

Observation Report

CPC33020 Certificate III in Bricklaying and Blocklaying

Applicant information

When you provide evidence of your workplace skills for your Trade Skills Assessment, you must also provide a completed Observation Report. A completed Observation Report allows you to provide evidence of the trade skills and knowledge you regularly display at your workplace.

Who can complete the Observation Report?

The person who completes the Observation Report must:

- hold a supervisor position at your current or past workplace (e.g. your supervisor, manager or owner of a business where you work)
- be available to be contacted by VETASSESS to discuss their report if required.

NOTE:

- If you do not have a supervisor in the current/past workplace or are unable to ask them to complete the report, you can approach other people who you work closely with (e.g. a senior colleague, regular/long-term client).
- If the person who completes the Observation Report is not contactable by VETASSESS, the evidence in the report cannot be accepted.
- An Observation Report does not replace a statement from your employer. You must provide a separate employer statement in your evidence for Stage 1.

Observer information

The information you provide in this report will be submitted to VETASSESS as part of the Applicant's Trade Skills Assessment process.

The report allows you to state skills and knowledge the Applicant regularly demonstrates in the workplace.

What must I do to complete the report?

- hold a supervisor position at your workplace or work closely with the Applicant
- regularly observe work performed by the Applicant
- answer the questions based on 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 Role in the Workplace:		
Observer Contact Details:	Telephone:	
	Email:	
Workplace Name:		
Workplace Address:		
When did Observer supervise or 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.

Workplace skills	Yes/No	Observer comments:
Section 1: Preparing to work		
1. Receives and understands job instructions, plans, and specifications		
2. Selects, checks, and uses tools and equipment, including Personal Protective Equipment		
3. Selects materials and calculates quantities for the job		
4. Plans work within laws and regulations		
5. Inspects worksite, identifies and reports hazards, locates services and erects signage and barricades		
Section 2: Brick or block laying		
6. Identify structures the Applicant has laid: <input type="checkbox"/> Masonry walls and corners <input type="checkbox"/> Masonry veneer <input type="checkbox"/> Cavity brick <input type="checkbox"/> Multi-thickness walls and piers <input type="checkbox"/> Fire rated masonry <input type="checkbox"/> Battered walls and piers		
7. Takes measurements, sets out and marks positions		
8. Mixes mortar to required quality and consistency		
9. Lays bricks or blocks using appropriate methods and techniques		

10. Lays bricks or blocks plumb		
11. Finishes joints to specified profile and depth		
12. Brushes down work prior to drying to remove unwanted mortar		
Section 3: Constructing masonry structures		
13. Identify structures the Applicant has constructed: <input type="checkbox"/> Masonry arches <input type="checkbox"/> Curved walls <input type="checkbox"/> Paving <input type="checkbox"/> Masonry structural systems <input type="checkbox"/> Fireplaces and chimneys <input type="checkbox"/> Masonry steps and stairs <input type="checkbox"/> Fire rated masonry		
14. Takes measurements, calculates, sets out and marks up for construction		
15. Produces and uses templates as required		
16. Mixes mortar to quality and consistency specifications		
17. Uses appropriate methods, techniques, and sequence during construction		
18. Brushes down work prior to drying to remove unwanted mortar		
Section 4: Clean up		
19. Cleans, checks, and stores tools and equipment		
20. Cleans work area		
21. Disposes of waste safely		

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 **UNSUCCESSFUL** skills assessment outcome for the Applicant.

Applicant Signature:		Date:	
Observer Signature:		Date:	