

# Employer Observation Report

## Pathway 2: Plumber

### Applicant information

When you provide evidence of your workplace skills for your Trade Skills Assessment, you must also provide a completed Employer Observation Report. A completed Employer Observation Report allows you to provide evidence of the trade skills and knowledge you regularly display at your workplace. This report must be from your current employer or most recent employer.

### 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](mailto: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.

<b>Section 1: Trade skills</b>	<b>Comments</b>
<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"> <li>• wearing the correct PPE while working</li> <li>• using machinery and tools safely and following workplace procedures</li> <li>• lifting, moving supplies or equipment safely (manual handling)</li> <li>• keeping themselves and others safe during daily tasks</li> <li>• following your safety procedures.</li> </ul>	
<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"> <li>• regulations and standards that apply to your work</li> <li>• manufacturer's standards and instructions</li> <li>• following plans, drawings or other instructions.</li> </ul>	

<b>Trade tasks</b> 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
<b>Hot and cold water supply systems</b> , the applicant: <ul style="list-style-type: none"> <li>confirmed job details, plans, and isolation points with supervisor</li> </ul>					
<ul style="list-style-type: none"> <li>installed hot, cold and tempered water pipework to plan</li> </ul>					
<ul style="list-style-type: none"> <li>pressure tested system to australian standards</li> </ul>					
<ul style="list-style-type: none"> <li>fitted tapware, valves, fittings and hot water unit to australian standards and manufacturers' specifications.</li> </ul>					

<b>Trade tasks</b> 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
<b>Sanitary plumbing and below ground drainage</b> , the applicant: <ul style="list-style-type: none"> <li>measured layout and marked pipe positions accurately</li> </ul>					
<ul style="list-style-type: none"> <li>excavated trench to correct depth and gradient</li> </ul>					
<ul style="list-style-type: none"> <li>placed bedding material and positioned pipes securely</li> </ul>					
<ul style="list-style-type: none"> <li>joined pipes using correct fittings and sealing methods</li> </ul>					
<ul style="list-style-type: none"> <li>checked alignment and fall before backfilling</li> </ul>					
<ul style="list-style-type: none"> <li>tested the system for leaks and compliance before backfilling.</li> </ul>					

<b>Trade tasks</b> 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
<b>Gas piping systems and gas appliances</b> , the applicant can: <ul style="list-style-type: none"> <li>measured and marked pipe runs according to plan</li> </ul>					
<ul style="list-style-type: none"> <li>cut and prepared pipe ends for correct fittings</li> </ul>					
<ul style="list-style-type: none"> <li>installed pipes and secured joints using approved methods</li> </ul>					
<ul style="list-style-type: none"> <li>connected the appliance and checked the manufacturer's specifications</li> </ul>					
<ul style="list-style-type: none"> <li>performed a leak test with a manometer before commissioning</li> </ul>					
<ul style="list-style-type: none"> <li>checked gas inlet pressure and confirmed safe operation.</li> </ul>					

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<b>Roof plumbing and stormwater systems</b> , the applicant: <ul style="list-style-type: none"> <li>measured layout and marked pipe positions accurately</li> </ul>					
<ul style="list-style-type: none"> <li>excavated trench to correct depth and gradient</li> </ul>					
<ul style="list-style-type: none"> <li>placed bedding material and positioned pipes securely</li> </ul>					
<ul style="list-style-type: none"> <li>joined pipes using correct fittings and sealing methods</li> </ul>					
<ul style="list-style-type: none"> <li>checked alignment and fall before backfilling</li> </ul>					
<ul style="list-style-type: none"> <li>tested the system for leaks and compliance before backfilling.</li> </ul>					

<b>Trade tasks</b> 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
<b>Hot water, solar or heat pump systems</b> , the applicant: <ul style="list-style-type: none"> <li>measured location and confirmed clearances for installation</li> </ul>					
<ul style="list-style-type: none"> <li>installed storage tank and connected water pipes to specifications</li> </ul>					
<ul style="list-style-type: none"> <li>fitted solar collectors or a heat pump unit as per design</li> </ul>					
<ul style="list-style-type: none"> <li>connected gas supply following approved procedures</li> </ul>					
<ul style="list-style-type: none"> <li>set up temperature and pressure controls and safety valves</li> </ul>					
<ul style="list-style-type: none"> <li>tested system operation and checked for leaks before handover.</li> </ul>					

## Section 2: Range of services the applicant undertakes

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

- Hot and cold water supply systems; install, maintain and repair
- Hot water units; install, commission
- Sanitary plumbing and internal waste pipework; install, alter and repair
- Below ground sewer and stormwater drainage; install and repair
- Gas piping systems and gas appliances; install, commission
- Roof plumbing, gutters, downpipes and flashings; install and repair
- Rainwater tanks, pumps and associated pipework; install and maintain
- New bathrooms, kitchens and laundries; rough in and fit off
- Toilets, drains and sewer lines; locate and clear blockages
- Taps, toilets, valves and pipe joints; diagnose and repair leaks and faults
- Plumbing systems: carry out pressure testing and leak detection
- Domestic and commercial plumbing systems; perform scheduled maintenance

Comments

**Other products (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 waste within acceptable levels?</p>	
<p>Teamwork and efficiency are important in a plumbing 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>	

## 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.

<b>Applicant signature:</b>		<b>Date:</b>	
<b>Observer signature:</b>		<b>Date:</b>	