



Job Ready Program Employment Verification Report Baker [351111]

The Trades Recognition Australia (TRA) Job Ready Program (JRP) is a four-step employment-based skills assessment program that provides international student graduates with the opportunity to demonstrate their skills and job readiness in an Australian workplace, relevant to their nominated occupation before they apply for migration to Australia.

TRA is required to check whether the workplace and employment arrangements provide sufficient opportunity for a participant to develop skills in their nominated occupation. To assist with this process, the participant's employer and/or supervisor must complete this Employment Verification Report (EVR).

You are receiving this form because you have an employee applying for, or currently participating in, the Job Ready Employment (JRE) step of the JRP. This EVR forms part of the participant's employment registration requirements for the JRE, which cannot be processed by TRA without the completed form.

What is the participant's role in the JRE step of the JRP?

- complete 1725 hours of paid work relevant to their nominated occupation over a minimum of 12 months from their JRE Start Date
- demonstrate their trade skills in an Australian workplace and work under the supervision of a suitably qualified person who has industry knowledge and experience in their occupation
- provide TRA with completed EVRs, Skills Progress Reports (SPRs) and pay evidence after 6 months from their JRE Start Date (or as required)
- undertake a Job Ready Program Workplace Assessment (JRWA)

What is the employer's role in JRE?

- provide the participant with appropriate trade level work under standard employment arrangements
- nominate an employee skilled in the occupation to supervise the participant
- sign-off on the participant's Skills Progress Report
- allow an assessor to carry out a JRWA in the workplace, if required

What is the JRWA?

A JRWA is conducted by an assessor from a TRA-approved Registered Training Organisation. The purpose is to determine whether the participant is working at the required skill level in an Australian workplace for their nominated occupation. The assessment will focus on the activities the participant has been performing during their employment, as recorded in their SPRs and this EVR. A JRWA may be conducted in the participant's workplace or as a technical interview.

As a part of the JRWA, the assessor will contact you to provide feedback on the participant's skills and work arrangements. The participant is required to advise their employer or supervisor when they have applied for their JRWA.

Instructions on how to provide the completed EVR to TRA

The EVR must be completed and signed by the employer and nominated supervisor, if applicable. The participant must upload the completed EVR in the TRA Online Portal at the time they submit their JRE application or register a new employer.

If you have any questions about this form or the JRP please visit www.tradesrecognitionaustralia.gov.au or email jrpenquiries@dese.gov.au.



Section One: JRP Participant Details

TRA Reference Number	<input type="text"/>
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"/>
Is the participant working as a Baker [351111]?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what is their current occupation/job?	<input type="text"/>

Section Two: Business Details

Business Name	<input type="text"/>
Address	<input type="text"/>
Australian Business Number (ABN)	<input type="text"/>
Name of Employer/Supervisor	<input type="text"/>
Contact number	<input type="text"/>
Contact email	<input type="text"/>
Number of Bakers employed	<input type="text"/>
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, please provide reason.	<input type="text"/>

Section Three: Task Performed

The table below contains a series of questions about the work the JRP participant may do in your workplace in the nominated occupation of a **Baker [351111]**. You should complete the tables by indicating the tasks and duties the participant will undertake or will have opportunity to undertake; the tools and equipment they use; and how the work may involve others (such as other workers or supervisor).

It is important that your responses relate to the work being undertaken in this workplace. An assessor will use the EVR when they conduct the JRWA to determine if the participant is working at an appropriate skill level.

Baker [351111]: Prepare and bake bread loaves and rolls, including specialty breads. Tasks include weighing, mixing, and kneading ingredients; shaping and moulding the mixture before baking; loading and unloading the mixture for baking; and monitoring all stages of production in order to ensure a high standard and quality of product are attained at all times. Bakers work in a range of



businesses including small bakeries to medium sized bakeries. These businesses may have a retail outlet or may operate as a wholesaler to other food outlets. This occupational group does not include plant bakers who work in commercial plant baking enterprises that produce large volumes of bread for distribution to shops, supermarkets and catering outlets.

