

Observation Report

MEM31519 Certificate III in Engineering (Toolmaking Trade)

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: Safety		
1. Uses personal protective equipment (PPE)		
2. Conducts manual handling safely		
3. Accesses safety data sheets (SDSs)		
4. Identifies and reports safety hazards to supervisor		
5. Understands and follows emergency procedures		
6. Maintains a safe working environment		
Section 2: Information and planning		
7. Accesses work instructions (e.g. specifications and diagrams) to identify work requirements		
8. Uses computers and technology to access and store work information		
9. Plans work tasks using a logical sequence of steps		
10. Obtains and applies measurements		
11. Performs accurate calculations		

12. Completes workplace documents

Section 3: Manufacturing

13. Identify the types of workplace machines, tools and equipment used by the Applicant:

- Lathe Mill Planer
- Shaper Slotter Surface grinder
- Hand tools (e.g. hammer, screwdriver, wrench, sockets)
- Power tools (e.g. handheld drill, router, saw, sander)
- Measuring equipment (e.g. rules, micrometres, gauges, rulers, levels)
- Other workplace machines, tools and equipment (specify in comments)

14. Identify the types of tooling manufactured by the Applicant:

- Forging dies Extruding dies Die casting
- Plastic moulds Glass moulds Press tools
- Die casting Jigs Fixtures
- Gauges Other types of tooling (please list in the comments)

15. Marks out dimensions on material

16. Selects appropriate machines, equipment and tools based on job requirements

17. Assembles machines, equipment and tools and adjusts settings to meet job requirements

18. Operates and maintains machines, equipment and tools safely according to standard operating procedures (SOPs)

19. Minimises wastage of material

20. Checks finished work against specifications and fixes defects		
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Section 4: Maintenance and fitting

21. Dismantles components following instructions		
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22. Identifies faulty or damaged components		
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23. Reassembles components using replacement parts when needed		
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24. Checks operation of components and returns them to service		
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Section 5: Communication and teamwork

25. Communicates effectively with supervisors and other team members		
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26. Seeks assistance from supervisor or manager when appropriate		
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27. Provides job training to other team members		
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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:	