



## Job Ready Program – Skills Progress Report (SPR) Sheetmetal Trades Worker (ANZSCO 322211)

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 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 Sheetmetal 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		
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):		

Sheetmetal Trades Worker [32211]: Marks out, shapes, forms and joins sheetmetal and other materials to make products and components.

**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 blueprints, drawings, and specifications to				
determine job, material, and equipment				
requirements				
Marking-out metal stock with reference points and				
lines, using templates, gauges, and other				
measuring instruments				
Shaping and forming cut metal stock into products				
using folding and bending machines, rollers,				
presses, hammers				
Finishing products by polishing, filing, sanding, and cleaning assembled products				
	V	N.I.	NIV	Comments
Additional tasks and duties	Y	N	NY	Comments
Additional tasks and duties  Repairing damaged sheetmetal products and	Y	N	NY	Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and installation of sheetmetal products				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and installation of sheetmetal products  Selecting metal stock, such as stainless steel,				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and installation of sheetmetal products  Selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, and copper,				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and installation of sheetmetal products  Selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, and copper, and checking sizes, gauges, and other dimensions				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and installation of sheetmetal products  Selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, and copper, and checking sizes, gauges, and other dimensions of metal stock against specifications				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and installation of sheetmetal products  Selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, and copper, and checking sizes, gauges, and other dimensions of metal stock against specifications  Fitting attachments, connecting hoses to gas tanks,				Comments
Additional tasks and duties  Repairing damaged sheetmetal products and components  Fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining  Specialising in fabrication or on-site assembly and installation of sheetmetal products  Selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, and copper, and checking sizes, gauges, and other dimensions of metal stock against specifications				Comments





Costing work and providing accurate quotes to customers on work to be performed				
I gained experience in using tools and	Υ	N	NY	Comments
equipment, including:				
Hand tools such as: hammers, chisels, measuring				
tools, files, grinders				
Power tools such as: buffing wheels, drills,				
polishers, grinders, nibblers				
MIG and TIG welding equipment				
Flame heating, bending, and cutting, using plasma or oxyacetylene cutting equipment				
Jigs, templates, formwork				
Selecting the tools and equipment required for different tasks				
Maintaining tools and equipment in good and safe condition				
Workplace Skills				
I am building my workplace skills by:	Υ	N	NY	Comments
Learning about Australian Standards, legislation and regulations that apply to a Sheetmetal Trades Worker				
Working safely and effectively with other trades/occupations in the workplace				
Inspecting supplies, equipment and work areas for cleanliness, safety, and functionality				
Following instructions and site rules				
Working effectively with team members				
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 please write them here.	ents c	on yo	ur wo	rk performance or duties,





### **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 Name		
Supervisor Position		
Supervisor Signature		
Date (dd/mm/yyyy)		
<b>Employer/Nominated Su</b>	pervisor Comments	
If you have any comments or ac duties, please provide these in t	-	articipant's work performance or
Job Ready Program Parti	cipant	
Please tick (✓):		
☐ The information I have s	supplied on this form is true a	and correct
Signature of JRP participant:		Date (dd/mm/yyyy):