Australian Government
Department of Education, Skills and Employment

Job Ready Program

Skills Progress Report

Chef [351311]

What is the Skills Progress Report?

- The Skills Progress Report (SPR) is a self-assessment of the activities you have undertaken in your workplace and your skill development as a **Chef [351311]** while in the Job Ready Program (JRP).
- The SPR lets Trades Recognition Australia (TRA) know if you are doing the tasks and duties expected, and are developing the skills expected in your nominated occupation.
- Your completed SPR will be provided to the TRA approved Registered Training Organisation for Job Ready Workplace Assessment (JRWA) (See *Section 2.3* of the JRP Applicant Guidelines).

How often do I need to submit a SPR?

- **You are required to submit a SPR once you have completed six (6) months from your JRE Start Date,** or as required, until you achieve a successful JRWA. Your pay evidence covering the same period must be submitted with your SPR. Following a successful JRWA you will only need to provide your pay evidence.

Who completes the SPR and how is it completed?

- You complete the report below indicating the tasks and duties you did; the tools and equipment you used; and how your work involved others (such as other workers or your supervisor) over the period covered by the SPR. You should also indicate the processes you followed to complete the job.
- Each question must have a response: **'Yes' (Y), 'No' (N), 'Not Yet' (NY), or 'Developing' (D).**
- More information, including feedback from your employer/supervisor, can be provided in the comments column. Responses must relate to the work that you have done in **this** workplace. There may be some tasks that you do every day, some you do not do, or some in which you are still developing your skills.
- It is important that the responses are accurate, as the assessor who conducts your JRWA will ask you and your supervisor questions about the information provided in this SPR.

What happens if my supervisor or employer changes?

- If you have a different/new supervisor to the one who signed your *Employment Verification Report,* please enter your new supervisor details in Section 2. If this change is permanent, please tick the box to request TRA to update your supervisor details.
- **If you have changed employers,** please get your previous employer or supervisor to sign this SPR and submit the completed SPR as advised below.
- You **must then** register your new employer in the TRA Online Portal and upload a completed ***Employment Verification Report (EVR)*** for your new employer. *EVRs* can be downloaded from www.tradesrecognition.gov.au. You do not have to pay a fee to register a new employer.

Instruction on how to provide your completed SPR and pay evidence to TRA

- Completed SPRs (Sections One to Four) and corresponding pay evidence must be uploaded in **PDF format** through the **TRA Online Portal** *Document Uploads* link.
- Once your SPR and pay evidence are verified by TRA, your work hours will be updated in the ***Total Approved Hours table*** on your Home Page in the TRA Online Portal.

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Section One: JRP Participant Details

TRA Reference Number		
Name		
Are you still employed with your registered employer?	☐ YES	☐ NO
If NO, what date did you finish?		
Are you working as a Chef [351311]?	☐ YES	☐ NO
If NO, what is your current occupation/job and what date did this change?		

Section Two: Employer/Nominated Supervisor Details

Business Name		
Business Address		
Name of Employer/Supervisor		
Contact number		
Contact email		
Is this a new supervisor?	☐ YES	☐ NO
Do you want your supervisor details updated?	☐ YES (The change is permanent)	☐ NO (The change is permanent)

Section Three: Work Performed by JRP Participant

	Start Date	End Date
This SPR covers the period between:		

Please tick (✓) the trade skills you have demonstrated over the period covered by the SPR. Each question must have a response: **'Yes' (Y), 'No' (N), 'Not Yet' (NY), or 'Developing' (D).**

What I did at work	Y	N	NY	D	Comments
I gained experience in using trade skills safely and efficiently by:					
Demonstrating cooking techniques to cooks and advising on cooking procedures.	☐	☐	☐	☐	
Preparing and cooking food using different methods.	☐	☐	☐	☐	
Preparing and cooking specialisations, e.g. particular cuisines, speciality dishes, entrees, desserts and pastries.	☐	☐	☐	☐	

