

Observation Report

UEE30920 Certificate III in Electronics and Communication

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. Accesses documentation/instructions and understands the job requirement or scope of fault		
2. Selects and checks the operation of tools, equipment, and testing devices.		
3. Select materials, diagrams, or other resources		
4. Seeks advice from supervisor so work is coordinated effectively		
5. Follows safe work practices and risk control measures		
Section 2: Troubleshooting circuits or systems		
6. Identify circuits and systems the Applicant has troubleshooted: <input type="checkbox"/> D.C. circuits <input type="checkbox"/> Amplifiers in electronic apparatus <input type="checkbox"/> Electronic communication system <input type="checkbox"/> Resonance circuits in electronic apparatus systems <input type="checkbox"/> Single phase input D.C power supplies <input type="checkbox"/> Basic amplifier circuits <input type="checkbox"/> Digital sub-systems <input type="checkbox"/> Complex power supplies <input type="checkbox"/> Microcontroller based hardware		
7. Follows a systematic and safe approach to fault finding		

8. Refers to circuit diagrams and other technical information		
9. Identifies the need to test and measure live work		
10. Checks and isolates circuits		
11. Calculates and measure parameters		
12. Analyses results and determines fault		

Section 3: Repairing electronic equipment or systems

13. Identify electronic equipment/systems the Applicant has repaired: <input type="checkbox"/> Audio and visual reproduction equipment <input type="checkbox"/> Home entertainment systems <input type="checkbox"/> Computers <input type="checkbox"/> Electronic security systems		
14. Follows workplace procedures and manufacturer instructions		
15. Identifies the need to inspect, test or measure live work and isolates circuits as required		
16. Dismantles equipment and tags components		
17. De-solders and solders without damaging components		
18. Replaces components to manufacturer specifications		
19. Re-assembles in the correct sequence		
20. Tests for correct operation		

Section 4: Finalising work

21. Cleans work area		
22. Completes workplace documentation and notifies relevant workperson		

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:	