

# Employer Observation Report

## Pathway 2: Baker (ANZSCO 351111)

This report provides workplace evidence for the applicant's Trade Skills Assessment. It must be completed by an employer or supervisor who regularly observes the applicant at work.

### Applicant information

When you provide evidence of your workplace skills for your Trade Skills Assessment, you must also provide one completed Employer Observation Report. This report must be from your current or most recent employer. A completed Employer Observation Report allows you to provide evidence of the trade skills and knowledge you regularly display at your workplace.

### Employer/supervisor observer information

VETASSESS will review the information you provide in this report as part of the applicant's Trade Skills Assessment.

The report allows you to describe the skills and knowledge that the applicant regularly demonstrates in the workplace.

#### **What must I do to complete the report?**

You must:

- hold a supervisor position at your workplace, or work closely with the applicant in a supervisory role
- regularly observe work performed by the applicant
- answer the questions based on the 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](mailto: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's role in the workplace:			
Observer's contact details:	Telephone:		
	Email:		
	Workplace Name:		
	Workplace Address:		
When did the observer or supervisor work with the applicant?	Start date:		
	End date:		

## Report on the applicant's workplace skills

This section is to be completed by the observer.

Section 1: Trade skills	Comments
<p>Please describe how the applicant works safely in your bakery or pastry kitchen. You may wish to comment on things such as:</p> <ul style="list-style-type: none"> <li>• wearing the correct PPE while working</li> <li>• using machines and tools safely and following workplace procedures</li> <li>• lifting and moving ingredients or equipment safely (manual handling)</li> <li>• keeping themselves and others safe during daily tasks</li> <li>• following your safety procedures.</li> </ul>	
<p>While working for you, explain how the applicant maintains food safety in their daily work. You may wish to comment on how they:</p> <ul style="list-style-type: none"> <li>• maintain their own personal hygiene at all times.</li> <li>• clean food equipment and work areas to the required standard.</li> </ul> <p>store food and ingredients safely to prevent spoilage and contamination.</p> <ul style="list-style-type: none"> <li>• follow food safety standards at all stages when preparing bread and pastry products.</li> <li>• dispose of waste safely according to workplace procedures.</li> </ul>	

<b>Preparing pastry, bread and cakes</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.	<b>Bread</b>		<b>Pastry</b>		<b>Cakes/cookies</b>		Comments
	Yes	No	Yes	No	Yes	No	
<b>When preparing and mixing ingredients, the applicant:</b> <ul style="list-style-type: none"> <li>Selects the correct recipe for the required product and can adjust the recipe for different quantities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Can check ingredients for quality and freshness.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Consistently weighs and mixes the ingredients according to workplace procedures and standards.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>When mixing, rolling and layering pastry, kneading and proving dough, the applicant:</b> <ul style="list-style-type: none"> <li>Consistently ensures the batters, doughs or pastry are mixed and layered or proven in the correct manner for the finished product.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Can detect problems in the mixing, layering and proving of pastries, cakes and doughs and correct them.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Preparing pastry, bread and cakes</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.	Bread		Pastry		Cakes/cookies		Comments
	Yes	No	Yes	No	Yes	No	
<b>When shaping and baking, the applicant can:</b> <ul style="list-style-type: none"> <li>Shape, glaze, fill or decorate the dough, pastry or cakes as required by the product being made.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Operating and monitoring ovens, including using correct oven start-up procedures, settings, and temperature controls.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Follows procedures and industry timeframes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Safely and correctly loading and unloading tins/trays into proofers or ovens.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>When finishing and quality checking products, the applicant:</b> <ul style="list-style-type: none"> <li>The bread, pastry or cake is glazed, iced or decorated as required by the product being made.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Preparing pastry, bread and cakes</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.	<b>Bread</b>		<b>Pastry</b>		<b>Cakes/cookies</b>		Comments
	Yes	No	Yes	No	Yes	No	
<ul style="list-style-type: none"> <li>Monitors the baking process, including checking crust colour, sheen, uniformity of shape, and size of product, and taking corrective action to maintain the quality of the product.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Packages or displays the product as required by the workplace procedures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 2: Range of products the applicant undertakes

Identify the products you have observed the applicant performing or providing.  
 Items are grouped into categories for ease of use.  
 Tick as many items in each category as apply to the applicant.

**Only tick products you have personally observed, as your selections may determine which questions the applicant is asked.**

<p>Identify the types of bread products you have observed the applicant preparing:</p> <p><b>Breads</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic breads (e.g. white and brown bread products)</li> <li><input type="checkbox"/> Specialty flour products (e.g. rye, wholegrain, tapioca flour)</li> <li><input type="checkbox"/> Savoury breads (e.g. using dairy, meat, vegetables and/or herbs)</li> <li><input type="checkbox"/> Sweet breads (e.g. using sugar, cream, fruit, icing, etc.)</li> <li><input type="checkbox"/> Artisan products (e.g. laminated croissants/danishes, crusty doughs, fried products)</li> <li><input type="checkbox"/> Frozen dough products</li> <li><input type="checkbox"/> Other products (please list in the comments)</li> </ul>	<p>Comments</p>
<p><b>Pastry</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Laminated pastry products</li> <li><input type="checkbox"/> Non-laminated pastry products</li> <li><input type="checkbox"/> Artisan products (e.g. laminated croissants/danishes, fried products)</li> </ul>	

<p><b>Cakes/Biscuits/cookies</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Sponge cakes</li><li><input type="checkbox"/> Non-sponge cakes (e.g. fruit cake) Puddings</li><li><input type="checkbox"/> Meringue products</li><li><input type="checkbox"/> Gateaux, tortes, entremets</li></ul>	
<p><b>Other products (please list in the comments)</b></p>	

Section 3: Workplace skills	Comments
<p>How well does the applicant understand and follow your workplace procedures?</p>	
<p>In your experience, how does the applicant manage ingredients and materials in the workplace to keep waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important in a bakery or kitchen environment. Describe how well the applicant works with others and contributes to the team's productivity.</p>	
<p>From your observation, how does the applicant handle unexpected issues or changes in the bakery? Describe how they identify and fix problems, including maintaining product quality.</p>	

<p>Good communication is essential in a busy bakery or kitchen environment. Describe how the applicant communicates with co-workers, supervisors, and customers (if required) to support smooth and efficient operations.</p>	
---	--

## 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 UNSUITABLE skills assessment outcome for the applicant.

<b>Applicant signature:</b>		<b>Date:</b>	
<b>Observer signature:</b>		<b>Date:</b>	