

Employer Observation Report

Pathway 2: Motor Mechanic

Occupations:

- Motor Mechanic
 - Motor Mechanic - General (ANZSCO 321211)
 - Diesel Motor Mechanic - Heavy Commercial Vehicle (ANZSCO 321212)
 - Diesel Motor Mechanic - Mobile Plant (ANZSCO 321212)

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"> • follows site safety rules and procedures • identifies hazards and applies controls before work • uses hoists, jacks and supports correctly • keeps bay tidy; manages cords, spills and fire risks • reports hazards or incidents promptly; stops work if unsafe 	
<p>While working for you, explain how the applicant maintains the qualities and standards that are required by the industry they are working in.</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
Scheduled service and safety inspections , the applicant. <ul style="list-style-type: none"> Confirm job card and OEM schedule; select correct fluids and filters; prepare tools and scan gear. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Carry out fluid changes and filter replacements; torque fasteners to spec; record quantities. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Run computer diagnostics; check live data and fault codes; clear and retest after service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Inspect brakes, steering, suspension and driveline; measure wear and tolerances; note defects. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> After any replacement or repair, set and verify mechanical adjustments to specification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Road test or function test; confirm performance and no leaks; update service records and reset reminders. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Other (please explain in the comments). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<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 applicants 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>Engine management and fuel diagnostics, does the applicant.</p> <ul style="list-style-type: none"> Confirm complaint and job card details; do visual checks and basic mechanical checks. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Connect scan tool; record fault codes and freeze frame; check OEM bulletins. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Analyse live data; run guided tests; confirm with multimeter, pressure gauge or smoke test. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Measure fuel pressure and flow; check compression or leakdown; verify timing marks. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Repair or replace parts as required; set mechanical adjustments to specification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Perform relearns or calibrations such as throttle, injector coding or DPF regeneration; clear codes and retest under operating conditions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Other (please explain in the comments). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Hydraulic systems maintenance , does the applicant. <ul style="list-style-type: none"> Confirm complaint and job card; review schematic and service info. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Conduct visual checks; check fluid level, condition and contamination. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Pressure and flow tests at test ports; compare readings to spec. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Isolate component; repair or replace hoses, seals, valves or pump as required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Set mechanical adjustments to specification; bleed the system and top up fluid. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Use OEM diagnostic software to run functional tests; operate circuits to verify. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Other (please explain in the comments). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Air brake inspection, fault finding and repair; does the applicant: <ul style="list-style-type: none"> • Confirm complaint and job card; visual check of hoses, lines, chambers and fittings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Check the compressor build-up time and governor cut-in and cut-out. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Perform leak and pressure hold tests; isolate sections to locate the fault. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Measure reservoir and service line pressures; verify push rod stroke to specification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Connect ABS or EBS diagnostics if fitted; read codes and live data; run actuator tests. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Repair or replace faulty parts; set adjustments to spec; clear codes and road test under load. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>Steering and suspension service and wheel alignment; does the applicant:</p> <ul style="list-style-type: none"> • Confirm complaint and job card; visual checks for leaks, damage and looseness. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Check ride height and tyre condition/pressures; note abnormal wear patterns. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Connect scan tool; check EPS and steering angle sensor data/codes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Repair or replace worn parts (ball joints, tie rods, bushings, shocks/struts); torque to spec. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Set mechanical adjustments (preload, ride height if applicable); calibrate steering angle sensor. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Perform wheel alignment to OEM specification; road test and recheck fasteners. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Undercarriage, driveline and attachment repairs , does the applicant: <ul style="list-style-type: none"> • Confirm complaint and job card; review OEM procedure and parts list. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Inspect and measure wear or backlash on tracks, rollers, final drive, pins and bushes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Isolate and support the machine; drain fluids; clean and mark-up components for reassembly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Repair or replace parts; set mechanical adjustments to spec (track tension, preload, backlash). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Reassemble, refill and bleed systems; perform any sensor or position calibrations in OEM software. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Function test under load; check temperatures, noise and leaks; re-torque after short run. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: Range of 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 services you have personally observed, as your selections may determine which questions the applicant is asked.

Diesel Motor Mechanic (Heavy Commercial Vehicle): Tasks the applicant does

- Scheduled servicing and safety inspections
- Engine and fuel system diagnostics and repairs (diesel/common rail)
- Air brake inspection, diagnostics and repairs (ABS/EBS)
- Driveline repairs (clutch, gearbox, diffs, prop shafts)
- Cooling system diagnosis and repairs
- Electrical and charging systems diagnostics (CANbus)
- Steering and suspension repairs and alignments
- Emissions aftertreatment service and repairs (DPF, SCR, AdBlue)
- Other (please explain in the comments)

Comments

Diesel Motor Mechanic (Heavy Commercial Vehicle): Tasks the applicant does

- Scheduled servicing and safety inspections
- Engine and fuel system diagnostics and repairs (diesel/common rail)
- Air brake inspection, diagnostics and repairs (ABS/EBS)
- Driveline repairs (clutch, gearbox, diffs, prop shafts)
- Cooling system diagnosis and repairs
- Electrical and charging systems diagnostics (CANbus)
- Steering and suspension repairs and alignments
- Emissions aftertreatment service and repairs (DPF, SCR, AdBlue)
- Other (please explain in the comments)

Diesel Motor Mechanic (Mobile Plant), Tasks the applicant does:

- Scheduled servicing and safety inspections
- Hydraulic system maintenance, testing and repairs
- Undercarriage and final drive repairs (tracks, rollers, sprockets)
- Engine and fuel system diagnostics and repairs (diesel)
- Electrical and control systems diagnostics (ECU, sensors)
- Drivetrain and transmission repairs (torque converter, axles)
- Attachment service and repair (buckets, hammers, quick hitches)
- Cooling and lubrication system repairs (radiators, coolers)
- Other (please explain 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 waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important in a workshop 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:	