# 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.

|  |  |
| --- | --- |
| 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 | Log in to the [TRA Online Portal](https://extranet.employment.gov.au/trades/Interface/Pages/Security/Logon.aspx) and upload your completed SPR 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](https://extranet.education.gov.au/trades/Interface/Pages/Security/Logon.aspx) 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  |
|  |  |

**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 | [ ]  | [ ]  | [ ]  |  |
| Using the required Personal Protective Equipment (PPE) needed to undertake all tasks and duties | [ ]  | [ ]  | [ ]  |  |
| Checking the quality of ingredients | [ ]  | [ ]  | [ ]  |  |
| Measuring and weighing ingredients for making dough | [ ]  | [ ]  | [ ]  |  |
| Mixing, kneading, maturing, moulding, cutting, and shaping dough for bread loaves and rolls, including specialty breads | [ ]  | [ ]  | [ ]  |  |
| Loading tins or trays into proofers and ovens | [ ]  | [ ]  | [ ]  |  |
| Operating ovens, including using correct oven start up procedures, settings, and temperature controls | [ ]  | [ ]  | [ ]  |  |
| Monitoring oven temperatures | [ ]  | [ ]  | [ ]  |  |
| Monitoring baking process, including checking crust colour, sheen, uniformity of shape, and size of product, and taking corrective action to maintain quality of product | [ ]  | [ ]  | [ ]  |  |
| Unloading ovens and arranging de-panning and cooling of bread | [ ]  | [ ]  | [ ]  |  |
| Additional tasks and duties | **Y** | **N** | **NY** | **Comments** |
| Checking production schedules to determine the variety and quantity of goods to bake | [ ]  | [ ]  | [ ]  |  |
| Checking recipes to confirm ingredients, preparation, and baking times for different types of bread loaves and rolls, including specialty breads | [ ]  | [ ]  | [ ]  |  |
| Determining the cause and addressing faults in bread products relating to ingredients, production process or storage conditions | [ ]  | [ ]  | [ ]  |  |
| Emptying, cleaning and greasing baking trays, tins, and other cooking equipment | [ ]  | [ ]  | [ ]  |  |
| Operating slicing and wrapping machines to prepare bread for sale | [ ]  | [ ]  | [ ]  |  |
| Ordering baking supplies | [ ]  | [ ]  | [ ]  |  |
| Co-ordinating the forming, loading, and baking of batches of bread loaves and rolls | [ ]  | [ ]  | [ ]  |  |
| Co-ordinating the forming, loading, and baking of batches of bread loaves and rolls | **Y** | **N** | **NY** | **Comments** |
| Hand tools and utensils including dough dividers, sieves, bread pans, trays, stirrers, scoops, cutters, scales, rolling pins, wooden spoons, spatulas, thermometers | [ ]  | [ ]  | [ ]  |  |
| 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 | [ ]  | [ ]  | [ ]  |  |
| Maintaining utensils, equipment, and work areas in good and safe condition | [ ]  | [ ]  | [ ]  |  |

***Workplace Skills***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am building my workplace skills by: | Y | N | NY | Comments |
| Complying with Australian standards, legislation, and regulations that apply to Bakers | [ ]  | [ ]  | [ ]  |  |
| Working effectively with team members | [ ]  | [ ]  | [ ]  |  |
| Communicating effectively, particularly about health and safety, hygiene, and quality control issues | [ ]  | [ ]  | [ ]  |  |
| Dealing with customers | [ ]  | [ ]  | [ ]  |  |
| Working unsupervised | [ ]  | [ ]  | [ ]  |  |
| Working under pressure | [ ]  | [ ]  | [ ]  |  |
| Identifying and dealing with risks | [ ]  | [ ]  | [ ]  |  |
| Maintaining work hours | [ ]  | [ ]  | [ ]  |  |

**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 |
| Signature of JRP participant: |  | Date (dd/mm/yyyy): |