

Employer Observation Report

Pathway 2: Hairdresser (ANZSCO 391111)

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 scissors, razors, clippers and hot tools safely• mixing and applying colours and chemicals safely• lifting and moving stock or equipment safely• keeping clients and others safe and cleaning between clients• following your salon's safety procedures	

While working for you, explain how the applicant maintains the qualities and standards that are required by your business.

- hand hygiene before and after each client
- cleaning and disinfecting tools and combs between clients
- fresh linen for each client; used items to laundry
- wiping stations, basins and chairs between clients
- correct storage and labelling of products
- safe disposal of waste and sharps

<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>Hair cutting, when cutting hair, does the applicant:</p> <ul style="list-style-type: none"> • Section cleanly and establish an accurate guide. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Control elevation and tension to maintain shape. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Cut to the agreed length and design lines. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Cross check for balance and correct any faults. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Refine perimeter and internal weight on wet or dry hair. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Clean and reset the station for the next client. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Colouring when colouring hair, does the applicant: <ul style="list-style-type: none"> • Confirm the brief, colour history and any skin test; protect skin and clothing. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Plan placement and section size to suit the look. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Mix to need and apply with full, even saturation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Follow the correct order for the service regrowth, mids and ends, or zones. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Monitor processing with timed checks; emulsify and rinse thoroughly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Tone or gloss to the target finish and record formulas, timing and placement notes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Styling , when styling hair, does the applicant: <ul style="list-style-type: none"> Confirm the desired look, finish and wear time. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Prep appropriately, cleanse or dry prep, heat protectant, product choice. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Section cleanly and control tension; match section size to tool. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Style using chosen technique: blow dry, irons, tongs or set with even heat. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Cool and set before brushing out; refine hairline, crown and fringe. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Check comfort and hold; show all angles and note products used. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Treatments (This can include perms, straightening, scalp treatments or hair repair treatments). When treating a client's hair, does the applicant: <ul style="list-style-type: none"> Identify the hair or scalp need and select the right treatment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Apply evenly and process to instructions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Rinse thoroughly and rebalance if required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Finish for the desired feel and look. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Give simple aftercare advice and product use. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Note the result for the next visit. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: Range of equipment and services the applicant undertakes

- Identify the 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 **equipment**, products and/or services that you have observed the applicant doing:

Cutting

- Scissor cuts
- Razor Cuts
- Clippers
- Layers
- Bob
- Curly hair
- Children's cuts
- Men's cuts
- Beard trims
- Other services (please list in the comments)

Comments

Styling

- Blow dry
- Straightening
- Updos
- Braids
- Other services (please list in the comments)

Colour

- Regrowth tint
- Full colour
- Foils
- Balayage
- Blonding
- Other services (please list in the comments)

<p>Extensions</p> <ul style="list-style-type: none"><input type="checkbox"/> Application or maintenance<input type="checkbox"/> Removal<input type="checkbox"/> Other services (please list in the comments)	
<p>Other treatments</p> <ul style="list-style-type: none"><input type="checkbox"/> Hair and scalp treatments<input type="checkbox"/> Deep conditioning<input type="checkbox"/> Chemical straightening or perming services<input type="checkbox"/> Other services (please list in the comments)	

Section 3: Workplace skills	Comments
<p>How well does the applicant understand and follow your workplace procedures?</p>	
<p>In your experience, how does the applicant manage supplies and materials in the workplace to keep usage and waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important in a salon 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 service quality.</p>	

<p>Describe how well the applicant communicates with customers, including making appointments, understanding the client's needs and generally keeping the customers happy and satisfied.</p>	
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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:	