



## Job Ready Program – Skills Progress Report (SPR) Nurseryperson (ANZSCO 362411)

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 Nurseryperson?	<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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**Nurseryperson [362411]:** Propagates and cultivates trees, shrubs, and ornamental and flowering plants in plant nurseries.

**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 tasks safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe use and storage of chemicals (disinfectants, pesticides, herbicides) according to label instructions, SDSs, and legislative requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and implementing nursery hygiene and biosecurity practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safely operating, and knowing the safety limits of, all machinery and tools used in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation of growing area and ideal growing environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing growing media and containers before use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting seeds, cuttings, or propagation material and undertake propagation methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Watering plants manually and controlling automatic watering operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying pests, diseases, weeds, nutritional and environmental plant disorders, and options for their control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keeping records for traceability of growing media, and treatments, losses, and production of plant batches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining the health of stock plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Providing information on plant care and appropriate plants for local conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional tasks and duties	Y	N	NY	Comments
Selecting plants and packaging them for presentation and delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Receiving and sending out nursery products	<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>
Potting machines, loading equipment, vehicles/ATVs and other motorised tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand tools such as: secateurs, hand saws, spades, and shovels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe chemical storage and correct use of personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe storage, use and sharpening of cutting equipment	<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 nurserypersons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working safely and effectively with other staff and other trades/occupations in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organising materials and supplies to be purchased and inspecting them for quantity and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating clearly and effectively, using correct terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and dealing with problems and 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):