



## Job Ready Program – Skills Progress Report (SPR) Cook (ANZSCO 351411)

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

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 cook?

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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**Cook [351411]:** Prepare, season and cook food in dining and catering establishments. The range of duties carried out by cooks varies depending on where they work. In hotels, clubs, and restaurants, cooks often specialise in preparing and cooking a particular type of food. They may also specialise in national cuisine (e.g., Thai, Vietnamese, French, Indian or Italian). Other specialisations include entrees, desserts, international and pastry cooking.

**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
Explaining, implementing, and enforcing hygiene regulations and proper cleaning processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrating understanding of safety principles and practices, and correct use of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Examining foodstuffs to ensure quality: including when receiving goods, and during preparation and serving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring correct temperatures of ovens, grills, and other cooking equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing and cooking food using different cooking methods and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seasoning food during cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portioning food, placing it on plates, and adding sauces and garnishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storing food correctly in temperature-controlled facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing food to meet special dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional tasks and duties	Y	N	NY	Comments
Contributing to the planning of menus and estimating food requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining temperature logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Planning and preparing a range of dishes/recipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and preparing dishes/recipes according to different dietary and cultural needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performing stocktakes, ordering, processing delivery of stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working unsupervised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>I gained experience in using utensils and equipment, including:</b>	<b>Y</b>	<b>N</b>	<b>NY</b>	<b>Comments</b>
Kitchen equipment such as: ranges and ovens; scales; grills and griddles; deep fryers; salamanders; food processors; blenders; mixers; slicers; frypans; woks; steamers (Circle those used and write any others in the comments column)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knives and knife techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utensils and other implements	<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 cooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining kitchen equipment and work areas in a clean and safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ordering foodstuffs and supplies and checking orders received for quantity and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organising and taking responsibility for my section of the kitchen to ensure efficient kitchen operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with team members, and understanding the roles of management, staff and others associated with the business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating effectively with Head Chef and/or other Chefs in specialist roles, Front of House staff, managers, other team members, and suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being adaptable, 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

Signature of JRP participant:

Date (dd/mm/yyyy):