



# Job Ready Program – Employment Verification Report (EVR) Gardener (General) (ANZSCO 362211)

The Trades Recognition Australia (TRA) Job Ready Program (JRP) is an employment-based skills assessment program for international student graduates with an Australian qualification.

You are receiving this form because you have an employee applying for, or currently participating in, the Job Ready Program. The information you provide in this form will allow us to confirm that the workplace and employment arrangements provide enough opportunity for the participant to develop the required skills in their nominated occupation.

### Your role, as the employer, is to:

- give the participant appropriate trade level work under standard employment arrangements within a safe work environment
- nominate an employee skilled in the occupation to supervise the participant
- sign-off on the participant's progress report (usually six months after the start of the program)
- support the participant to develop and improve their skills and understanding of Australian Standards and Legislation, language, and terminology as it is used in the workplace
- help the participant to demonstrate their trade skills in an Australian workplace
- allow an approved assessor to carry out a workplace assessment of the participant's skills and job readiness (after 6 months or longer in the program).

To receive a successful workplace assessment outcome your employee (the JRP participant) will have to demonstrate the skills they have developed in the workplace. They will also have to show that they have the capacity to apply their skills and knowledge to all other tasks and duties involved in the occupation even if they are not doing them daily.

## How to provide the completed EVR to TRA

This form must be completed and signed by you, as the employer and/or a nominated supervisor. The participant will upload the completed EVR in the TRA Online Portal.

If you have any questions about this form or the Job Ready Program, please visit <a href="mailto:www.tradesrecognitionaustralia.gov.au">www.tradesrecognitionaustralia.gov.au</a> or email <a href="mailto:jrpenguiries@dewr.gov.au">jrpenguiries@dewr.gov.au</a>.





# **Section One: Participant Details**

TRA Reference Number			
Participant's Name			
Date the participant started	work for you		
Is the participant still emplo	yed with you?	☐ YES	□NO
If NO, what date did they fir	nish?		
How many hours/week on a working/did they work?	verage are they		
Is the participant working as (General)?		☐ YES	□NO
If NO, what is their current of			
Is the participant a subcontr		☐ YES	□NO
If YES, do you supervise the they work under your directi assign them work)?		□ YES	□NO
Section Two: Busines Registered Business Name	ss Details		
registered business name			
Address			
Australian Business Number (ABN)			
Address of website or web presence (e.g., Facebook)			
Name of Employer			
Contact number/s and email			
Name of Supervisor			
Contact number/s and email			
Number of gardeners employed			
Type of business	☐ Commercial	☐ Residential	☐ Tree Surgery
	☐ General garden services	☐ Lawn mowing☐ Irrigation design/installation	☐ Landscaping/ Landscape design
If YES, how often?	☐ Weekly	☐ Fortnightly	☐ Monthly
If NO, do you direct deposit wages to the	☐ YES	□NO	





participant under sub-	
contracting arrangements?	
If NO, please provide	
reason.	

#### **Section Three: Tasks Performed**

Gardener (General) [362211]: Plants, cultivates, and maintains parks and gardens. May prepare and maintain seedbeds and growing sites; propagate, plant, and take care of trees, bushes, hedges, flowers, bulbs, and lawns. May prepare lawn areas by spreading topsoil and planting grass, and laying instant turf, as well as maintain planted and grassed areas by weeding, trimming, fertilising, watering, and mowing.

Please tell us about the work the JRP participant is doing, or will have the opportunity to do, in your workplace as a Gardener (General).

This section is divided into *trade* skills (the tasks and work they do; the tools and equipment they use) and *workplace* skills (how they communicate and work with others; how they get the work done).

It is important that the participant has the opportunity in your workplace to develop their skills and understanding in <u>all</u> these areas. If you tick <u>no</u> to any of the questions below, please provide reasons in the comments box.

#### Trade Skills

Tasks and Duties	Yes	No	Comments
Identifying the occupational health and safety, and workplace procedures required to complete tasks safely			
Watering lawns, trees, or plants using irrigation methods to adjust the amount of water consumption and to prevent waste			
Pruning or trimming trees, shrubs, or hedges, and raking, mulching, and composting leaves			
Preparing and maintaining seedbeds and growing sites			
Identifying pests, diseases, and weeds, and determine appropriate control measures			
Mixing and spraying or spreading fertilizers, herbicides, or insecticides onto grass, shrubs, or trees			
Caring for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming/mowing or edging around flower beds, walks or walls			
Following planned landscaping designs to determine where to lay sod, sow grass, plant flowers or foliage, and install drainage systems			
Propagating and planting seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, or shrubs, and applying mulch for protection			





and workplace relations	AGG		
Determining the soil type, suitability, and improvement methods			
Applying environmentally sustainable work practices			
Using and understanding the required Personal Protective Equipment (PPE) needed to undertake all tasks and duties			
Selecting the tools and equipment required for different task	KS		
Workplace Skills			
The participant will build their understanding of the workplace by:	Yes	No	Comments
Learning about Australian standards, legislation, and regulations that apply to gardeners			
Managing resources			_
Working effectively with others			
Identifying and resolving issues and problems			
Communicating effectively			
Working unsupervised			
Additional Information/Comments  Please write in the space below if you have any further JRP participant's work performance or duties.	information	and/or co	omments on the





## **Section Four: Supervisor and Employer Declaration**

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.

## I confirm that:

- a. I am an authorised representative of the business listed in Section 2
- b. the information in Sections 1 and 2 above is true and accurate
- c. the information in Section 3 is a true and accurate record of the tasks and duties that the JRP participant is doing, or will be doing, in this workplace
- d. I agree to allow a workplace assessment of the participant's skills.

Supervisor Name	
Position	
Signature	
Date (dd/mm/yyyy)	
Employer Name (if different	
to Supervisor)	
Signature	
5	
Date (dd/mm/yyyy)	