# Job Ready Program – Skills Progress Report (SPR)

## Painting Trades Worker (ANZSCO 332211)

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.education.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 Painting Trades Worker? | 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 |
|  |  |

**Painting Trades Worker [332211]:** Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate surfaces of buildings and structures.

##### **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; and by completing the relevant State Construction Induction training (White Card training) |  |  |  |  |
| Preparing new and/or previously coated surfaces for painting |  |  |  |  |
| Selecting and preparing paints to required colour, thickness, level of opacity, finish, texture, and sheen |  |  |  |  |
| Applying paints to surfaces using all forms of brushes and roller nap types, using appropriate techniques to minimise drips, runs, and brush marks, and to maintain straight edges |  |  |  |  |
| Applying stains, varnishes, and clear coatings to timber surfaces using all forms of brushes and rollers using appropriate techniques to minimise drips, runs, and brush marks, and to maintain straight edges |  |  |  |  |
| Applying paint by spray, following all safety requirements including Personal Protective Equipment, and using correct air pressures, paint types, and techniques |  |  |  |  |
| Protecting adjacent areas from paint splatter |  |  |  |  |
| Working safely at heights by selecting and using appropriate height access and fall protection equipment and work methods |  |  |  |  |
| Working safely at heights by inspecting fall protection equipment, scaffolding, fall barriers, and ladders for faults |  |  |  |  |
| Identifying, handling, storing, and distributing painting and decorating materials safely, including cleaning solvents, fillers, and adhesives |  |  |  |  |
| Cleaning, storing, and disposing of all paint types using environmentally sustainable methods |  |  |  |  |
| Where relevant to the worksite: identifying and treating lead-based paint appropriately and to current legislative requirements |  |  |  | N/A |
| Where relevant to the work site: identifying and treating suspected asbestos appropriately and to current legislative requirements |  |  |  | N/A |
| Additional tasks and duties | **Y** | **N** | **NY** | **Comments** |
| Preparing surfaces by removing old paint and wallpaper; fixing woodwork; filling holes and cracks; and smoothing and sealing surfaces |  |  |  |  |
| Selecting and preparing paints to required colours by mixing portions of pigment, oil, and thinning and drying additives |  |  |  |  |
| Back rolling ceilings with correct roller type after airless spray application |  |  |  |  |
| Hanging wallpaper, matching patterns, and trimming edges |  |  |  |  |
| Removing fixtures such as doors, pictures, doorknobs, and electric switch covers |  |  |  |  |
| Preparing and masking deep stains in sub-surfaces |  |  |  |  |
| Calculating the area to be painted and the amount of paint needed |  |  |  |  |
| I gained experience in using tools and equipment, including: | **Y** | **N** | **NY** | **Comments** |
| Hand tools, such as: paint brushes; rollers; sanding blocks; wallpaper cutters; trimming knives; and fillers and spatulas |  |  |  |  |
| Power tools, such as: spray guns; electric sanders; and dryers |  |  |  |  |
| Ventilation equipment |  |  |  |  |
| Scaffolding, trestles, and ladders |  |  |  |  |
| Selecting the tools and equipment required for different tasks |  |  |  |  |
| Maintaining tools, equipment, and work areas in good and safe condition |  |  |  |  |

***Workplace Skills***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am building my workplace skills by: | Y | N | NY | Comments |
| Complying with Australian standards, legislation, and regulations that apply to painting trades workers |  |  |  |  |
| Ordering materials and supplies and checking orders received for quantity and quality |  |  |  |  |
| Ensuring that my work is done properly and on time |  |  |  |  |
| Working effectively with team members |  |  |  |  |
| Talking with supervisors, other staff or tradespeople using the correct language and terminology |  |  |  |  |
| Talking with customers about work requirements and work performed |  |  |  |  |
| Working under pressure |  |  |  |  |
| Identifying and dealing with risks |  |  |  |  |

**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): |