



Job Ready Program – Skills Progress Report (SPR) Radiocommunications Technician (ANZSCO 313211)

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 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 <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 Radiocommunications Technician?	☐ 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 (<i>The change is permanent</i>)	□ NO (<i>The change is temporary</i>)





Section Three: Work Performed by JRP Participant

This SPR covers the period	Start Date	End Date
between (dd/mm/yyyy):		

Radiocommunications Technician [313211]: Installs, maintains, repairs, and diagnoses malfunctions of microwave, telemetry, multiplexing, satellite, and other radio and electromagnetic communication systems.

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				
Conducting radio frequency measurements				
Constructing and testing radiocommunications				
devices				
Following work health and safety and environmental				
policy and procedures				
Installing radio communications antenna and				
feedline				
Ascending and descending telecommunications				
towers				
Using electrical skills when working with				
telecommunications networks				
Installing telecommunications network equipment				
Locating, diagnosing, and rectifying faults				
Repairing telecommunication system faults				
Installing, configuring, and testing internet protocol				
networks				
Installing and testing radio frequency identification				
systems				
Operating and maintaining radio communications				
technical instruments and field equipment				
Conducting radio communications site audit				
Installing radio communications base station				
equipment				
Testing and measuring cellular phone and network				
equipment performance				



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Documenting and applying measures to control				
OH&S risks associated with radio communications				
work				
Additional tasks and duties	Υ	N	NY	Comments
Selecting the tools and test equipment required for				
different tasks				
Maintaining tools, equipment, and work areas in				
good and safe conditions				
I gained experience in using tools and	Υ	N	NY	Comments
equipment, including:				
Equipment such as multimeters, oscillators,				
spectrum analyser, signal generator, vector network				
analyser, powder sensor, signal strength meter,				
tone generator, continuity tester, insulation				
resistance tester, modulators/demodulators,				
measuring tools, circuit diagrams, radio frequency				
RF wattmeters, anti-static equipment, rigging				
equipment				
Hand tools such as soldering irons, crimping tools,				
wire strippers, vices, clamps, files, heat torches,				
screw drivers				
Power tools such as drills, cordless drills, bit drivers,				
crimping tools				
Warkelaga Skilla				
Workplace Skills				
I am building my workplace skills by:	Υ	N	NY	Comments
Complying with Australian standards, legislation,				
and regulations that apply to Radiocommunications				
Technicians				
Communicating effectively				
Inspecting supplies, equipment, and work areas for				
cleanliness, safety, and functionality				
Working effectively with others				
Talking with supervisors, other staff or tradespeople				
using the correct language and terminology				
Talking with clients about work requirements and				
work performed				
Working under pressure				





Additional Information/Comments

If you have any further informations please write them here.	ation and/or comments on your work performance or duties,
Section Four: Declaration	ons
NOTE: Penalties apply under th	he Crimes Act 1914 and the Criminal Code Act 1995 may apply statements and providing false or misleading information or
Employer/Nominated Se	upervisor
business and the information in	confirming that you are an authorised representative of this n the table above is a true and accurate record of the tasks ob Ready Program participant in this workplace.
Supervisor Name	
Supervisor Position	
Supervisor Signature	
Date (dd/mm/yyyy)	
Employer/Nominated So	upervisor Comments
If you have any comments or a duties, please provide these in	additional information on the participant's work performance or the box below.





Job Ready Program Participant

Please tick (✓):					
☐ The information I have supplied on this form is true and correct					
Signa	ture of JRP participant:		Date (dd/mm/yyyy):		