

# ASSESSMENT BOOK

**For tradespersons and related workers**  
to help prove the 900 hours work experience requirement necessary  
for TRA (Trades Recognition Australia) assessment.

<b>Full Name</b>	
<b>Occupation</b>	
<b>ASCO Code</b>	

## **Trainee/ Employee Detail**

(Trainee/ Employee to complete)

<p>Last Name : First Name : Date of Birth : Address :</p> <p>Phone : Mobile : Job Starting Date : Job Finishing Date : Signature :</p>	<p>photo</p>
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## **Trainer/ Employer Detail**

<p>Business Name : Address :</p> <p>Phone : Fax : Website :</p>	
<p>Trainer/ Employer Name 1 : (years of experience/ qualification)</p>	
<p>Trainer/ Employer Name 2 : (years of experience/ qualification)</p>	
<p>Trainer/ Employer Name 3 : (years of experience/ qualification)</p>	

**Please attach the front copy of your valid passport.**

**Please attach the copy of your relevant visa label  
showing work permission.**

**Week** (Date: / / ~ / / )

**Trainee/ Employee's major tasks (overall duties)**

*You must demonstrate that you are capable of doing the full range of work normally done by, and to the same level of skills as, a tradesperson trained in Australia. (source; workplace.gov.au)*

- Reading work instructions and technical drawings common to the trade;
- Planning independently the method and order of doing a job;
- Using measuring instruments correctly;
- Marking out, laying out and setting up trade work;
- Selecting appropriate materials, tools, machines and equipment;
- Making appropriate setting on tools, machines and equipment;
- Performing trade work independently; and
- Checking and/ or testing work against established standard.
- Further information you would like to add;

**Week** (Date: / / ~ / / )

<b>Trainer/ Employer's Comments</b>					
<input type="checkbox"/>	Satisfaction of work performed	(needs improvement)	1	2	3 4 5 (Excellent)
<input type="checkbox"/>	Is the trainee/ employee improving in skills?			yes	no
<input type="checkbox"/>	Anything you would like to add or suggest area's which need improving?				
..... (name)			..... (signature)		
<p>Please attach the photo(s) of you working on your major job this week or new skills learnt.</p>					

**Week** (Date: / / ~ / / )

Hours you worked this week							
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
start	start	start	start	start	start	start	
finish	finish	finish	finish	finish	finish	finish	
Total:	Total:	Total:	Total:	Total:	Total:	Total:	

I confirm the above hours are correct.

.....  
(Employer's signature)

.....  
(Print name)

Please attach evidence of payment (if applicable)  
such as payslips or bank statement  
showing direct deposit.

Please note that even voluntary work is considered as DIMIA's definition of work. Keep this in mind when making sure you are keeping to the 20 hours work limitation per week while school is in session.