



Job Ready Program Employment Verification Report Motor Mechanic (General) [321211]

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

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 Motor
Mechanic (General) [321211]?

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

Number of Motor Mechanics (General)
employed.

Number of hoists

Is this a specialist workshop?

YES

NO

If YES, please indicate
specialisation

4WD

Brake and clutch

Steering/
suspension

Transmission

Tuning

Other (please
specify)

Do you have a mobile breakdown service?

YES

NO

Do you have an express bay?

YES

NO

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 **Motor Mechanic (General) [321211]**. 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.

Motor Mechanic (General) [321211]: Service, repair and overhaul the mechanical parts of motor vehicles such as engines, transmissions, ancillary equipment and devices.

Motor Mechanics (General) also maintain, service and repair electrical components. Motor mechanics needs to be highly literate and numerate and should have the capacity to be trained and have access to a range of electronic vehicle diagnostic software.

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
Will the participant gain experience in using trade skills safely and efficiently by:					
Carrying out maintenance procedures on vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detecting and diagnosing faults in engine, transmission and suspension systems and their parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repairing or replacing worn or faulty parts by removing assemblies such as: engines; transmissions; differentials or steering gear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Re-assembling, testing, cleaning and adjusting repaired or replaced parts or assemblies using various instruments to make sure they are working properly and then replacing into vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tuning engines using special electronic equipment and making adjustments (e.g. to timing or advance curves, aftermarket chip fitment, etc.) for smoother running or better performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carrying out minor trim repairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diagnosing, repairing or replacing engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks and Duties	Y	N	NY	D	Comments
management/fuel injection components?					
Using oxy, electric, TIG or MIG welders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing and repairing electrical/electronic systems such as lighting, instrumentation, ignition and fuel injection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting vehicles and issuing Roadworthy Certificates (RWC) OR listing the work required before a RWC can be issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dismantling and checking parts, referring to manuals as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in planning and organising work by:					
Planning and preparing for a range of automotive service and repair tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting the tools and equipment required for different tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring that all repairs are carried out in a timely and professional manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying the occupational health and safety and workshop procedures required to complete different tasks efficiently and safely?	<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 including:					
Hand tools such as: screwdrivers; pliers; spanners; and, sockets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools such as pneumatic air guns and ratchets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Machine tools such as: wheel balancers; wheel alignment equipment; brake testing equipment; and, disc and drum machining lathes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Welding and flame-cutting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electronic/computerised testing equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jacks and hoists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks and Duties	Y	N	NY	D	Comments
Maintaining tools, equipment and work areas in good and safe condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in managing resources to be able to:					
Check orders received for quantity and quality?	<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"/>	
Organising materials and supplies to be purchased/ordered as required?	<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 Motor Mechanics?	<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"/>	
Identifying and ordering spare parts correctly?	<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"/>	
Using workshop manuals or knowing where to access them online?	<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"/>	
Identifying and dealing with risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responding to unusual situations and events?	<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"/>	



Tasks and Duties	Y	N	NY	D	Comments
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:					
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)	