

# Employer Observation Report

## Pathway 2: Bricklayer (ANZSCO 331111)

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 employer 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.

Note: Identify the skills you have observed the applicant performing correctly on multiple occasions.

Section 1: Trade skills	Comments
<p>Please describe how the applicant works safely in your business. 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, moving supplies 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 the qualities and standards that are required by the business they are working in. This can include:</p> <ul style="list-style-type: none"> <li>• regulations and standards that apply to your work</li> <li>• manufacturer's standards and instructions</li> <li>• following plans, drawings or other instructions.</li> </ul>	

<b>Trade tasks</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.  Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<b>Masonry Walls or Structures</b> , the applicant can: <ul style="list-style-type: none"> <li>Confirm current drawings; mark datum and set-out lines for walls and openings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Prepare base/footing and profiles; stage bricks/blocks, sand, cement and water.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Mix mortar to the specified proportion; set up the mixer and prepare the barrow runs.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Build corners/leads and run string lines to start the wall.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Lay courses to the set-out; cut units for returns and openings; install ties, reinforcement and lintels as shown.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Install DPC, flashings, and weep holes where required; continue lifts to the finished height and strip the set-out.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>Trade tasks</b></p> <p>Please provide feedback on the tasks the applicant undertakes and the standard of their performance.</p> <p>Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.</p>	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<p><b>Alterations, Extensions, or Tie-ins</b>, the applicant:</p> <ul style="list-style-type: none"> <li>Confirmed drawings; measured existing walls, levels, and plumb.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Marked set-out; isolated services; protected adjacent finishes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Cut and toothed existing; drilled anchors; fixed stainless wall ties.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Prepared bond faces; dampened; staged bricks, mortar, and tools.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Built to set out; installed ties and lintels as shown.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Cleaned interface; removed waste; handed over area safe.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>Trade tasks</b></p> <p>Please provide feedback on the tasks the applicant undertakes and the standard of their performance.</p> <p>Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.</p>	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<p><b>Openings and structural features</b>, the applicant can:</p> <ul style="list-style-type: none"> <li>• Checked drawings; confirmed opening size, lintel and sill details.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Marked set-out lines; verified levels, plumb, and bearings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Propped where needed; removed units to form an opening.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Installed lintel or arch support; bearings packed level.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Built jambs, head, and sill to set out.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Trimmed edges; cleared cavity; removed waste and protections.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Trade tasks</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.  Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<b>Freestanding or site masonry elements</b> , the applicant can: <ul style="list-style-type: none"> <li>• Checked drawings, site levels, boundaries, and services.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Marked set-out and profiles from the datum.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Prepared footing or base; placed reinforcement as specified.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Built the element to set out; fitted caps or coping.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Cleaned down, removed waste; left the area safe.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>Trade tasks</b></p> <p>Please provide feedback on the tasks the applicant undertakes and the standard of their performance.</p> <p>Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.</p>	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<p><b>Weatherproofing, movement control, and finishes,</b> the applicant can:</p> <ul style="list-style-type: none"> <li>Confirmed drawings for DPCs, flashings, trays, and joints.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Staged materials and access; protected adjacent finishes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Installed DPCs at bases and openings as specified.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Built in flashings; formed weep holes to plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Set control joints; installed fillers and sealants.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Tooled joints; cleaned down; removed waste and protections.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 2: Range of tasks the applicant undertakes

<p>Identify the types of tasks that you have observed the applicant doing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set out and construct new masonry walls (brick or block).</li> <li><input type="checkbox"/> Form openings and install supports (lintels, arches, sills).</li> <li><input type="checkbox"/> Alterations, extensions, and tie-ins to existing masonry.</li> <li><input type="checkbox"/> Structural blockwork (basements, shafts, plant rooms).</li> <li><input type="checkbox"/> Freestanding/site elements (boundary walls, piers, fences, steps).</li> <li><input type="checkbox"/> Fire-rated or acoustic masonry walls to specification.</li> <li><input type="checkbox"/> Retaining walls with footing, reinforcement, and drainage.</li> <li><input type="checkbox"/> Weatherproofing and movement control (DPCs, flashings, control joints).</li> <li><input type="checkbox"/> Finishing and clean down (joint tooling, acid wash where specified).</li> <li><input type="checkbox"/> Remedial work (crack repair, re-pointing, lintel replacement).</li> </ul>	<p>Comments</p>
<p><b>Other tasks (please list in the comments)</b></p>	

Section 3: Workplace skills	Comments
How well the applicant understands and follows your workplace procedures	
In your experience, how does the applicant manage supplies and materials in the workplace to keep waste within acceptable levels?	
Teamwork and efficiency are important in an engineering environment. Describe how well the applicant works with others and contributes to the team's productivity.	
From your observation, how does the applicant handle unexpected issues or changes in the work? Describe how they identify and fix problems, including maintaining product quality.	

<p>How does the applicant ensure their work meets industry and workplace standards while completing tasks within required timeframes?</p>	
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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 UNSUITABLE skills assessment outcome for the applicant.

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