

# Employer Observation Report

## Pathway 2: Engineering - Fabrication

### Occupations:

Fabrication Trades

Welder - First Class (ANZSCO 322313)

Metal Fabricator (ANZSCO 322311)

Sheetmetal Trades Worker (ANZSCO 322311)

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.

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 any of the following:</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 the applicant works for you, explain how they maintain the quality and standards that your industry requires. You may wish to comment any of the following:</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> <li>• Accuracy and precision of their work</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 applicants 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>Welding</b>  When preparing and doing welding, does the applicant: <ul style="list-style-type: none"> <li>Select the correct process and consumables for the material and job</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Set welding parameters correctly (amps/volts, gas flow, polarity)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Prepare and clean joints (edge prep, fit-up, contamination removed)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Control distortion (tacking, clamping, sequence or balanced welds)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Produce welds according to specification (WPS or Drawings) (size, length, position, appearance)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Clean and present welds for inspection; repairs defects when required</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Cutting and edge preparation</b> , the applicant: <ul style="list-style-type: none"> <li>Confirm drawings/measurements and marks out accurately</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Choose the appropriate cutting method (guillotine, saw, plasma/oxy) and copnducts safe setup</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Use serviceable tooling/consumables; sets guards and uses PPE correctly</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Part are cut to size or tolerance; maintains straight edge, square edges, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Deburr, bevel or prepare edges to the specified joint requirement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Identifie material grade/thickness and grain direction where relevant (sheet work)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Fit-up, alignment and tacking/assembly</b> , does the applicant: <ul style="list-style-type: none"> <li>• Check parts and jigs/fixtures; verifies dimensions before assembly</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Set correct root gaps/landing and preparations per procedure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Align using correct equipment such as: squares, levels and diagonal checks and maintains tolerances</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Apply adequate, balanced tacks to hold alignment during weld-out</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Label parts, maintains traceability, and protects critical surfaces</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Re-check after tacking; corrects any distortion before final welding</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Installation and fit-off (workshop or site):</b> <ul style="list-style-type: none"> <li>Confirm site or fit-up measurements and access; coordinates with other trades</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Use lifting/rigging safely; positions items without damage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Level, align and secure (anchors, bolts, fasteners, sealants where required)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Complete weatherproofing/duct sealing or finish details to specifications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Perform functional checks (clearances, fit, movement) and records results</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Maintain housekeeping and WHS controls (hot-work permits, barricades, PPE)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Thermal/mechanical preparation of steels; does the applicant:</b> <ul style="list-style-type: none"> <li>Confirm job instructions, drawings and dimensions for the enclosure or casing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Select the correct thermal process for the job (oxy acetylene or carbon arc gouging) on structures in position</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Set up thermal equipment correctly: tight gas or air lines, flashback arrestors fitted, tips in good condition</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Set mechanical equipment correctly: backstops and blade settings on guillotines or shears</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Mark reference points and cutting lines using rules, squares and templates</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Brace and secures components so parent materials are stable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> <li>• Cut or gouges accurately using thermal equipment, guillotines, shears or cutting machines</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Clean gouged areas with grinders before welding or repair</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Weld or repair sections to specification</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Clean, file and sand edges and surfaces to remove sharp edges and marks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 2: Range of tasks the applicant undertakes

- Identify the tasks 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.

### Welder

- Works with multiple materials: mild steel, stainless steel, aluminium (as required)
- Performs multiple processes: MMAW (Stick), GMAW (MIG), GTAW (TIG), FCAW as applicable
- Completes a range of joint types: butt, fillet, lap, corner, pipe welds (positions as required)
- Fabricates and welds structural components: beams, frames, platforms, handrails
- Pressure/pipe welding: spools, flanges, process lines (where applicable to the role)
- Site welding and installation: structural erection, repairs, field welds
- Heat control and distortion management: fit-up, tacking, welding sequence, clamping
- Weld quality verification: visual inspection to standards, repairs of weld defects when required

### Comments

### Metal Fabricator

- Works with common fabrication materials: structural plate, sections (RHS/SHS), columns (I-Beam, C-Channel), mild steel, stainless and aluminium (as required)
- Cuts and preps material correctly: oxy-fuel, plasma, saws; bevelling, edge prep and fit-up to drawing
- Forms components: press brake, rolling, punching, drilling; sets tooling and allowances to achieve specified shapes
- Uses appropriate jointing methods: GMAW (MIG), MMAW (Stick), FCAW, GTAW (TIG) (as required), bolt or riveting components
- Fabricates structural items: frames, platforms, stairs, handrails, brackets – to dimensions, squareness and tolerance
- Heavy plate and industrial work: tanks, hoppers, chutes; fitting nozzles, flanges, wear liners and stiffeners
- Pipe/section fabrication and fit-up: mitres, coping/saddles, supports and braces; alignment before weld-out
- Site assembly and compliance: lifting/rigging for install, field welding/bolting, distortion control, dimensional checks and coating prep/traceability

### Sheet metal worker

- Works with multiple materials: galvanised steel, stainless steel, aluminium, Colorbond, copper, composites (as required)
- Selects appropriate jointing: TIG/MIG/spot welds, rivets, screws, clinching, folded seams , adhesives/sealants
- Manufactures and installs HVAC items: ducting, transitions, plenums, cowls, dampers – including sealing/insulation where required
- Residential installation: on-site measure, template, fit-off of hoods, flashings, rainwater goods, benches/splashbacks
- Commercial/industrial installation: plant ducting, guards/enclosures, hoppers/chutes, service penetrations, access panels
- Weatherproofing and building integration: flashings, rainheads, gutters/downpipes, correct falls, sealants, compatible fasteners
- Food-grade and clean-area work: stainless fabrication/finishing, hygiene-friendly joints, surface finishing to spec
- Finishes and protection: powder coat/anodised components, linishing/polishing, edge-safeing, corrosion control
- Site readiness and handover: verifies dimensions/clearances, tests operation/airflow where relevant, documents and labels components

<b>Other tasks, please list here</b>	
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Section 3: Workplace skills	Comments
<p>How well does the applicant plan and organise their time, materials and tools so jobs finish on time and work runs smoothly?</p>	
<p>Teamwork and efficiency are important in an engineering environment. How well does the applicant work with other people and help the team get the work done?</p>	
<p>From your observation, how does the applicant handle unexpected issues or changes in the work? Describe how they find and fix problems,</p>	
<p>How well does the applicant communicate with supervisors, other workers and customer (if applicable)?</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.

<b>Applicant signature:</b>		<b>Date:</b>	
<b>Observer signature:</b>		<b>Date:</b>	