



Job Ready Program – Skills Progress Report (SPR) Motor Mechanic (General) (ANZSCO 321211)

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](#) 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](#) 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 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 Motor Mechanic (General)?

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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Motor Mechanic (General) [321211]: Service, repair and overhaul the mechanical parts of motor vehicles such as engines, transmissions, ancillary equipment, and devices.

Motor Mechanics (General) also maintain, service and repair electrical components. Motor mechanics needs to be highly literate and numerate and should have the capacity to be trained and have access to a range of electronic vehicle diagnostic software.

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 workshop procedures required to complete tasks safely, including procedures for: lifting and supporting vehicles and machinery; isolating and stabilising vehicles or machinery; safely handling hazardous oils, fluids, and greases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complying with environmental requirements, including procedures for trapping, storing, and disposing of lubricants and fluids released during servicing operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting the compliance and safety of all lifting equipment prior to undertaking the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detecting and diagnosing mechanical and electrical faults in engines and vehicle components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repairing or replacing worn or faulty parts and reassembling mechanical components, referring to service manuals as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring smooth and correct operation of vehicles by performing scheduled services (major or minor), or logbook services, to manufacturer's requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting, testing, and adjusting mechanical parts for proper performance after repair - to ensure that repairs have been carried out correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diagnosing and testing parts with the assistance of computers such as a diagnostic scan tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional tasks and duties	Y	N	NY	Comments



Tuning engines using special electronic equipment and making adjustments (e.g., to timing or advance curves, aftermarket chip fitment, etc.) for smoother running or better performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing and repairing electrical/electronic systems such as lighting, instrumentation, ignition, and fuel injection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting vehicles and reporting any required replacement parts or changes to the Roadworthy Certificate standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I gained experience in using tools and equipment, including:	Y	N	NY	Comments
Hand tools such as: screwdrivers, pliers, spanners and sockets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools such as pneumatic air guns and ratchets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Machine tools such as: wheel balancers, wheel alignment equipment, brake testing equipment, and disc and drum machining lathes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic equipment such as jacks and hoists	<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

I am building my workplace skills by:	Y	N	NY	Comments
Learning about the Australian Standards, legislation and regulations that apply to Motor Mechanics	<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"/>	
Identifying and ordering spare parts and supplies correctly, and checking orders received for quantity and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using workshop manuals or knowing where to access them online.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with supervisors, other staff or tradespeople using the correct language and terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with customers about work requirements and work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure	<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.

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):