

Observation Report

AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology

Applicant information

When you provide evidence of your workplace skills for your Trade Skills Assessment, you must also provide a completed Observation Report. A completed Observation Report allows you to provide evidence of the trade skills and knowledge you regularly display at your workplace.

Who can complete the Observation Report?

The person who completes the Observation Report must:

- hold a supervisor position at your current or past workplace (e.g. your supervisor, manager or owner of a business where you work)
- be available to be contacted by VETASSESS to discuss their report if required.

NOTE:

- If you do not have a supervisor in the current/past workplace or are unable to ask them to complete the report, you can approach other people who you work closely with (e.g. a senior colleague, regular/long-term client).
- If the person who completes the Observation Report is not contactable by VETASSESS, the evidence in the report cannot be accepted.
- An Observation Report does not replace a statement from your employer. You must provide a separate employer statement in your evidence for Stage 1.

Observer information

The information you provide in this report will be submitted to VETASSESS as part of the Applicant's Trade Skills Assessment process.

The report allows you to state skills and knowledge the Applicant regularly demonstrates in the workplace.

What must I do to complete the report?

- hold a supervisor position at your workplace or work closely with the Applicant
- regularly observe work performed by the Applicant
- answer the questions based on skills you have observed in the workplace
- answer all questions honestly
- be available to discuss this report with VETASSESS if required.

If you have any questions about completing this report, please contact us at tradeassess@vetassess.com.au

Return the report to the Applicant when you have completed and signed it.

Applicant and Observer details

Applicant Name:		
Observer Name:		
Observer Role in the Workplace:		
Observer Contact Details:	Telephone:	
	Email:	
Workplace Name:		
Workplace Address:		
When did Observer supervise or work with the Applicant?	Start date:	
	End date:	

Report on the Applicant's workplace skills

This section is to be completed by the Observer.

Note: Identify the skills you have observed the Applicant performing correctly on multiple occasions.

Workplace skills	Yes/No	Observer comments:
Section 1: Preparing to work		
1. Receives and understands job requirements		
2. Accesses and understands technical information		
3. Selects tools and equipment and checks their condition		
4. Gathers required parts and consumables		
Section 2: Working safely		
5. Follows safe workplace practices		
6. Wears and uses Personal Protective Equipment (PPE)		
7. Uses correct manual handling procedures		
8. Uses tools and equipment safely		
9. Identifies, controls, and reports workplace hazards to supervisor		
Section 3: Servicing, repairing or diagnosing faults in systems		
10. Identify the systems the Applicant has serviced, repaired, or diagnosed: <input type="checkbox"/> Basic electrical <input type="checkbox"/> Starting <input type="checkbox"/> Charging <input type="checkbox"/> Compression ignition <input type="checkbox"/> Steering <input type="checkbox"/> Braking <input type="checkbox"/> Suspension <input type="checkbox"/> Engine		

<input type="checkbox"/> Emission control <input type="checkbox"/> Cooling <input type="checkbox"/> Fuel <input type="checkbox"/> Final drive <input type="checkbox"/> Manual transmission <input type="checkbox"/> Automatic transmission <input type="checkbox"/> Clutch system <input type="checkbox"/> Forced induction <input type="checkbox"/> Electronic dynamic control <input type="checkbox"/> Electronic body management <input type="checkbox"/> Electronic engine management <input type="checkbox"/> Hydraulic	
11. Services systems by testing, adjusting, topping up fluids and replacing components	
12. Uses diagnostic equipment	
13. Identifies faults in systems	
14. Repairs systems by dismantling, repairing or replacing components, reassembling and adjusting	
15. Follows manufacturers procedures when servicing, repairing or diagnosing systems	
Section 4: Finalising work	
16. Checks system for correct operation	
17. Cleans and returns tools and equipment	
18. Cleans work area	
19. Disposes of waste safely	
20. Completes workplace documents	

Applicant and Observer Declaration

Declaration

By signing the below section, both the Applicant and Observer confirm the following:

- the Observer holds/held a supervisor position, regularly supervises/supervised and/or has worked closely with the Applicant
- all information provided by the Observer is true and correct
- VETASSESS can contact the Observer to gather further information about this report or the Applicant's work.

NOTE: Providing incorrect or untrue information in this report may result in an **UNSUCCESSFUL** skills assessment outcome for the Applicant.

Applicant Signature:		Date:	
Observer Signature:		Date:	