# Job Ready Program – Skills Progress Report (SPR)

## Joiner (ANZSCO 331213)

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. |
| 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.employment.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 Joiner? | 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 |
|  |  |

**Joiner [331213]:** Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation. e.g.: interior and exterior doors and door frames, window frames, stairs, balustrades, benchtops, bookshelves, cabinets, furniture.

##### **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 procedures required to complete different tasks efficiently and safely |  |  |  |  |
| Using and understanding the required Personal Protective Equipment (PPE) needed to undertake all tasks and duties |  |  |  |  |
| Studying drawings and specifications to determine materials required, dimensions and installation procedures |  |  |  |  |
| Ordering and selecting timbers and materials, and preparing layouts |  |  |  |  |
| Cutting materials, and assembling and nailing cut and shaped parts |  |  |  |  |
| Assembling prepared wood to form structures and fittings ready to install |  |  |  |  |
| Assembling prepared wood to form structures and fittings ready-to-install |  |  |  |  |
| Preparing surfaces for painting |  |  |  |  |
| Installing linings, panelling, and mouldings |  |  |  |  |
| Additional tasks and duties | **Y** | **N** | **NY** | **Comments** |
| Manufacturing stair components |  |  |  |  |
| Installing and replacing door and window frames |  |  |  |  |
| Cutting wood joints |  |  |  |  |
| Constructing bulkheads |  |  |  |  |
| Constructing timber external stairs |  |  |  |  |
| Setting-out and assembling cabinets, wall units, counters, and benchtops |  |  |  |  |
| Refurbishing timber sashes to window frames |  |  |  |  |
| I gained experience in using tools and equipment, including: | **Y** | **N** | **NY** | **Comments** |
| Hand tools such as: hammers, chisels, hand planes, measuring tools, hand saws, mitre saws, mitre boxes and spirit levels |  |  |  |  |
| Power tools such as: circular saws, jigsaws, electric sanders, planers, dumpy or laser levels, drills, screw drivers, and nail guns |  |  |  |  |
| Scaffolding, trestles, and ladders |  |  |  |  |
| Ventilation equipment and extraction units |  |  |  |  |
| Following plans, instructions, and site rules |  |  |  |  |
| Maintaining tools, equipment, and work areas to ensure they are in good and safe condition |  |  |  |  |

***Workplace Skills***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am building my workplace skills by: | Y | N | NY | Comments |
| Learning about the Australian Standards, legislation and regulations that apply to Joiners |  |  |  |  |
| Ordering materials and supplies and checking orders received for quantity and quality |  |  |  |  |
| Ensuring that my work is done properly and on time. |  |  |  |  |
| Talking with supervisors, other staff or tradespeople using the correct language and terminology. |  |  |  |  |
| Talking with customers about work requirements and work performed. |  |  |  |  |
| Working safely and effectively with other tradespeople on site |  |  |  |  |
| Working under pressure. |  |  |  |  |
| Identifying and dealing with risks. |  |  |  |  |
| Working unsupervised at times |  |  |  |  |

**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 |  |
| 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): |