

Employer Observation Report

Pathway 2: Engineering - Mechanical

Occupations:

- Mechanical Trades
 - Fitter - General (ANZSCO 323211)
 - Metal Machinist - First Class (ANZSCO 323214)
 - Fitter and Turner (ANZSCO 323212)
 - Toolmaker (ANZSCO 323412)

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 quality and standards that are required by the industry you are working in. You may wish to comment any of the following:</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 • Accuracy and precision of their work 	

Trade tasks 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
Driveshaft and coupling alignment: does the applicant; <ul style="list-style-type: none"> Read the drawing; note the material, key dimensions, tolerances & surface finish. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Ensure the drive shaft bearing supports plates are clean & level. Install any necessary shims under the base of the bearings to get a rough alignment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Use the correct measuring equipment and devices to check for parallel misalignment in the vertical and horizontal planes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Hand-tighten the motor bolts, then fully tighten them using the correct tools or equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Achieves required tolerances and surface finish; deburrs and cleans part 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> After tightening, re-measure to ensure the alignment remains within tolerances 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Engineering Components Assembly , does the applicant: <ul style="list-style-type: none"> Verify parts. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Align and fit bearings and seals then protect seats and lips. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Set end float/backlash/clearances to specification and fit keys or couplings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Torque all fasteners down 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Pre-lube; rotate by hand; final assemble. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Hydraulic system , does the applicant: <ul style="list-style-type: none"> • Perform visual inspections. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Check the condition of the hydraulic fluid. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Check the fluid levels. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Checked the componets to OEM manuals 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Tests equipment under operating conditions; confirms performance and safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Completes service/repair documentation and communicates outcomes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Production jig or fixture , does the applicant: <ul style="list-style-type: none"> Define A-B-C datums and clamping concept; design for access and swarf escape. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Machine base and locators in one setup. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Install clamps (toggle/screw/hydraulic); finish critical faces. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Prove, trial part and check the tool, jig or fixture to specifications. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Precision tooling: tool, jig or fixture (Tool Maker) does the applicant: <ul style="list-style-type: none"> • Interpret the design and datum strategy for repeatable location from the drawings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Select the correct steel. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Finish grind faces/ways; EDM or finish machine profiles. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Fit guide pillars/bushes; assemble; stone edges; trial the tool, jig or fixture. 	<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.

Identify the types of tasks that you have observed the applicant doing:

Fitter (General)

- Assembles machinery and plant: pumps, gearboxes, conveyors, or other mechanical components to specifications and drawings.
- Fits rotating parts and drives: shafts, bearings, seals, keys, and couplings to specifications
- Installs and aligns equipment: anchors using the correct tools and levelling equipment.
- Performs maintenance and repair: strip, diagnose faults using the correct tools and levelling equipment.
- Services fluid power systems such as hydraulic/pneumatic hoses, valves, cylinders and carrying out leak/pressure checks.
- Machines simple replacement parts for equipment by using a lathe machine or a milling machine.
- Completes documentation such as service reports, alignment/torque records, parts usage

Comments

Metal Machinist (First Class)

- Produces precision parts such as shafts, bushes, housings, pins, threaded components
- CNC/Manual machining such as turning, milling, drilling, boring, surface/grinding to tolerance
- Builds small batches/prototypes such as one-off or short-run production to drawings/CAD
- Makes jigs, fixtures, toolholders and mandrels for production work
- Reconditions parts: repair machining of worn shafts/bores, thread/bore restoration
- Inspection and reporting: dimensional checks, surface finish, run-out/concentricity records
- Supports assembly/maintenance: trial fits, adjustments, final finish to specification

Fitter and Turner

- Manufactures components for mechanical assemblies such as shafts, spacers, flanges and collars on a lathe machine and a milling machine
- Fits bearings, seals, couplings and keys.
- Builds and repairs pumps, gearboxes and transmission units and completes functional testing
- Aligns rotating equipment and drives using the correct tools and measuring equipment.
- Manufactures and modifies parts according to drawings, including tapping, threading, keyways, and bores.
- Services hydraulic/pneumatic equipment such as valves, cylinders, manifolds and carries out leak/pressure tests
- Installs and commissions machinery on site, then records alignment and handover checks
- Completes Maintenance documentation such as job cards, measurements, and parts lists.

<p>Toolmaker</p> <ul style="list-style-type: none"> <input type="checkbox"/> Produces precision tooling such as press tools/dies, mould inserts, punches and dies <input type="checkbox"/> Makes jigs and fixtures: locators, guide bushes, clamps; proves repeatability on first-off parts <input type="checkbox"/> Heat-treats and finishes tool steel components such as hardening/tempering; grinding, lapping or EDM <input type="checkbox"/> Sets clearances and fits for tools/dies then verifies parallelism, squareness and surface finish <input type="checkbox"/> Repairs and refurbishes tooling, then regrinds, shims, insert/bush replacement, alignment correction <input type="checkbox"/> Trial and try-out: runs sample parts, measures to drawing, adjusts and signs off settings <input type="checkbox"/> Precision inspection using slip gauges, micrometres, height/surface plates and then records results <input type="checkbox"/> Documentation and identification using setup sheets, tool IDs, maintenance schedules and change logs 	
<p>Other tasks (please list in the comments)</p>	

Section 3: Workplace skills	Comments
<p>How well the applicant understands and follows your workplace procedures?</p>	
<p>In your experience, how does the applicant manage supplies and materials in the workplace to keep waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important in an engineering 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 section below, 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:	