

Employer Observation Report

Pathway 2: Electrician

Occupations:

- Electrician
 - Electrician - General (ANZSCO 341111)
 - Electrician - Special Class (ANZSCO 341112)

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 your business.</p> <ul style="list-style-type: none"> • regulations and standards that apply to your work • manufacturer's standards and instructions • following plans, drawings 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
As an electrician , the applicant can: <ul style="list-style-type: none"> Review the job sheet and plans for the day 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Check PPE, test instruments, and tool condition. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Load the vehicle and confirm materials and spares. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Site sign-in and brief toolbox talk. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Walk the site to identify hazards and access routes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Isolate, lock and tag where required; test before touch. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Rough-in cables along agreed routes with protection. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> • Fit-off outlets, switches, lights, and isolators. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Install or update switchboard devices and labels. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Fault find tripping or no-power circuits and repair. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Test continuity, polarity, insulation, earth loop, and RCDs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Record test results and update circuit schedules. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Clean up work area; remove offcuts and packaging. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Client handover: explain work done and any instructions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Restock vehicle, log hours, and plan for tomorrow. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: Range of products services the applicant undertakes

Identify the products 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:

Electrician

- Residential wiring and fit-off for power and lighting
- Switchboard installation and upgrades with circuit protection and RCDs
- Fault finding and repairs on tripping or no-power circuits
- Commercial wiring in conduit, tray, and ceiling spaces
- Submains and small distribution board installation
- Testing, verification, and compliance documentation
- Appliance connection and isolation for ovens, hot water, and HVAC
- Emergency and exit lighting installation and periodic testing
- EV charger installation on dedicated circuits
- Solar PV and inverter installation and maintenance
- Industrial motor, VSD, and control system installation and commissioning
- Preventative maintenance and thermographic or visual inspections

Comments

<p>Electrician (Special Class)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Industrial control panel build, wiring, and commissioning <input type="checkbox"/> PLC programming changes, I/O checks, and loop testing <input type="checkbox"/> VSD installation, parameter setup, and motor rotation proving <input type="checkbox"/> SCADA/HMI fault finding, tag updates, and screen edits <input type="checkbox"/> Instrumentation calibration for pressure, flow, level, and temperature <input type="checkbox"/> Signal conditioning, earthing, and segregation of power/control <input type="checkbox"/> MCC installation, protection settings, and interlock verification <input type="checkbox"/> Process shutdown support, bypass management, and reinstatement checks <input type="checkbox"/> Functional testing of sequences, alarms, and trips with operators <input type="checkbox"/> Power quality diagnosis: harmonics, sags, and nuisance tripping <input type="checkbox"/> Drawing redlines, as-built updates, and panel/device labelling <input type="checkbox"/> UPS and standby generator changeover testing and documentation 	
<p>Other services (please list in the comments)</p>	

Section 3: Workplace skills	Comments
<p>In your experience, how does the applicant manage supplies and materials in the workplace and keep waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important skills as an electrician. 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>	
<p>How does the applicant ensure their work meets industry and workplace standards while completing tasks within required timeframes?</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.

Applicant signature:		Date:	
Observer signature:		Date:	