

Employer Observation Report

Pathway 2: Electronic Equipment Trades Worker (ANZSCO 342313)

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 tradeassessment@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 of your business. This can include:</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 	

<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>Electronic equipment disassembly, repair and assembly - the applicant can:</p> <ul style="list-style-type: none"> • Checked job details, confirmed the fault, and ensured safe access to the equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Safe isolation of equipment, opened the unit, and inspected internal components. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Identified and replaced faulty parts such as capacitors, switches, connectors, or wiring. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Used basic tools, including screwdrivers, pliers, and soldering equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Tested circuits and components using a digital multimeter and other applicable test equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Reassembled the equipment and confirmed correct operation after powering up. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Cleaned the area and completed basic documentation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>Install Network, the applicant can:</p> <ul style="list-style-type: none"> • Checked layout, power points and existing cabling or modem. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Planned locations for router, switches and wireless access points. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Installed and terminated data cables and outlets where required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Tested network cables termination 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Used correct tools and test equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Mounted and connected the modem, router and any switches or hubs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Configured network name, security settings and device addresses. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Set IP address and Ping connected devices 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Connected client devices, confirmed access and cleaned work area. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>Hardware assembly and software installation, the applicant can:</p> <ul style="list-style-type: none"> Reviewed job order, equipment specification and customer requirements. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Gathered required hardware, software, media, licences and tools. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Assembled main units, modules, boards, drives and power supply. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Connected internal and external cables neatly, checked all connections. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Powered up, installed or configured the operating system and applications. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Updated firmware, tested key functions and saved final configuration. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Used correct tools and test equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Security systems, the applicant can:</p> <ul style="list-style-type: none"> Checked job details, site layout, and customer requirements for the security system. Identified suitable camera or sensor locations to ensure proper coverage. Mount cameras, sensors, or alarm devices securely and safely. Ran power, data, and network cables neatly through walls, ceilings, or conduits. Connected all devices to the control panel, NVR/DVR, and power supply. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Configured system settings such as recording schedules, detection zones, alerts, and user access. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Set up a network connection and enable remote viewing on computers or mobile phones. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Tested each device for image quality, signal strength, activation, and playback. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Used correct tools and test equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Finalised settings demonstrated operation to the client, and cleaned the work area. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Install Audio or Video System , the applicant can: <ul style="list-style-type: none"> • Checked job details, site layout, and client requirements for the audio/video system. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Identified suitable locations for speakers, displays, or projectors to ensure optimal coverage and sound quality. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Mount speakers, screens, or projectors securely and safely using brackets or stands. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Ran power, audio, and video cables neatly through walls, ceilings, or conduits. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Connected all devices to amplifiers, receivers, mixers, or control panels. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Configured system settings, including volume levels, input/output sources, and display settings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Tested the system for sound clarity, video quality, connectivity, and proper operation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Used correct tools and test equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Demonstrated system operation to the client and made any final adjustments. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Cleaned the work area and ensured the system was left fully operational. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>Electronic mobile device repair, the applicant can:</p> <ul style="list-style-type: none"> Confirmed repair with the customer and device history. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Backed up data where possible and checked warranty status. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Inspected device exterior for damage to screen, case or ports. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Opened the device carefully and tested components to locate the fault. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Replaced faulty parts, reassembled the device and secured all fittings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Tested the main functions and returned the device with a clear explanation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Used correct tools and test equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>Fault finding, the applicant can:</p> <ul style="list-style-type: none"> Confirmed fault symptoms with the user and job history. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Reviewed manuals, diagrams and fault codes for guidance. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Safe isolation of equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Used test equipment to trace and isolate the faulty section. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Checked related components and connections for hidden faults. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Repaired or replaced defective parts, then reassembled the system. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Tested operation under normal load and updated records. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Used correct tools and test equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: Range of services the applicant undertakes

Electronic Technician

- Install and commission home computers, printers and smart devices.
- Install, tune, and repair televisions, audio systems, and home theatres.
- Install, configure, and troubleshoot home and small office Wi-Fi or wired networks.
- Install, program and maintain electronic security, CCTV and alarm systems.
- Install and service access control and intercom systems in residential and commercial buildings.
- Install, configure and repair office computers, laptops and docking stations.
- Install, maintain and repair business machines such as photocopiers, scanners and POS and EFTPOS terminals.
- Install and support meeting room audio, visual and video conferencing systems.
- Install, terminate and test structured cabling for data and phone networks.
- Diagnose and repair faults in electronic control boards and power supplies.
- Carry out routine inspection, testing and preventive maintenance on electronic equipment and systems.
- Provide on-site technical support, including software updates and basic user guidance for electronic equipment.

Comments

Other products (please list in the comments)	
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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>How well is the applicant able to communicate with customers, including understanding their needs, explaining their work and ensuring that they are happy with the service being provided?</p>	
<p>Teamwork and efficiency are important. 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>	

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:	