



## Job Ready Program Employment Verification Report Chef [351311]

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



## Section One: JRP Participant Details

TRA Reference Number

Name

Date the participant started work for you?

Is the participant still employed with you?

YES

NO

If NO, what date did they finish?

Is the participant working as a Chef [351311]

YES

NO

If NO, what is their current occupation/job?

## Section Two: Business Details

Business Name

Address

Australian Business Number (ABN)

Name of Employer/Supervisor

Contact number

Contact email

Type of business

Bistro

Café

Catering

Fast Food outlet

Restaurant

Other (Please specify)

Service Types

Dine in

Home delivery

Take away

Menu Log

Uber Eats

Other (please specify)

Opening times

Breakfast

Lunch

Dinner

Number of kitchen staff employed

Cuisine (e.g. Indian, Italian)

Seating capacity

Approximate meals served per day

Do you provide pay slips?

YES

NO

If YES, how often?

Weekly

Fortnightly

Monthly

If NO, please provide reason.



### 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 **Chef [351311]**. 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.

**Chef [351311]:** Plan, organise and participate in the preparation and cooking of food and would typically be expected to: assist with recruitment; supervise cooks and other kitchen staff; demonstrate cooking techniques and advise on procedures; train kitchen staff; explain, implement and enforce hygiene regulations; deal with suppliers; assist with planning staff rosters and menus; and develop recipes.

Chefs may also specialise in preparing and cooking particular cuisines, e.g. Indian or Italian. Other specialisations may include entrees, desserts and pastry cooking.

Duties of a chef may vary depending on where they work. In larger establishments, such as hotels, clubs, catering companies and restaurants, chefs may supervise one or more sections of the kitchen. In smaller establishments, chefs may independently manage the full operation of the kitchen.

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.

Tasks and Duties	Y	N	NY	D	Comments
<b>Will the participant gain experience in using trade skills safely and efficiently by:</b>					
Demonstrating cooking techniques to cooks and advising on cooking procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing and cooking food using different methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing and cooking specialisations, e.g. particular cuisines, speciality dishes, entrees, desserts and pastries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Freezing and preserving foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring the quality of dishes prepared in the kitchen at all stages of preparation and presentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Will the participant gain experience in planning and organising work by:</b>					
Developing recipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deciding how to present or serve meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks and Duties	Y	N	NY	D	Comments
Planning menus in consultation with the Head Chef?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimating and setting portion sizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervising the activities of cooks, apprentices and assistants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning staff rosters or assisting Head Chef with this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Discussing food preparation issues with Managers, Dietitians and kitchen and waiting staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring temperature control and ensuring accurate and timely temperature logs are well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and preparing dishes according to different dietary and cultural needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Revising and reviewing menu costs when new or revised dishes appear on the menu or when there is a change in supplier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring own performance and quality of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrating techniques and advising on cooking procedures?	<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"/>	
<b>Will the participant gain experience in using utensils and equipment, including:</b>					
Kitchen equipment such as: ranges and ovens; scales; grills and griddles; deep-fryers; salamanders; food processors; blenders; mixers; slicers; frypans; woks; steamers <i>(Circle those used and write any others in the comments column)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knives and knife techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utensils and other hand implements?	<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"/>	



Tasks and Duties	Y	N	NY	D	Comments
<b>Will the participant gain experience in managing resources to be able to:</b>					
Organise and take responsibility for the participant's section of the kitchen to ensure efficient kitchen operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organise and plan staff rosters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organise food and supplies to be purchased/ordered as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check orders received for quantity, quality and temperature of product?	<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"/>	
Train staff?	<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"/>	
<b>Will the participant receive advice and support in meeting business expectations relating to:</b>					
Australian Standards, legislation and regulations that apply to Chefs?	<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"/>	
Leading work teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring sanitation practices, and ensuring that kitchen and food safety standards are followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promoting the establishment?	<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"/>	
<b>Will the participant gain experience in identifying and resolving issues and problems including:</b>					
Working under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying performance or personal issues with other staff members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and dealing with risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks and Duties	Y	N	NY	D	Comments
<b>Will the participant gain experience in meeting client expectations through communicating with:</b>					
Head Chef and other management staff about work requirements and work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other staff/employees using the correct terminology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team members about work requirements and work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Will the participant gain experience in working with others, including:</b>					
Front of House staff (waiting staff, maître d'hôtel)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Head Chef and/or other Chefs in specialist roles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff members in other work sections of establishment?	<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?	<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

<b>Supervisor Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date (DD/MM/YYYY)</b>	

<b>Employer Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date (DD/MM/YYYY)</b>	