



Job Ready Program – Skills Progress Report (SPR) Stonemason (ANZSCO 331112)

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

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
Stonemason?

☐ 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 Trading 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 (*The change is
permanent*)

☐ NO (*The change is temporary*)



Section Three: Work Performed by JRP Participant

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

Start Date

End Date

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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.

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



Additional tasks and duties	Y	N	NY	Comments
Designing and cutting monumental masonry and lettering	☐	☐	☐	
Learning heritage restoration practices	☐	☐	☐	
Constructing stone arches	☐	☐	☐	
Carrying out hand excavation	☐	☐	☐	
Dressing stone manually	☐	☐	☐	
Undertaking preparations for refractory work	☐	☐	☐	
I gained experience in using tools and equipment, including:	Y	N	NY	Comments
Hand tools such as mallets, chisels, hammers, trowels, spirit levels, lines and pins	☐	☐	☐	
Power tools such as drills, cutters, grinders, polishers, vacuum machines	☐	☐	☐	
Equipment such as: adhesives, stone sculpture tools, levelling, setting, pedestals	☐	☐	☐	
Using and understanding the required Personal Protective Equipment (PPE) needed to undertake tasks and duties	☐	☐	☐	
Selecting the tools and equipment required for various tasks	☐	☐	☐	
Maintaining tools, equipment, and work areas in good and safe condition	☐	☐	☐	

Workplace Skills

I am building my workplace skills by:	Y	N	NY	Comments
Complying with Australian Standards, legislation, regulations, and terminology relevant to a Stonemason.	☐	☐	☐	
Identifying and resolving issues and problems	☐	☐	☐	
Working effectively with others	☐	☐	☐	
Communicating effectively	☐	☐	☐	
Collaborating with others to resolve issues	☐	☐	☐	
Inspecting supplies, equipment and work areas for cleanliness, safety, and functionality	☐	☐	☐	
Talking with supervisors, other staff or customers using the correct language and terminology	☐	☐	☐	
Talking with customers about work requirements and work performed	☐	☐	☐	
Working under pressure	☐	☐	☐	



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

By signing this form you are declaring that the information is true and correct

Signature of JRP participant:

Date (dd/mm/yyyy):