

# Employer Observation Report

## Pathway 2: Cabinetmaker (ANZSCO 394111)

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.

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 your business. 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>Machining:</b> the applicant: <ul style="list-style-type: none"> <li>Identify the machine and job, choose the correct tooling and settings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Check guards, fences, riving knife and emergency stops.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Inspect blades or cutters for damage, sharpness and secure fixing.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Set depth, speed and fences using a test piece first.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Clean the machine, remove dust, and check the extraction and lubrication points.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Report faults, tag out unsafe machines and follow the maintenance schedule.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Assembly</b> , the applicant: <ul style="list-style-type: none"> <li>Confirm storage layout, job details and customer requirements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Measure spaces, confirm heights, widths and fixing points.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Prepare a cutting list, select suitable materials and hardware.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Cut and machine panels, edges and backs to size.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Drill for hinges, runners, shelf pins and fixings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Assemble units, check squareness, alignment and fixing locations.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Installation</b> , the applicant can: <ul style="list-style-type: none"> <li>• Confirm site measurements, layout lines, services and fixing points.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Unload, check and protect cabinets, benchtops and panels on site.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Set out base and wall units to marked lines.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Pack, level and fix cabinets securely to walls and floors.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Fit benchtops, panels, kicks and trims, check clearances.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Check door and drawer operation, adjust hardware and tidy work area.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Joints</b> , the applicant can: <ul style="list-style-type: none"> <li>• Confirm drawings, load requirements and joint details for the job.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Select suitable joint types, materials, glues and fixings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Set out joints accurately, mark reference faces and edges.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Set up machines, jigs or hand tools for each joint.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Cut and machine joints, test fit and adjust as needed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Assemble components in sequence, clamp and allow glue to cure.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Finishes</b> , the applicant can: <ul style="list-style-type: none"> <li>Benchmark answers for 5.9 Finishes (process).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Confirm finish type, colour, sheen and product specifications.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Prepare surfaces, fill defects, and sand to the required grit sequence.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Remove dust and contaminants, tack rag or vacuum thoroughly.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Set up a spray or application area with ventilation and protection.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Apply sealer or first coat evenly, following product instructions.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>De-nib between coats if required, apply final coats and allow curing.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Custom and one-off cabinetry</b> , the applicant can: <ul style="list-style-type: none"> <li>• Confirm design, dimensions, finishes and special customer requirements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Produce sketches or drawings, plan construction details and joinery.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Select suitable materials, hardware and fixings for the design.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Set out, cut and machine components to the required sizes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Trial assemble, check proportions, squareness and fit of parts.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Complete final assembly, detailing and preparation for finishing or installation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 2: Range of products and/or services the applicant undertakes

- Identify the products and/or services 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 tasks you have personally observed**, as your selections may determine which questions the applicant is asked.

Identify the types of products and/or services that you have observed the applicant doing:

- Kitchen cabinet manufacture and installation
- Bathroom vanity and laundry cabinet manufacture and installation
- Built-in robe and wardrobe manufacture and installation
- Linen cupboard and general storage cabinet manufacture and installation
- Entertainment units and TV wall units
- Bookshelves and custom shelving systems
- Home office desks, storage and study fit outs
- Reception counters and front of house joinery
- Office storage, staff room and boardroom joinery
- Retail and shop fit-out joinery
- Café, bar and restaurant joinery
- Repairs, alterations and upgrades to existing cabinets and benchtops

Comments

<p><b>Other products (please list in the comments)</b></p>	
<p><b>Section 3: Workplace skills</b></p>	<p><b>Comments</b></p>
<p>How well does the applicant understand and follow your workplace procedures?</p>	
<p>In your experience, how does the applicant manage supplies and materials in the workplace to keep waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important in a workplace environment. Describe how well the applicant works with others and contributes to the team's productivity.</p>	

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.

## 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>	