

Employer Observation Report

Pathway 2: Carpentry/Joinery

Occupations:

Carpenter (ANZSCO 331212)

Joiner (ANZSCO 331213)

Carpenter and Joiner (ANZSCO 331211)

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. 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"> • wearing the correct PPE while working • using machines and tools safely and following workplace procedures • lifting, moving supplies or equipment safely (manual handling) • keeping themselves and others safe during daily tasks • following your safety procedures. 	
<p>While working for you, explain how the applicant maintains the qualities and standards that are required by the industry they are working in. This can include:</p> <ul style="list-style-type: none"> • regulations and standards that apply to your work • manufacturer's standards and instructions • following workplace procedures or other instructions 	

Trade tasks 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
Observers, please choose only the tasks the applicant undertakes for you. There is a wide range of tasks in these occupations and applicants will not do every task.					
Setting out and levelling – the applicant can: <ul style="list-style-type: none"> Reads drawings and confirms grid lines, datums and control points before starting 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Establishes and checks site levels using a laser or level against benchmarks or finished floor levels 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Sets profiles and string lines accurately; marks building lines, offsets and key points 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Checks set-out is square and to tolerance; transfers levels and marks openings as required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Wall Framing and support structures , the applicant can: <ul style="list-style-type: none"> • Reads drawings and confirms wall locations, heights, and stud or bearer spacings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Sets out plates and openings accurately; marks studs, jambs and lintels and checks square. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Cuts and assembles wall frames to the fixing schedule; installs lintels, noggings and required bracing. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Stands, plumbs and fixes frames securely; completes tie downs, anchors and top plate connections. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Sub-Floor Stumps/Floor Framing/Formwork floor/Decks , the applicant can: <ul style="list-style-type: none"> • Sets out bearer spacings, pad locations and profiles accurately using string lines and marked positions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Excavates or drills pads and installs stumps to the schedule; pours concrete and sets stump heights plumb and to finished floor levels. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installs ant caps, DPC and packers; cuts, joins and fixes bearers, then sets out and fixes joists and blocking to the fixing schedule. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Checks floor straightness and level; planes or packs as required and installs the specified flooring or formwork to manufacturer requirements. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Trade tasks</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>Ceiling and Roof Frame Structures, the applicant can:</p> <ul style="list-style-type: none"> • Reads drawings and confirms wall, ceiling, bulkhead or roof locations, heights, dimensions and spacings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Sets out and installs wall plates, ceiling joists or battens to the required spacing; checks line, level and flatness using laser or straight edge and packs or planes as required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installs support blocks, hanging beams and blocking; allows for services and fixes connections to frames or trusses as specified. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Where applicable, erects suspended formwork frames to level, installs bearers and joists, fixes plywood decking and applies required finishes or oil or other formwork system. Please specify. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Internal Timber Linings/ Flooring/Fix-out and Doors , the applicant can: <ul style="list-style-type: none"> • Reads current drawings and specifications and selects the correct materials, profiles, finishes and fixings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Checks rooms for plumb, level and straight; straightens walls or battens and levels floors as required before starting. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Measures, cuts, scribes and fits linings, flooring and doors accurately; sands exposed edges and adjusts for a neat finish. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Fixes using the correct adhesive and fixings; checks gaps and alignment; fills or caulks as required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Door Jambs, Doors and Door Hardware <ul style="list-style-type: none"> • Reads current drawings and specifications and selects the correct door, jamb, hardware, finishes and fixings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Checks openings and swing direction; measures, cuts and assembles jambs with allowances for floor coverings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installs jambs plumb, level and square; hangs doors, planes for even clearances and fixes to the schedule. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Fits and tests hardware and door stops; checks operation and finish; fills, sands and presents work for approval. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Architraves and Skirting Boards <ul style="list-style-type: none"> • Reads current drawings and specifications and selects the correct profiles, sizes, finishes and fixings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Measures and marks architraves and skirting accurately; marks quirks and allowances to suit jambs and finished floors. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Cuts, mitres and scribes architraves and skirting for tight joints; planes and adjusts to achieve a neat fit. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Fixes using appropriate adhesive and fasteners; sands flush, fills or caulks as required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>External cladding and/or building sealing</p> <ul style="list-style-type: none"> • Reads the latest drawings and confirms cladding type, profiles, finishes, fixings and details. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Checks frames or battens for plumb, level, straightness and correct spacing before fixing. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installs weather wrap, tapes and seals joints and openings; fits flashings, stops and trims as specified. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Fixes cladding to the schedule using the correct fixings or adhesive; seals and finishes joints neatly and presents surfaces ready for finish. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Fitted and free standing cabinetry/joinery/furniture <ul style="list-style-type: none"> • Reads drawings and cutting lists and confirms materials, finishes and hardware schedules. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Cuts, edges and machines components accurately and assembles carcasses square with backs, runners and hinges fitted correctly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Pre-fits and adjusts doors, drawers and fronts for even reveals and smooth operation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installs units on site level and secure, scribes and fits infills and benchtops as required, completes final fit-off. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Window/Door <ul style="list-style-type: none"> • Reads drawings and schedules and confirms opening sizes, handing, BAL or wind rating, glazing and hardware requirements. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Manufactures or prepares frames and sashes accurately; assembles square and fits seals, glazing and beads to specification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installs windows or doors, plumb and level using sill pans and flashings; fixes through jambs or straps and maintains required clearances. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Weatherproofs and adjusts units; seals perimeters, fits hardware correctly and checks smooth operation and secure latching. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Staircase <ul style="list-style-type: none"> • Reads drawings and set-out information and confirms rise, going, number of treads, stringer layout, landings and headroom. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Selects and machines staircase components accurately and assembles the flight square with correct fixings and clearances. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installs the staircase on site to line and level; fixes stringers securely to floors, landings and walls and packs as required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Fits handrails, posts and balustrades correctly; completes trims and finishes, protects surfaces. 	<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 tasks you have observed the applicant making:

