



Job Ready Program – Skills Progress Report (SPR) Metal Machinist (First Class) (332234)

As a participant in the Job Ready Program, you need to give Trades Recognition Australia (TRA) an update on your progress after six months of employment under the program.

Why you need to complete the Skills Progress Report (SPR)

It allows you to assess how you are progressing in your workplace and report on your skills development.

It is an opportunity for you to check with your employer that you are on the right track for a successful Job Ready Workplace Assessment (JRWA).

It lets us know what you are doing in your workplace.

Your completed SPR will be given to the person who will assess your skills and how you go about your work. In the JRWA the assessor will ask you questions about the information given in this form, so it is important that your answers are accurate.

How to fill in the SPR

Tell us about your *trade* skills (the tasks and the work you do; the tools and equipment you use); and your *workplace* skills (how you communicate and work with others; how you get the work done). Answers must be about the work that you have done in this workplace (not work done in a previous workplace).

For each question, please answer either:

- **Yes** (Yes, I am doing this or have done this), OR
- **No** (No, this is not something I have done or will be doing in this workplace) OR
- **Not Yet** (this is something that I will be doing in this workplace but have not yet had the opportunity to do it).

If you or your supervisor/employer want to give us more information this can be written under 'comments'.

How to provide your completed SPR

Log in to the [TRA Online Portal](#) and upload your completed SPR in PDF format using the *Document Uploads* link.

What happens if your supervisor or employer changes

Let us know in Section 2 if your supervisor has changed.

If you have left your employer, please get your previous employer or supervisor to sign an SPR for the work you did there.

When you have a new employer please register your new employer in the [TRA Online Portal](#) as soon as possible. You will need to upload a completed Employment Verification Report (EVR) for your new employer. EVRs can be downloaded from www.tradesrecognitionaustralia.gov.au You do **not** have to pay a fee to register a new employer.



Section One: JRP Participant Details

TRA Reference Number	<input style="width: 100%;" type="text"/>
Participant's Name	<input style="width: 100%;" type="text"/>
Are you still employed with this employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what date did you finish (dd/mm/yyyy)?	<input style="width: 100%;" type="text"/>
Are you working as a Metal Machinist (First Class) ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, what date did this change and what is your current occupation/job?	<input style="width: 100%;" type="text"/>

Section Two: Employer/Nominated Supervisor Details

Registered Business Name	<input style="width: 100%;" type="text"/>
Business Trading Name	<input style="width: 100%;" type="text"/>
Business Address	<input style="width: 100%;" type="text"/>
Name of Employer	<input style="width: 100%;" type="text"/>
Employer's contact number/s and email	<input style="width: 100%;" type="text"/>
Name of supervisor	<input style="width: 100%;" type="text"/>
Supervisor's contact number/s and email	<input style="width: 100%;" type="text"/>
Is this a new supervisor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you want your supervisor details updated?	<input type="checkbox"/> YES (<i>The change is permanent</i>) <input type="checkbox"/> NO (<i>The change is temporary</i>)



Section Three: Work Performed by JRP Participant

This SPR covers the period
between (dd/mm/yyyy):

Start Date

End Date

Metal Machinist (First Class) (332234): Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using drawings and specifications.

Note: During your workplace assessment you will be asked to demonstrate the skills you have developed in the workplace. You will also need to talk about and understand other tasks and duties involved in the occupation even if you are not doing them regularly in your current workplace.

Please tick (✓) the skills you have demonstrated over the period covered by the SPR. Each question must have a response: 'Yes' (Y), 'No' (N), or 'Not Yet' (NY).



Trade Skills

What I did/am doing at work- essential tasks and duties	Y	N	NY	Comments
Reads blueprints and technical specifications to understand the requirements for the metal component to be machined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepares and configures machine tools for specific jobs and ensures correct fixtures, settings and tools are applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forms metal stock and castings to fine tolerances using machining tools to press, cut, grind, plane, bore and drill metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checks fabricated and assembled metal parts for accuracy, clearance and fit using precision measuring instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Polishes, deburs and finishes the machined parts to ensure they meet the specified finish quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
May program and operate computer numerical control machines to guide machine tools in producing parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional tasks and duties	Y	N	NY	Comments
Diagnosing faults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performing operational maintenance of machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhauling and repairing mechanical parts and fluid power equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I gained experience in using tools and equipment, including:	Y	N	NY	Comments
Hand tools such as: hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gauges, handheld taps and dies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools such as: jigsaws, nibblers, pedestal drills, pedestal grinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment such as: lathe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using and understanding the required Personal Protective Equipment (PPE) needed to undertake tasks and duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selecting the tools and equipment required for various tasks	<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"/>	



Workplace Skills

I am building my workplace skills by:	Y	N	NY	Comments
Complying with Australian Standards, legislation, regulations, and terminology relevant to a Metal Machinist (First Class) .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and resolving issues and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working effectively with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaborating with others to resolve issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspecting supplies, equipment and work areas for cleanliness, safety, and functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with supervisors, other staff or customers using the correct language and terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking with customers about work requirements and work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Information/Comments

If you have any further information and/or comments on your work performance or duties, please write them here.



Section Four: Declarations

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.

Employer/Nominated Supervisor

By signing this report, you are confirming that you are an authorised representative of this business and the information in the table above is a true and accurate record of the tasks and duties performed by the Job Ready Program participant in this workplace.

Supervisor Name

Supervisor Position

Supervisor Signature

Date (dd/mm/yyyy)

Employer/Nominated Supervisor Comments

If you have any comments or additional information on the participant's work performance or duties, please provide these in the box below.

Job Ready Program Participant

Please tick (✓):

- The information I have supplied on this form is true and correct



Australian Government
**Department of Employment
and Workplace Relations**



Signature of JRP participant:

Date (dd/mm/yyyy):