

Employer Observation Report

Pathway 2: Chef (ANZSCO 351311)/ Cook (ANZSCO 351411)

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. 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>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"> • correct PPE at all times • uses equipment safely following workplace procedures • undertakes manual handling appropriately • maintains the safety of others and themselves at all times. 	
<p>Describe how well the applicant follows all Food Safety requirements and workplace food safety procedures for your business. This can include:</p> <ul style="list-style-type: none"> • maintains their own personal hygiene at all times. • cleans food equipment and work areas to the required standard. • stores food and ingredients safely to prevent spoilage and contamination • follows food safety standards at all stages when preparing bread and pastry products. • disposes of waste safely according to workplace procedures. 	

Preparing and serving food Tick the box that best reflects the applicant's performance and write a comment.	Always	Often	Seldom	Not observed	Comments
When preparing mise en place (or food preparation) for service, the applicant: <ul style="list-style-type: none"> • Check menus, recipes, and required quantities for service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Gather and prepare ingredients (wash, cut, portion, label). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Set up equipment and workstations for efficient workflow. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Follow safe food handling and hygiene procedures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Store prepared food correctly under temperature control. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Communicate effectively with team members to stay organised and ready for service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Preparing and serving food Tick the box that best reflects the applicant's performance and write a comment.	Always	Often	Seldom	Not observed	Comments
When working in the kitchen, the applicant: <ul style="list-style-type: none"> • Checks the quality, freshness, and correct quantities of ingredients before preparation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Ensure ingredients are cut, portioned, and prepared to the required standards. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Utilising various cooking methods required to complete the dish. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Taste and adjust dishes for correct seasoning, flavour, and balance. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Confirm dishes meet presentation, portion, and temperature requirements. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Maintain workflow and timing to ensure efficient service delivery. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Preparing and serving food Tick the box that best reflects the applicant's performance and write a comment.	Always	Often	Seldom	Not observed	Comments
At the end of the service, the applicant: <ul style="list-style-type: none"> Clean and sanitise work areas, equipment, and utensils after service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Store leftover or preprepared food safely and label correctly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Check and record temperatures for cool rooms, freezers, and hot storage as required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Rotate and restock ingredients following stock control procedures (FIFO). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Dispose of waste correctly and separate recyclables where required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Review service outcomes and communicate any issues or improvements to the team or supervisor. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervising or managing staff (if applicable) Tick the box that best reflects the applicant's performance and write a comment.	Always	Often	Seldom	Not observed	Comments
Team Supervision <ul style="list-style-type: none"> Allocates tasks and organises workflow for kitchen staff. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Trains or supports junior staff and apprentices. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Communicates clearly with team members and front-of-house staff. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality and Productivity <ul style="list-style-type: none"> Monitors food quality, presentation, and portion control. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Checks timing and coordinates service to meet demand. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Encourages efficiency and teamwork during busy periods. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Safety and Compliance <ul style="list-style-type: none"> Ensures safe food handling and hygiene practices are followed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Monitors equipment use and kitchen safety procedures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Reports or addresses hazards, incidents, or maintenance issues. 	<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 dishes you have observed the applicant cooking.
- 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.

Dishes	Comments
<p>Appetisers and Salads</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cold or warm salads <input type="checkbox"/> Entrées or small plates <input type="checkbox"/> Canapés or finger foods 	
<p>Soups, Stocks and Sauces</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soups (clear or thick) <input type="checkbox"/> Stocks, sauces, or gravies <input type="checkbox"/> Dressings or reductions 	

<p>Main Dishes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beef, lamb, or pork dishes <input type="checkbox"/> Chicken or poultry dishes <input type="checkbox"/> Seafood dishes <input type="checkbox"/> Vegetarian or vegan mains <input type="checkbox"/> Pasta, rice, or noodle dishes 	
<p>Desserts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hot <input type="checkbox"/> Cold 	
<p>Sides and Breakfast Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vegetable or potato sides <input type="checkbox"/> Egg or breakfast dishes <input type="checkbox"/> Sandwiches, wraps, or burgers 	
<p>Special / Dietary Options</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gluten-free or dairy-free dishes <input type="checkbox"/> Allergen, aware or culturally specific dishes 	

Other dishes (please list in the comments)	
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Section 3: Workplace skills	Comments
<p>How does the applicant manage ingredients and other resources in the kitchen? In your experience, do they keep wastage within acceptable levels?</p>	
<p>Describe how the applicant works with others in the kitchen. How do they contribute to the team's efficiency and positive work environment?</p>	
<p>When unexpected issues arise—such as equipment faults, missing items, or quality concerns—how does the applicant respond?</p>	

<p>How well does the applicant meet workplace and industry standards for food quality, presentation, and timing of service?</p>	
<p>From your observation, how effectively does the applicant communicate with colleagues, supervisors, and customers (if required)?</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 may 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:	