Carpenter

- Working Drawings and Project Planning
- Use Tools/ Equipment and Handle Materials
- Measurements and Calculations
- Setting Out and Levelling
- Working Safely at Heights and Scaffolding
- Excavation
- Timber Sub-Floor/ Wall-Framing and Support Structures
- Ceiling and Roof Frame Structures
- Internal Timber Linings/ Fix-out and Doors
- External Cladding/ Lock-Up and Building Sealing
- Demolition
- External Timber Stair Construction
- Formwork/ Steel Reinforcement for Concrete Slabs and Structures

Comments

<input type="checkbox"/> Other (list in comments)	
<p>Joiner</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read drawings, produce cutting lists and set-outs <input type="checkbox"/> Select and machine timber/board on static machines (planer, thicknesser, spindle moulder) <input type="checkbox"/> Edge-band and size panels; drill system holes for hardware <input type="checkbox"/> Assemble carcasses square; fit backs, runners and hinges <input type="checkbox"/> Manufacture timber windows and external doorsets; assemble frames and sashes <input type="checkbox"/> Glaze doors/windows and fit seals and beads <input type="checkbox"/> Manufacture stair components and assemble straight flights <input type="checkbox"/> Fabricate benchtops and scribed panels/fillers <input type="checkbox"/> Install fitted cabinetry on site; level, fix and adjust doors and drawers <input type="checkbox"/> Operate CNC machinery for component production and repeat runs <input type="checkbox"/> Other (list in comments) 	
<p>Other tasks (please list in the comments)</p>	

Section 3: Workplace skills	Comments
<p>How well does the applicant understand and follow your workplace procedures and/or workplace expectations?</p>	
<p>In your experience, how does the applicant manage and/or use supplies and materials in the workplace to keep waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important in a building 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 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?	
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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.

Applicant signature:		Date:	
Observer signature:		Date:	