**

<b>I am building my workplace skills by:</b>	<b>Y</b>	<b>N</b>	<b>NY</b>	<b>Comments</b>
Complying with Australian standards, legislation, and regulations that apply to Bakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating effectively, particularly about health and safety, hygiene, and quality control issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing with customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working unsupervised	<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"/>	
Maintaining work hours	<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):