



Job Ready Program – Employment Verification Report (EVR) Electronic Instrument Trades Worker (Special Class) (ANZSCO 342315)

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 www.tradesrecognitionaustralia.gov.au or email jrpenquiries@dewr.gov.au.





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 fi	nish?		
How many hours/week on a working/did work?	verage are they		
Is the participant working as Instrument Trades Worker (If NO, what is their current	(Special Class)?	□ YES	□ NO
Is the participant a subconti		L	□ NO
If YES, do you supervise the they work under your direct directly assign them work)?	e participant (i.e.,	□ YES	□ NO
Section Two: Busine	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 Electronic Instrument Trades Workers (Special Class) employed			
Type of business	☐ Medical equipment ☐ Military equipment	☐ Industrial control systems ☐ Mining/drilling machinery	☐ Manufacturing equipment/systems ☐ Other (please specify)
Do you provide pay slips?	☐ YES	□ NO	
If YES, how often?	☐ Weeklv	☐ Fortniahtly	☐ Monthly





If NO, do you direct	☐ YES	□NO
deposit wages to the		
participant under sub-		
contracting arrangements?		
If NO, please provide		
reason.		

Section Three: Tasks Performed

Electronic Instrument Trades Worker (Special Class) [342315]: Installs, modifies, maintains, and repairs complex electronic instruments and control systems which involve a combination of electrical, electronic, mechanical, hydraulic, and pneumatic principles.

Please tell us about the work the JRP participant is doing, <u>or will have the opportunity to do</u>, in your workplace as an Electronic Instrument Trades Worker (Special Class).

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
Adjusting, repairing, and replacing worn and defective parts and wiring			
Applying environmentally and sustainable procedures in the energy sector			
Fault finding and repairing complex power supplies			
Repairing basic electronic apparatus faults by replacement of components			
Solving fundamental electronic communications system problems			
Solving problems in direct current (DC) circuits			
Troubleshooting basic amplifier circuits			
Troubleshooting digital sub-systems			
Troubleshooting single phase input DC power supplies			
Applying knowledge of electrical, electronic, mechanical, hydraulic, and pneumatic principles in commissioning and maintaining control systems			
Advising users of correct operating procedures to prevent malfunction			
Installing electronic instruments and control systems			





and workplace relations	AUU			
Maintaining machines, equipment, and instruments				
Using equipment such as multimeters, measuring tools, load testing apparatus, and circuit diagrams				
Using hand tools such as soldering irons, solder suckers, crimping tools, wire strippers, vices, clamps, files, heat torches, screw drivers, anti-static mats, and polarity probes				
Using power tools such as drills, cordless drills, bit drivers, and crimping tools				
Maintaining tools, equipment, and work areas in good and safe condition				
Using and understanding the required Personal Protective Equipment (PPE) needed to undertake all tasks and duties				
Workplace Skills				
The participant will build their understanding of the workplace by:	Yes	No	Comments	
Working unsupervised				
Working safely and effectively with other trades/occupations in the workplace				
Communicating with other employees, staff or tradespeople using the correct language and terminology				
Inspecting supplies, equipment, and work areas for cleanliness, safety, and functionality				
Documenting and applying measures to control OH&S risks associated with electrotechnology work				
Learning about Australian standards, legislation, and regulations that apply to Electronic Instrument Trades Workers (Special Class)				
Identifying the occupational health and safety procedures required to complete tasks safely				
Working effectively with others				
Talking with customers about work requirements and work performed				
Managing resources				
Being adaptable, identifying and resolving issues and				

problems





Additional Information/Comments

Please write in the space below if you have any further information and/or comments on the JRP participant's work performance or duties.		
•	and Employer Declaration	
	e Crimes Act 1914 and the Criminal Code Act 1995 may apply statements and providing false or misleading information or	
I confirm that:		
b. the information in Sectionc. the information in Sectionthe JRP participant is doin	esentative of the business listed in Section 2 ns 1 and 2 above is true and accurate n 3 is a true and accurate record of the tasks and duties that ng, or will be doing, in this workplace ace assessment of the participant's skills.	
Supervisor Name		
Position		
Signature		
Date (dd/mm/yyyy)		
Employer Name (if different to Supervisor)		
Signature		
Date (dd/mm/yyyy)		