

Employer Observation Report

Pathway 2: Automotive Electrician (ANZSCO 321111)

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 equipment 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 manufacturer's required standards that are required by your business when performing work on customer's vehicles. These 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
Starting charging and ignition systems, the applicant: <ul style="list-style-type: none"> Confirm job details, symptoms and any warning lights or sounds. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Follow workplace safety procedures and isolate the battery when required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Check the battery state of charge and condition with a tester. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Inspect and clean battery terminals, cables, earth and main connections. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Test starter motor operation, current draw and circuit voltage drop. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Test alternator output, charging voltage and system operation under load. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Vehicle lighting systems , the applicant: <ul style="list-style-type: none"> Confirm the complaint, and check which lights or systems are not working. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Check fuses, bulbs, switches and wiring for damage or corrosion. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Use wiring diagrams to identify circuits and test points. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Test circuits for correct voltage, continuity and earth integrity. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Repair or replace faulty components, connectors, wiring or control units. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Reassemble trim, secure wiring and confirm the system operates correctly. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Wiring looms, control modules and electronic safety systems, the applicant can: <ul style="list-style-type: none"> Confirm complaint, warning lights and operating conditions from the customer. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Carry out visual checks of wiring looms and connectors. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Use the scan tool to read and record fault codes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Check power, earth and signal at the module with diagrams. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Repair wiring or connectors, replace or perform update to module update as needed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Clear codes, road test system and recheck for faults. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Aftermarket and specialist electrical/electronic equipment: the applicant <ul style="list-style-type: none"> Confirmed customer requirements, equipment type and mounting location. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Checked vehicle system suitability, power supply and current draw. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Disconnected battery and protected vehicle interior, trim and paintwork. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Mounted equipment securely, routing wiring through the correct grommets and conduits. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Connected power, earth and signal wiring to the correct circuits. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Tested the operation in all modes and explained the use to the customer. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Engine management systems: the applicant <ul style="list-style-type: none"> Confirmed customer complaint, warning lights and driving conditions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Used scan tool to read, record and interpret fault codes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Checked live data for sensor and actuator values against specifications. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Carried out visual checks of wiring, connectors and vacuum lines. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Tested ignition and fuel circuits for correct power, earth and signals. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Repaired or replaced faulty components and retested system operation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2: Range of services the applicant undertakes

Identify the products and/or 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 services that you have observed the applicant doing:

- Faults in starting and charging systems, diagnose and repair.
- Vehicle lighting and signalling systems, diagnose and repair.
- In car entertainment and communication systems, diagnose and repair.
- Wiring looms, connectors and earth faults, diagnose and repair.
- Engine management and sensor circuits, diagnose and repair.
- ABS, stability control and other safety systems, diagnose and repair.
- Air conditioning, electrical controls and circuits, diagnose and repair.
- Driving lights, beacons and auxiliary lighting, install and wire.
- Towbar, trailer plugs and electric brake controllers, install and wire.
- Security, immobiliser and tracking systems, install and wire.
- Audio, navigation and camera systems, install and wire.
- Electronic control modules and keys, test, program and replace.

Comments

<p>Other products (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 an auto electrical 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:	