



## Job Ready Program – Skills Progress Report (SPR) Bricklayer (ANZSCO 331111)

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

Log in to the [TRA Online Portal](#) and upload your completed SPR 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.

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### Section One: JRP Participant Details

TRA Reference Number	<input style="width: 100%;" type="text"/>
Participant's Name	<input style="width: 100%;" type="text"/>
Are you still employed with this employer?	<input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span>
If NO, what date did you finish (dd/mm/yyyy)?	<input style="width: 100%;" type="text"/>
Are you working as a Bricklayer?	<input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span>
If NO, what date did this change and what is your current occupation/job?	<input style="width: 100%;" type="text"/>

### Section Two: Employer/Nominated Supervisor Details

Registered Business Name	<input style="width: 100%;" type="text"/>
Business Address	<input style="width: 100%;" type="text"/>
Name of Employer	<input style="width: 100%;" type="text"/>
Employer's contact number/s and email	<input style="width: 100%;" type="text"/>
Name of supervisor	<input style="width: 100%;" type="text"/>
Supervisor's contact number/s and email	<input style="width: 100%;" type="text"/>
Is this a new supervisor?	<input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span>
Do you want your supervisor details updated?	<input type="checkbox"/> YES ( <i>The change is permanent</i> ) <span style="margin-left: 100px;"><input type="checkbox"/> NO (<i>The change is temporary</i>)</span>



### Section Three: Work Performed by JRP Participant

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

Start Date

End Date

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**Bricklayer [331111]:** Laying bricks, pre-cutting stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

**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 the occupational health and safety and workplace procedures required to complete different tasks efficiently and safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Studying drawings and specifications to determine materials required, dimensions and installation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erecting and dismantling restricted height scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sealing foundations with damp-resistant materials and spreading layers of mortar to serve as base and binder for blocks using trowels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laying bricks and/or blocks in rows, designing and shaping, and spreading mortar between joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Constructing string lines or erecting dumpy levels/lasers to maintain vertical and horizontal alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting and shaping bricks and blocks using machines and hand tools to fit irregular spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Constructing walls using stone slabs and large masonry slab blocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leveling and straightening corners, angles, wall, and ceiling surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Constructing irregular shapes and patterns to comply with design requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What I did/am doing at work – additional tasks and duties	Y	N	NY	Comments



Repairing existing fittings/structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using dyes and pigments to colour mortar consistently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>I gained experience in using tools and equipment, including:</b>	<b>Y</b>	<b>N</b>	<b>NY</b>	<b>Comments</b>
Using and understanding the required Personal Protective Equipment (PPE) needed to undertake tasks and duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting the tools and equipment required for various tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment such as: scaffolding, trestles, ladders, and stilts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand tools such as: hammers, knives, finishing trowels, effects trowels, various floats, straight edges, mud boards, scrapers, mixing paddles, extension poles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools such as: circular saws, mortar mixers, heavy-duty mixing drills, screw guns, sanders, splatter machines, texture guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining tools, 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>
Learning about the Australian Standards, legislation and regulations that apply to Bricklayers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining tools, equipment, and work area in good and safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking orders received for quality and quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying safe work practices and workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following plans, instructions, and site rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring that my work is done properly and on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working safely and effectively with team members and other tradespeople on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating clearly and effectively	<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.

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### **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

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Supervisor Position

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Supervisor Signature

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Date (dd/mm/yyyy)

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### **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):