



## **Job Ready Program – Employment Verification Report (EVR) Stonemason (ANZSCO 331112)**

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 [jrpenquiries@dewr.gov.au](mailto: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 employed with you?

Yes

No

If NO, what date did they finish?

How many hours/week on average are they working/did they work?

Is the participant working as a Stonemason?

Yes

No

If NO, what is their current occupation/job?

Is the participant a subcontractor?

Yes

No

If YES, do you supervise the participant (i.e., they work under your direction, and you directly assign them work)?

Yes

No

## Section Two: Business Details

Registered Business Name

Business Trading 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 Stonemason's employed

Do you provide pay slips?

Yes

No

If YES, how often?

Weekly

Fortnightly

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

**Stonemason [331112]** Stonemasons lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, segmental paving, partitions, arches and other structures, and cut and shape hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental masonry.

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

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
Studying plans and specifications to determine materials required, dimensions and installation procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Erecting and dismantling restricted height scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	
Sealing foundations with damp-resistant materials and spreading layers of mortar to serve as base and binder for blocks using trowels	<input type="checkbox"/>	<input type="checkbox"/>	
Laying stones in rows, designs and shapes, and spreading mortar between joints	<input type="checkbox"/>	<input type="checkbox"/>	
Embedding blocks in mortar and removing excess mortar	<input type="checkbox"/>	<input type="checkbox"/>	
Checking vertical and horizontal alignment	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting, shaping and polishing stones using machines and hand tools, and shaping to fit irregular spaces	<input type="checkbox"/>	<input type="checkbox"/>	
Repairing and maintaining stonework, masonry, and related structures	<input type="checkbox"/>	<input type="checkbox"/>	
Constructing walls using stone slabs and large masonry slab blocks	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting, polishing, joining and installing stone kitchen benchtops	<input type="checkbox"/>	<input type="checkbox"/>	



### Workplace Skills

The participant will build their understanding of the workplace by:	Yes	No	Comments
Complying with Australian Standards, legislation, regulations, and terminology relevant to a Stonemason	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and resolving issues and problems	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with others	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating effectively	<input type="checkbox"/>	<input type="checkbox"/>	
Collaborating with others to resolve issues	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting supplies, equipment and work areas for cleanliness, safety, and functionality	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with supervisors, other staff or customers using the correct language and terminology	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with customers about work requirements and work performed	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and dealing with risks	<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 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)