



## **Job Ready Program – Employment Verification Report (EVR) Electronic Instrument Trades Worker (General) (ANZSCO 342314)**

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](http://www.tradesrecognitionaustralia.gov.au) or email [jrpinqueries@dewr.gov.au](mailto:jrpinqueries@dewr.gov.au).



## Section One: Participant Details

TRA Reference Number	<input type="text"/>
Participant's Name	<input type="text"/>
Date the participant started work for you	<input type="text"/>
Is the participant still employed with you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what date did they finish?	<input type="text"/>
How many hours/week on average are they working/did work?	<input type="text"/>
Is the participant working as an Electronic Instrument Trades Worker (General)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what is their current occupation/job?	<input type="text"/>
Is the participant a subcontractor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, do you supervise the participant (i.e., they work under your direction, and you directly assign them work)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## Section Two: Business Details

Registered Business Name	<input type="text"/>		
Address	<input type="text"/>		
Australian Business Number (ABN)	<input type="text"/>		
Address of website or web presence (e.g., Facebook)	<input type="text"/>		
Name of Employer	<input type="text"/>		
Contact number/s and email	<input type="text"/>		
Name of Supervisor	<input type="text"/>		
Contact number/s and email	<input type="text"/>		
Number of Electronic Instrument Trades Worker (General)	<input type="text"/>		
Type of business	<input type="checkbox"/> Medical equipment	<input type="checkbox"/> Industrial control systems	<input type="checkbox"/> Manufacturing equipment/systems
	<input type="checkbox"/> Military equipment	<input type="checkbox"/> Mining/drilling machinery	<input type="checkbox"/> Other (please specify)
Do you provide pay slips?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If YES, how often?	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly



If NO, do you direct deposit wages to the participant under sub-contracting arrangements?

YES

NO

If NO, please provide reason.

### Section Three: Tasks Performed

**Electronic Instrument Trades Worker (General) [342314]:** 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, or will have the opportunity to do, 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 all these areas. If you tick no 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	<input type="checkbox"/>	<input type="checkbox"/>	
Applying environmentally and sustainable procedures in the energy sector	<input type="checkbox"/>	<input type="checkbox"/>	
Fault finding and repairing complex power supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Repairing basic electronic apparatus faults by replacement of components	<input type="checkbox"/>	<input type="checkbox"/>	
Solving fundamental electronic communications system problems	<input type="checkbox"/>	<input type="checkbox"/>	
Solving problems in direct current (DC) circuits	<input type="checkbox"/>	<input type="checkbox"/>	
Troubleshooting basic amplifier circuits	<input type="checkbox"/>	<input type="checkbox"/>	
Troubleshooting digital sub-systems	<input type="checkbox"/>	<input type="checkbox"/>	
Troubleshooting single phase input DC power supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Applying knowledge of electrical, electronic, mechanical, hydraulic, and pneumatic principles in commissioning and maintaining control systems	<input type="checkbox"/>	<input type="checkbox"/>	
Advising users of correct operating procedures to prevent malfunction	<input type="checkbox"/>	<input type="checkbox"/>	
Installing electronic instruments and control systems	<input type="checkbox"/>	<input type="checkbox"/>	



Maintaining machines, equipment, and instruments	<input type="checkbox"/>	<input type="checkbox"/>
Using equipment such as multimeters, measuring tools, load testing apparatus, and circuit diagrams	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Using power tools such as drills, cordless drills, bit drivers, and crimping tools	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining tools, equipment, and work areas in good and safe condition	<input type="checkbox"/>	<input type="checkbox"/>
Using and understanding the required Personal Protective Equipment (PPE) needed to undertake all tasks and duties	<input type="checkbox"/>	<input type="checkbox"/>

### **Workplace Skills**

The participant will build their understanding of the workplace by:	Yes	No	Comments
Working unsupervised	<input type="checkbox"/>	<input type="checkbox"/>	
Working safely and effectively with other trades/occupations in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating with other employees, staff or tradespeople using the correct language and terminology	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting supplies, equipment, and work areas for cleanliness, safety, and functionality	<input type="checkbox"/>	<input type="checkbox"/>	
Documenting and applying measures to control OH&S risks associated with electrotechnology work	<input type="checkbox"/>	<input type="checkbox"/>	
Learning about Australian standards, legislation, and regulations that apply to Electronic Instrument Trades Worker (General)	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying the occupational health and safety procedures required to complete tasks safely	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with others	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with customers about work requirements and work performed	<input type="checkbox"/>	<input type="checkbox"/>	
Managing resources	<input type="checkbox"/>	<input type="checkbox"/>	
Being adaptable, identifying and resolving issues and problems	<input type="checkbox"/>	<input type="checkbox"/>	



### 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.

### 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	
Date (dd/mm/yyyy)	