



Job Ready Program – Skills Progress Report (SPR) Shipwright (399112)

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 assess how you are progressing in your workplace and report on your skills development.

It is an opportunity for you to check with your employer that you are on the right track 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) OR
- **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 [TRA Online Portal](#) 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 [TRA Online Portal](#) as soon as possible. You will need to upload a completed Employment Verification Report (EVR) for your new employer. EVRs can be downloaded from www.tradesrecognitionaustralia.gov.au You do **not** have to pay a fee to register a new employer.



Section One: JRP Participant Details

TRA Reference Number	<input type="text"/>
Participant's Name	<input type="text"/>
Are you still employed with this employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what date did you finish (dd/mm/yyyy)?	<input type="text"/>
Are you working as a Shipwright?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO, what date did this change and what is your current occupation/job?	<input type="text"/>

Section Two: Employer/Nominated Supervisor Details

Registered Business Name	<input type="text"/>
Business Address	<input type="text"/>
Name of Employer	<input type="text"/>
Employer's contact number/s and email	<input type="text"/>
Name of supervisor	<input type="text"/>
Supervisor's contact number/s and email	<input type="text"/>
Is this a new supervisor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you want your supervisor details updated?	<input type="checkbox"/> YES (<i>The change is permanent</i>) <input type="checkbox"/> NO (<i>The change is temporary</i>)



Section Three: Work Performed by JRP Participant

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

Start Date

End Date

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Shipwright (399112): Constructs, fits out and repairs ships.

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 (✓) 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 and duties	Y	N	NY	Comments
Identifying the occupational health and safety procedures required to complete different tasks efficiently and safely	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	
Making hull structures from framework etc. or fabricating or repairing vessels using materials such as aluminium, wood, fibre reinforced plastics, carbon fibre, Kevlar, fibreglass, and steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Studying plans and specifications, and preparing templates and scale plans for fabrication and cutting of hull sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determining repair requirements and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following work procedures to maintain the marine environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participating in environmentally sustainable work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional tasks and duties	Y	N	NY	Comments
Cutting, rolling, bending, shaping, moulding, spinning heating or hammering metal products to fabricate parts or sub-assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performing general woodworking machine operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Fitting and assembling metal components by riveting, bolting, welding, brazing, or soldering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking quality of fabricated parts or sub-assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking engineering measurements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I gained experience in using tools and equipment, including:	Y	N	NY	Comments
Scaffolding, trestles and ladders; scissor lifts, overhead cranes, and gantries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hammers, hacksaws and other saws, chisels, vices, clamps, files, screw drivers, set squares, spirit levels and dumpy levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drills, jigsaw, circular saws, riveting equipment, belt sanders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CNC lathes and mills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining tools, equipment, and work areas in good and safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workplace Skills

I am building my workplace skills by:	Y	N	NY	Comments
Complying with Australian standards, legislation, and regulations that apply to Shipwright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting supplies, equipment, and work areas for cleanliness, safety, and functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organising materials and supplies to be ordered/purchased as required, and/or checking orders received for quantity and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring that my work is done properly and on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with supervisors, other staff or tradespeople using the correct language and terminology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working safely and effectively with other tradespeople on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and dealing with risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working unsupervised at times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Additional Information/Comments

If you have any further information and/or comments on your work performance or duties, please write them here.



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 confirming 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)

Employer/Nominated Supervisor Comments

If you have any comments or additional information on the participant's work performance or duties, please provide these in the box below.



Job Ready Program Participant

Please tick (✓):

- The information I have supplied on this form is true and correct

Signature of JRP participant:

Date (dd/mm/yyyy):