Please tick (✓) the trade skills demonstrated by the JRP participant. Each question must have a response: 'Yes' (Y), 'No' (N), 'Not Yet' (NY), or 'Developing' (D). You can provide more information in the comments column.

Task and Duties	Y	N	NY	D	Comments
Will the participant gain experience in using trade skills safely and efficiently by:					
Checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking production schedules to determine the variety and quantity of goods to bake?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking recipes to confirm ingredients, preparation and baking times for different types of bread loaves and rolls, including specialty breads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking the quality of ingredients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Measuring and weighing ingredients for making dough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mixing, kneading, moulding, cutting and shaping dough for bread loaves and rolls, including specialty breads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loading tins or trays into proofers and ovens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating ovens, including using correct oven start up procedures, settings, and temperature controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring oven temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring baking process, including checking crust colour, sheen, uniformity of shape, and size of product, and take corrective action to maintain quality of product, as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unloading ovens and arrange de-panning and cooling of bread?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Task and Duties	Y	N	NY	D	Comments
Co-ordinating the forming, loading and baking of batches of bread loaves and rolls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emptying, cleaning and greasing baking trays, tins and other cooking equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating slicing and wrapping machines to prepare bread for sale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ordering baking supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring all stages of production in order to ensure a high standard and quality of product are attained at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determining the cause and address faults in bread products relating to ingredients, production process or storage conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in planning and organising work by:					
Preparing and maintaining work areas in line with workplace and food safety standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting the correct methods, ingredients and equipment required to prepare bread loaves and rolls, including specialty breads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying the occupational health and safety, food quality and hygiene procedures required to efficiently and safely prepare bread loaves and rolls, including specialty breads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and preparing the production of bread loaves and rolls, including specialty breads according to standard recipes?	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	
Working unsupervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in using tools and equipment/utensils and equipment, including:					
Hand tools and utensils including: dough dividers;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Task and Duties	Y	N	NY	D	Comments
sieves; bread pans; trays; stirrers; scoops; cutters; scales; rolling pins; wooden spoons; spatulas; and, thermometers?					
Kitchen equipment such as: ovens; moulding and rounding equipment; dough dividers; humidity units; prover units; bread slicers; starter processors; water chillers and meters; scales, mixers; and, oven- loading equipment?	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	
Will the participant gain experience in managing resources to be able to:					
Select methods, ingredients and kitchen equipment to efficiently prepare and bake bread loaves and rolls, including specialty breads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organise materials and supplies to be purchased/ordered as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect supplies, equipment and work areas for cleanliness, safety and functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check orders received for quantity and quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work effectively with team members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant receive advice and support in meeting business expectations relating to:					
Australian Standards, legislation and regulations that apply to Bakers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing with customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How the business works, their role, and the roles of management, staff and others associated with the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe work practices and workplace procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working safely and effectively with other trades/occupations in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in identifying and resolving issues and problems including:					
Working under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining work hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Task and Duties	Y	N	NY	D	Comments
Identifying and dealing with risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in meeting client expectations through communicating with:					
Supervisors and team members about work requirements and work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customers about work requirements and work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other employees, staff or tradespeople using the correct language and terminology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in working with others, including:					
Supervisors and/or people in specialist roles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team members/staff members/other tradespeople?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Additional Information/Comments

If you have any further information and/or comments on the JRP participant’s work performance or duties, please comment in the box below.

Section Four: Supervisor and Employer Declaration

Please Note: By signing this report you:

- a. Confirm that the information in sections 1-3 above is a true and accurate record of the tasks and duties performed, or are able to be performed, by the JRP participant in this workplace.
- b. Agree to a JRWA being conducted by an assessor from a TRA-approved registered training organisation

Supervisor Name

Position

Signature

Date (DD/MM/YYYY)

Employer Name

Position

Signature

Date (DD/MM/YYYY)