What I did at work	Y	N	NY	D	Comments
Freezing and preserving foods.	☐	☐	☐	☐	
Monitoring the quality of dishes prepared in the kitchen at all stages of preparation and presentation.	☐	☐	☐	☐	
I gained experience in planning and organising work by:					
Developing recipes.	☐	☐	☐	☐	
Deciding how to present or serve meals.	☐	☐	☐	☐	
Planning menus in consultation with the Head Chef.	☐	☐	☐	☐	
Estimating and setting portion sizes.	☐	☐	☐	☐	
Supervising the activities of cooks, apprentices and assistants.	☐	☐	☐	☐	
Planning staff rosters or assisting Head Chef in planning staff rosters.	☐	☐	☐	☐	
Discussing food preparation issues with Managers, Dietitians and kitchen and waiting staff.	☐	☐	☐	☐	
Monitoring temperature control and ensuring accurate and timely temperature logs are well maintained.	☐	☐	☐	☐	
Planning and preparing dishes according to different dietary and cultural needs.	☐	☐	☐	☐	
Revising and reviewing menu costs when new or revised dishes appear on the menu or when there is a change in supplier.	☐	☐	☐	☐	
Monitoring own performance and quality of work.	☐	☐	☐	☐	
Demonstrating techniques and advising on cooking procedures.	☐	☐	☐	☐	
Working unsupervised.	☐	☐	☐	☐	
I gained experience in using utensils and equipment, including:					
Kitchen equipment such as: ranges and ovens; scales; grills and griddles; deep-fryers; salamanders; food processors; blenders; mixers; slicers; frypans; woks; steamers *(Circle those used and write any others in the comments column).*	☐	☐	☐	☐	
Knives and knife techniques.	☐	☐	☐	☐	
Utensils and other hand implements.	☐	☐	☐	☐	

What I did at work	Y	N	NY	D	Comments
Maintaining tools, equipment and work areas in good and safe condition.	☐	☐	☐	☐	
I gained experience in managing resources to be able to:					
Organise and take responsibility for the participant's section of the kitchen to ensure efficient kitchen operations.	☐	☐	☐	☐	
Organise and plan staff rosters.	☐	☐	☐	☐	
Organise food and supplies to be purchased/ordered as required.	☐	☐	☐	☐	
Check orders received for quantity, quality and temperature of product.	☐	☐	☐	☐	
Inspect supplies, equipment and work areas for cleanliness, safety and functionality.	☐	☐	☐	☐	
Train staff.	☐	☐	☐	☐	
Work effectively with team members.	☐	☐	☐	☐	
I received advice and support in meeting business expectations relating to:					
Australian Standards, legislation and regulations that apply to Chefs.	☐	☐	☐	☐	
Dealing with customers.	☐	☐	☐	☐	
How the business works, their role, and the roles of management, staff and others associated with the business.	☐	☐	☐	☐	
Leading work teams.	☐	☐	☐	☐	
Monitoring sanitation practices, and ensuring that kitchen and food safety standards are followed.	☐	☐	☐	☐	
Promoting the establishment.	☐	☐	☐	☐	
Working safely and effectively with other trades/occupations in the workplace.	☐	☐	☐	☐	
I gained experience in identifying and resolving issues and problems including:					
Working under pressure.	☐	☐	☐	☐	
Identifying performance or personal issues with other staff members.	☐	☒	☐	☐	
Identifying and dealing with risks.	☐	☐	☐	☐	
I gained experience in meeting client expectations through communicating with:					

What I did at work	Y	N	NY	D	Comments
Head Chef and other management staff about work requirements and work performed.	☐	☐	☐	☐	
Other staff/employees using the correct terminology.	☐	☐	☐	☐	
Team members about work requirements and work performed.	☐	☐	☐	☐	
I gained experience in working with others, including:					
Front of House staff (waiting staff, maître d'hôtel).	☐	☐	☐	☐	
Head Chef and/or other Chefs in specialist roles.	☐	☐	☐	☐	
Staff members in other work sections of establishment.	☐	☐	☐	☐	
Suppliers.	☐	☐	☐	☐	
Team members.	☐	☐	☐	☐	

Additional Information/Comments

If you have any further information and/or comments on your work performance or duties, please comment in the box below.

Section Four: Declaration

Employer/Nominated Supervisor

Please Note: by signing this report, you are confirming that the information in the table above is a true and accurate record of the tasks and duties performed by the JRP participant in this workplace.

Supervisor Name	
Supervisor Position	
Supervisor Signature	
Date (DD/MM/YYYY)	

Supervisor/Employer Comments

If you have any comments or additional information on the participant's work performance or duties, please provide these in the box below.

JRP Participant

Please tick (✓):

☐ The information I have supplied on this form is true and correct.

☐ Pay evidence has been provided for the period claimed.

Signature of JRP participant	Date (DD/MM/YYYY)