

Employer Observation Report

Pathway 2: Panelbeater (ANZSCO Code: 324111)

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.

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 by 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. 	

Trade tasks Please provide feedback on the tasks the applicant undertakes and the standard of their performance. 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.	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
Repairing damaged panels , the applicant can: <ul style="list-style-type: none"> • Read the job card and confirm which panels need to be replaced, such as the door, bonnet, quarter panel, beaver panel etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Remove trims, lights and fittings to access the damaged area. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Reshape damaged panels using appropriate panel beating tools and techniques. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Drill out spot welds correctly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Use pulling, shrinking, and welding to replace and install new panel or panels. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Apply and shape body filler to restore contours. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> Prepare panel for painting and refit removed components. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Replacing the panel component , the applicant can:					
<ul style="list-style-type: none"> Read the job card and confirm the panels that will be replaced 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Inspect other areas that might be damaged. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Remove the rear bumper bar and remove any electrical items such as tail lights, sensors, badges, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Drill out the spot welds or undo the bolts and remove the metal component from the car. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Align other panels to determine that the gaps are correct (could be boot lid, left and right side quarter panels. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<ul style="list-style-type: none"> • Use clamps or metal screws to secure the panel, such as a beaver panel. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Spot weld, Mig weld or bolt on the panel onto the car 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Prepare the new panels ready for painting. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door pillar repair , the applicant can: <ul style="list-style-type: none"> • Read the job card and checked what needs to be repaired 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Wear correct PPE 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Remove any damaged parts, such as doors and any electrical leads. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Inspected, repaired pillar lines with both doors and gaps are correct with the door and pillar frame 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Trade tasks Please provide feedback on the tasks the applicant undertakes and the standard of their performance. 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.	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<ul style="list-style-type: none"> • Check that the door rubber moulding has been fitted correctly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Refit both doors and test that the windows open and close and the door opens from the inside and out. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: Range of services the applicant undertakes

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

- Assess collision damage and plan body repairs.
- Follow the manufacturer's repair guide for all sectional repairs.
- Remove and refit damaged body panels and bolt on parts.
- Use measuring handheld tools to check alignments
- Carry out structural body repairs using pulling and measuring equipment.
- Realign the vehicle body or chassis on a bench or Car-O-Liner
- Repair or replace body components by spot welding or MIG welding
- Use a dent puller to repair metal panels.
- Remove & refit electrical components on panels.
- Use body filler and ensure the repaired areas are ready for paint.
- Refit and align doors, bonnets, tailgates and guards.
- Remove the doors and disconnect all electrical leads, then refit the doors and reconnect all wiring correctly.
- Refit exterior trims, mouldings, lights and hardware.
- Apply sealers to repaired areas.

Comments

<p>Other services (please list in the comments)</p>	
<p>Section 3: Workplace skills</p>	<p>Comments</p>
<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 work 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>	
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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:	