



Job Ready Program Employment Verification Report Panel Beater [324111]

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 Panel Beater [324111]

YES

NO

If NO, what is their current occupation/job?

Section Two: Business Details

Name

Address

Australian Business Number (ABN)

Name of Employer/Supervisor

Contact number

Contact email

Type of business

Commercial

Fleet

Dealership

Other (Please specify)

Number of Panel Beaters employed

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 **Panel Beater [324111]**. 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 done 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.



Panel Beater [324111]: Repairs damage to metal, fibreglass, and plastic bodywork on vehicles, and form replacement vehicle panels.

Please tick (✓) the trade skills demonstrated by the JRP participant over the last three (3) months. 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:					
Removing damaged panels and parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removing upholstery and accessories to gain access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Straightening damaged vehicles and parts using mechanical and hydraulic equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Participating in environmentally sustainable work practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Replacing badly damaged sections with new or second-hand panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filling depressions with plastic filler, and filing, grinding and sanding repaired surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting and joining replacement sections using welding equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing, charging and replacing batteries and jump-starting vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removing, replacing and aligning bolt-on vehicle body panels and components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fitting repaired or replacement panels on vehicles and refitting body hardware such as door locks and trims?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Applying original equipment manufacturer repair procedures during vehicle repairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carrying out oxyacetylene thermal heating and cutting on vehicle body sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carrying out advanced gas metal arc welding on vehicle body sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following environmental and sustainability best practice in an automotive workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks and Duties	Y	N	NY	D	Comments
Will the participant gain experience in planning and organising work by:					
Determining extent of damage and ordering correct parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Labelling and sorting parts for later use in the repair process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking that parts delivered are correct for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working to standard times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determining repair procedures according to vehicle damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain experience in using tools and equipment including:					
Equipment such as pullers, porta powers, jigs, racks and laser equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand tools such as hammers, shrinking and stretching hammers, hacksaws and other saws, chisels, vices, clamps, files, body files, screw drivers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools such as air drills, grinders, polishers, buffers and sanders?	<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:					
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"/>	
Organise materials and supplies to be purchased/ordered as required.	<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"/>	
Will the participant gain advice and support in meeting business expectations relating to:					
Australian Standards, legislation and regulations that apply to Panel Beaters?	<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"/>	
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"/>	



Tasks and Duties	Y	N	NY	D	Comments
Identifying and ordering spare parts and materials correctly?	<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"/>	
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:					
Identifying and dealing with risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the participant gain 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)