



## Job Ready Program – Employment Verification Report (EVR) Fitter (General) (323211)

The Trades Recognition Australia (TRA) Job Ready Program (JRP) is an employment-based skills assessment program for international student graduates with an Australian qualification.

**You are receiving this form because you have an employee applying for, or currently participating in, the Job Ready Program.** The information you provide in this form will allow us to confirm that the workplace and employment arrangements provide enough opportunity for the participant to develop the required skills in their nominated occupation.

### Your role, as the employer, is to:

- give the participant appropriate trade level work under standard employment arrangements within a safe work environment
- nominate an employee skilled in the occupation to supervise the participant
- sign-off on the participant's progress report (usually six months after the start of the program)
- support the participant to develop and improve their skills and understanding of Australian Standards and Legislation, language, and terminology as it is used in the workplace
- help the participant to demonstrate their trade skills in an Australian workplace
- allow an approved assessor to carry out a workplace assessment of the participant's skills and job readiness (after 6 months or longer in the program).

To receive a successful workplace assessment outcome your employee (the JRP participant) will have to demonstrate the skills they have developed in the workplace. They will also have to show that they have the capacity to apply their skills and knowledge to all other tasks and duties involved in the occupation even if they are not doing them daily.

### How to provide the completed EVR to TRA

This form must be completed and signed by you, as the employer and/or a nominated supervisor. The participant will upload the completed EVR in the TRA Online Portal.

If you have any questions about this form or the Job Ready Program, please visit [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au) or email [jrpenquiries@dese.gov.au](mailto:jrpenquiries@dese.gov.au).



## Section One: Participant Details

TRA Reference Number	<input type="text"/>
Participant's 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"/>
How many hours/week on average are they working/did they work?	<input type="text"/>
Is the participant working as a Fitter (General)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, what is their current occupation/job?	<input type="text"/>
Is the participant a subcontractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, do you supervise the participant (i.e., they work under your direction, and you directly assign them work)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section Two: Business Details

Registered Business Name	<input type="text"/>
Address	<input type="text"/>
Australian Business Number (ABN)	<input type="text"/>
Address of website or web presence (e.g., Facebook)	<input type="text"/>
Name of Employer	<input type="text"/>
Contact number/s and email	<input type="text"/>
Name of Supervisor	<input type="text"/>
Contact number/s and email	<input type="text"/>
Number of Fitter (General) employed	<input type="text"/>
Type of business?	<input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Production <input type="checkbox"/> Other (please specify)
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, do you direct deposit wages to the participant under sub-contracting arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No



If No, please provide reason

### Section Three: Tasks Performed

**Fitter (General) [323211]:** Fitters use tools, machines, equipment, and engineering techniques to maintain and repair mechanical plant and equipment to operational standards.

Please tell us about the work the JRP participant is doing, or will have the opportunity to do, in your workplace as a Fitter (General).

This section is divided into *trade* skills (the tasks and work they do; the tools and equipment they use) and *workplace* skills (how they communicate and work with others; how they get the work done).

It is important that the participant has the opportunity in your workplace to develop their skills and understanding in all these areas. If you tick no to any of the questions below, please provide reasons in the comments box.

#### Trade Skills

Tasks and Duties	Yes	No	Comments
identify and interpret the engineering drawings to the AS 1100,401-1884 (R2014) Technical drawing, to determine the job requirements such as quantity, material, measurements, and tolerances for all machining and fitting operations.	<input type="checkbox"/>	<input type="checkbox"/>	
Conducting pre-start checks to operate metal cutting machines and monitor the machine/process.	<input type="checkbox"/>	<input type="checkbox"/>	
select/set up the correct cutting tools to perform machining operations.	<input type="checkbox"/>	<input type="checkbox"/>	
select and set up machining accessories such as dividing heads, fixtures, vices, clamps, face plates, angle plates and V-Blocks for the correct machining operations.	<input type="checkbox"/>	<input type="checkbox"/>	
Setting the machining parameters such as speeds and feeds to be able to perform machining to manufacture products that meet the specifications.	<input type="checkbox"/>	<input type="checkbox"/>	
Checking components for compliance and the correct specifications using precision measuring instruments and accessories such as micrometres and verniers before fitting.	<input type="checkbox"/>	<input type="checkbox"/>	
Performing installation of equipment on-site including leveling and alignment of components such as bearings, gearboxes, shafts, couplings, and keys.	<input type="checkbox"/>	<input type="checkbox"/>	
Following engineering principles relating to fault diagnosis, when performing operational maintenance of machines or overhauling and repairing mechanical components such as bearings, gearboxes, shafts, couplings and keys.	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting and using the correct lifting, leveling and alignment equipment such as jacks, turnbuckles, wedges, drift pins, pry bars, hammers and lifting equipment (hoists, cranes using shackles and slings)	<input type="checkbox"/>	<input type="checkbox"/>	



Selecting and using the correct method of either thermal or mechanical cutting equipment for operation purposes such as removal of bolts and immovable mechanical components.	<input type="checkbox"/>	<input type="checkbox"/>
Selecting and using the correct hand tools to fit engineering components into assemblies or sub-assemblies.	<input type="checkbox"/>	<input type="checkbox"/>
Using the correct fitting techniques and sequences when assembling, or fitting engineering components such as bearings, gearboxes, shafts, couplings, and keys.		
Identify and repairing/replacing faulty Pneumatic system components and then testing Pneumatic circuit for the correct operation and system specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Identify and repairing/replacing faulty hydraulic system components and then testing Hydraulic circuits for the correct operation and system specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Identify and resolve Fitting issues and problems relevant to a Fitter (General) [323211].	<input type="checkbox"/>	<input type="checkbox"/>

### **Workplace Skills**

The participant will build their understanding of the workplace by:	Yes	No	Comments
Complying with all Australian Standards, State and Federal legislation and regulations relating to the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with others in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating effectively.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying, reporting, and controlling Hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting supplies, equipment and work areas for cleanliness, safety, and functionality	<input type="checkbox"/>	<input type="checkbox"/>	
Working to company deadlines and targets	<input type="checkbox"/>	<input type="checkbox"/>	
Identify and work to the occupational health and safety procedures required to complete different tasks efficiently and safely in the workshop including wearing the correct PPE.	<input type="checkbox"/>	<input type="checkbox"/>	

### **Additional Information/Comments**

Please write in the space below if you have any further information and/or comments on the JRP participant's work performance or duties.



### Section Four: Supervisor and Employer Declaration

NOTE: Penalties apply under the Crimes Act 1914 and the Criminal Code Act 1995 may apply for making false or misleading statements and providing false or misleading information or documents.

I confirm that:

- a. I am an authorised representative of the business listed in Section 2
- b. the information in Sections 1 and 2 above is accurate
- c. the information in Section 3 is a true and accurate record of the tasks and duties that the JRP participant is doing, or will be doing, in this workplace
- d. I agree to allow a workplace assessment of the participant’s skills.

Supervisor Name	
Position	
Signature	
Date (dd/mm/yyyy)	

Employer Name (if different to Supervisor)	
Signature	
Date (dd/mm/yyyy)	