

Observation Report

SHB30416 Certificate III in Hairdressing

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 salon 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: Health, hygiene and environment		
1. Wears personal protective equipment		
2. Cleans/maintains equipment and stores it safely		
3. Cleans salon before and after treatments		
4. Reports health and safety hazards to supervisor/manager		
5. Uses water, electricity and other salon resources efficiently		
Section 2: Haircuts and treatments		
6. Identify the types of haircuts performed by the Applicant: <input type="checkbox"/> Solid <input type="checkbox"/> Layered <input type="checkbox"/> Graduation <input type="checkbox"/> Combination <input type="checkbox"/> Other (specify in comments)		
7. Designs haircuts appropriate to the client's hair and facial features		
8. Performs haircuts using appropriate cutting tools and techniques		
9. Identify the types of colour and other treatments performed by the Applicant:		

<input type="checkbox"/> Colouring treatments <input type="checkbox"/> Bleach treatments <input type="checkbox"/> Chemical straightening and relaxing <input type="checkbox"/> Colour correction <input type="checkbox"/> Other (specify in comments)		
10. Identifies colour and other hair treatment products that are safe and suitable for the client		
11. Applies colour and other hair treatment products following manufacturer instructions		
12. Ensures client comfort throughout treatment process.		
Section 3: Working with clients		
13. Talks effectively with clients to understand their requirements		
14. Examines hair and understands different hair types and textures		
15. Schedules client treatments		
16. Responds to client complaints		
17. Promotes salon products and services to clients		
Section 4: Working in the salon		
18. Completes client records/documents		
19. Completes cash and non-cash financial transactions		
20. Communicates effectively and respectfully with other team members		
21. Contributes to team meetings and shares knowledge with others		
22. Follows salon procedures		

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:	