



## Job Ready Program Employment Verification Report Pastrycook [351112]

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 with you?

Is the participant still employed with you?

YES

NO

If NO, what date did they finish?

Is the participant working as a Pastrycook [351112]?

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

Restaurant

Wholesale

Other (Please specify)

Service Types

Dine in

Home delivery

Take away

Opening times

Breakfast

Lunch

Dinner

N/A

Number of Pastrycooks employed

Seating capacity

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 **Pastrycook [351112]**. 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.

**Pastrycook [351112]:** mix, bake, fill, ice and decorate all kinds of cakes, buns, biscuits and pastries. Tasks include weighing, mixing, kneading ingredients; shaping and moulding the mixture before baking; loading and unloading the mixture for baking and glazing or decorating with icing or cream, and developing recipes.

Pastrycooks work in a range of businesses from small bakeries to medium sized bakeries together with pastry or cake production facilities and franchises. These businesses may have a retail outlet or may operate as a wholesaler to other food outlets or supermarkets. Pastrycooks may also specialise as chocolatiers, patisseries, ice carvers, sculptors and festive cake decorators.

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>					
Checking the quality of ingredients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Measuring and weighing product ingredients in line with recipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneading, maturing, cutting, moulding, mixing and shaping dough and pastry goods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing pastry fillings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forming, loading, baking, unloading, de-panning and cooling batches of pastry products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Controlling baking times and monitoring the temperature and appearance of products?	<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"/>	
Glazing buns and pastries and decorating cakes with cream and icing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks and Duties	Y	N	NY	D	Comments
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"/>	
Developing recipes with support of the Pastry Chef?	<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>					
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 buns, cakes, biscuits and pastry goods?	<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 buns, cakes, biscuits and pastry goods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and efficiently preparing the production of buns, cakes, biscuits and pastry goods according to standard recipes?	<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 tools and equipment/utensils and equipment, including:</b>					
Hand tools and utensils used by pastry cooks including: knives; peelers; dough dividers; sieves; cutters; graters; pastry brushes; whisks; scales; thermometers, and, piping bags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen equipment such as: ranges and ovens; scales; food processors; blenders; mixers; slicers; forming machines; rolling machines; 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"/>	
<b>Will the participant gain experience in managing resources to be able to:</b>					
Select methods, ingredients and kitchen equipment to efficiently prepare, cook and present all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks and Duties	Y	N	NY	D	Comments
kinds of cakes, buns, biscuits and pastries?					
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"/>	
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 Pastrycooks?	<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 on site?	<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 and dealing with risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Will the participant gain experience in meeting client expectations through communicating with:</b>					
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 tradespeople using the correct language and terminology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Will the participant gain experience in working with others, including:</b>					
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)**