

Observation Report

CPC31920 Certificate III in Joinery

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 instructions/plans		
2. Plans work within laws and regulations		
3. Selects and checks tools and equipment, including Personal Protective Equipment		
4. Calculates and selects material quantities for the job		
5. Inspects worksite, identifies hazards, locates services and erects signage and barricades		
Section 2: Working safely		
6. Follows safe workplace practices		
7. Wears and uses Personal Protective Equipment (PPE)		
8. Uses correct manual handling procedures		
9. Uses tools and equipment safely		
10. Identifies, controls, and reports workplace hazards to supervisor		
Section 3: Manufacturing and assembling		

11. Identify components the Applicant has manufactured and assembled: <input type="checkbox"/> Doors <input type="checkbox"/> Windows <input type="checkbox"/> Door and window frames <input type="checkbox"/> Carcasses <input type="checkbox"/> Stairs <input type="checkbox"/> Partitions <input type="checkbox"/> Bulkheads		
12. Calculates, measures, marks out, and cuts timber		
13. Uses a range of specialist machines in the manufacture of components		
14. Uses a range of joining techniques in the manufacture of components		
15. Sands components to required finish		
16. Preassembles components to ensure the correct fit		
17. Assembles components and checks alignment and squareness		

Section 4: Installing

18. Identify components the Applicant has installed: <input type="checkbox"/> Doors <input type="checkbox"/> Windows <input type="checkbox"/> Carcasses <input type="checkbox"/> Bulkheads <input type="checkbox"/> Stairs <input type="checkbox"/> Flooring systems <input type="checkbox"/> Lining, panelling and mouldings		
19. Checks for adequate clearance before installation		
20. Takes measurements and levels during the installation process		
21. Performs installation using appropriate methods and techniques		
22. Uses appropriate type, gauge and quantity of fasteners		
23. Checks alignment and that fit is level, straight and flush		
24. Adjusts fitment where required		

Section 5: Clean up

25. Cleans up the work area		
26. Disposes of waste		
27. Checks, maintains, and stores tools and equipment		
28. 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:	