



Job Ready Program – Skills Progress Report (SPR) Locksmith (ANZSCO 323313)

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 <u>assess how you are progressing</u> in your workplace and report on your skills development.

It is an <u>opportunity for you to check with your employer that you are on the right track</u> 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) <u>OR</u>
- **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 <u>TRA Online Portal</u> 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 <u>TRA Online Portal</u> as soon as possible. You will need to upload a completed Employment Verification Report (EVR) for your new employer. EVRs can be downloaded from <u>www.tradesrecognitionaustralia.gov.au</u> 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 Locksmith?	☐ YES	□ NO
If NO, what date did this change and what is your current occupation/job?		
Section Two: Employer/	Nominated Supervisor	Details
	Trommated Supervisor	
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	Start Date	End Date
between (dd/mm/yyyy):		

Locksmith [323313]: Installs and maintains locks and related security devices and systems. Registration or licensing may be required.

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 (\checkmark) 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	Υ	N	NY	Comments
and duties				
Identifying and implementing the work health and				
safety procedures required to complete tasks safely,				
including use of Personal Protective Equipment (PPE)				
Studying drawings and specifications to determine				
materials required, dimensions, installation				
procedures				
Assembling parts and subassemblies of locks				
Installing security systems				
Repairing security systems				
Changing tumblers in locks and changing locks				
Repairing and replacing damaged door and window				
locks, hinges, and electric locking mechanisms				
Estimating costs and preparing quotes for repairs				
Additional tasks and duties	Υ	N	NY	Comments
Repairing, altering, and changing combination safes				
or open safes				
I gained experience in using tools and	Υ	N	NY	Comments
equipment, including:				
Hand tools such as: chisels, detail files, hammers, key cutting machines, measuring tools, picks				
Power tools such as: drills, electric buffing wheels,				
hole saws, jigsaws, key cutting machines, polishers,	ш	ш	ш	
screw drivers				
Maintaining tools, equipment, and work areas in				
good and safe condition				





Workplace Skills

I am building my workplace skills by:	Υ	N	NY	Comments
Learning about the Australian standards, legislation, and regulations that apply to locksmiths				
Working safely and effectively with other				
trades/occupations in the workplace				
Inspecting supplies, equipment and work areas for				
cleanliness, safety, and functionality				
Organising materials and supplies to be purchased				
and inspecting them for quantity and quality				
Working effectively with others				
Working under pressure				
Communicating clearly and effectively, using correct				
terminology				
Identifying and dealing with problems and risks				
Additional Information/Comments				
If you have any further information and/or comme	ents c	n vo	ur wo	rk 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 <u>confirming</u> 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 Position	
Supervisor Signature	
Date (dd/mm/yyyy)	
Employer/Nominated Su	pervisor Comments
If you have any comments or ac duties, please provide these in t	ditional information on the participant's work performance or ne box below.
Joh Peady Program Parti	rinant
Job Ready Program Parti	cipant
Job Ready Program Parti Please tick (✓):	cipant
Please tick (✓):	cipant upplied on this form is true and correct