



## 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.

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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

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

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**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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing new and/or previously coated surfaces for painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting and preparing paints to required colour, thickness, level of opacity, finish, texture, and sheen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Applying paint by spray, following all safety requirements including Personal Protective Equipment, and using correct air pressures, paint types, and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protecting adjacent areas from paint splatter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working safely at heights by selecting and using appropriate height access and fall protection equipment and work methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working safely at heights by inspecting fall protection equipment, scaffolding, fall barriers, and ladders for faults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Identifying, handling, storing, and distributing painting and decorating materials safely, including cleaning solvents, fillers, and adhesives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning, storing, and disposing of all paint types using environmentally sustainable methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where relevant to the worksite: identifying and treating lead-based paint appropriately and to current legislative requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
Where relevant to the work site: identifying and treating suspected asbestos appropriately and to current legislative requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
<b>Additional tasks and duties</b>	<b>Y</b>	<b>N</b>	<b>NY</b>	<b>Comments</b>
Preparing surfaces by removing old paint and wallpaper; fixing woodwork; filling holes and cracks; and smoothing and sealing surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting and preparing paints to required colours by mixing portions of pigment, oil, and thinning and drying additives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Back rolling ceilings with correct roller type after airless spray application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hanging wallpaper, matching patterns, and trimming edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removing fixtures such as doors, pictures, doorknobs, and electric switch covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing and masking deep stains in sub-surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calculating the area to be painted and the amount of paint needed	<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>
Hand tools, such as: paint brushes; rollers; sanding blocks; wallpaper cutters; trimming knives; and fillers and spatulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools, such as: spray guns; electric sanders; and dryers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffolding, trestles, and ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting the tools and equipment required for different tasks	<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"/>	
<b>Workplace Skills</b>				
<b>I am building my workplace skills by:</b>	<b>Y</b>	<b>N</b>	<b>NY</b>	<b>Comments</b>
Complying with Australian standards, legislation, and regulations that apply to painting trades workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Ordering materials and supplies and checking orders received for quantity and quality	<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"/>
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):