

Position Description

Wall & Ceiling Lining Apprentice

POSITION STATUS

38 hours per week

DATE

February 2010

PURPOSE OF THE ROLE

The purpose of an apprenticeship is to provide an individual with the opportunity to develop skills and knowledge in a particular trade through completing on the job training with a host employer and completing an approved course of formal training through a registered training provider such as TAFE.

EXPERIENCE AND TRAINING

Essential criteria

- A willingness to develop skills and knowledge in this trade
- A commitment to undertake and complete formal training at TAFE
- The ability to listen and follow instructions and ask for help when necessary
- A willingness to undertake paid employment in chosen trade
- The desire to make a positive contribution in the workplace
- The desire to participate actively in the community in which you live

Desirable

- Understanding of apprenticeship and traineeships in NSW
 - Work experience in chosen trade
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LINE MANAGEMENT AND REPORTING RELATIONSHIPS

An Apprentice is employed by GTES and has regular communication with GTES through their Field Officer. In the work place the Apprentice reports to the Host Employer or supervisor appointed by the Host Employer. An Apprentice must develop effective working relationships with:

- GTES Field Officer
- Host employer
- Colleagues in the workplace
- TAFE Teachers
- RTO Assessors

CORE RESPONSIBILITIES OF THE POSITION

Core Responsibility: To be a responsible employee of GTES.	
Specific duties	
1.	Develop an effective working relationship with your Field Officer through regular communication and participation in field visits.
2.	Be proactive in contacting your field Officer if you experience any problems in the workplace or have any queries.
3.	Fill in timesheets correctly and on time.
4.	Make a contribution to the Host Employers workplace by being punctual, interested, follow instructions, ask for assistance, and adhering to workplace policies and procedures, such as safe working practices.
5.	Attend TAFE to learn the theory of the trade.
6.	Act responsibly and safely in the workplace for your own safety and that of your colleagues.
7.	Be courteous to Host employer and work colleagues.
8.	Take annual leave within the year it accrues.
9.	Participate in awards and competitions to further develop individual skills.

Core Responsibility: To fulfill the training requirements of an Apprenticeship in NSW	
Specific duties	
1.	Abide by the terms and conditions of the Apprenticeship Training Contract
2.	Fulfill the requirements of the RTO endorsed training plan in time allocated in particular: <ul style="list-style-type: none"> • Enroll and attend TAFE • Make a commitment to study vocational training and complete TAFE Assessments to the best of your ability • Demonstrate skills acquired through competency based training assessments
3.	Comply with the provisions of legislation relevant to your trade, in particular the Apprenticeship and Traineeship Act 2001 and the Occupational Health and Safety Act
4.	Raise any issues or concerns about training arrangements with your Field Officer
5.	Complete GTES Induction training prior to commencing your apprenticeship
6.	Undertake Occupational Health and Safety Training prior to commencing work with Host Employer

Core Responsibility: Trade Specific responsibilities	
Summary of duties	
Wall and Ceiling Liners make, apply and fix the internal linings of commercial and domestic buildings.	
Specific Training Modules	
1.	Plan and organise work
2.	Work effectively and sustainably in the Construction industry
3.	Work safely at heights
4.	Conduct workplace communication
5.	Carry out measurements and calculations
6.	Read and interpret plans and specifications
7.	Apply OHS requirements, policies and procedures in the construction industry
8.	Fix standard plasterboard wall sheets
9.	Fix standard plasterboard ceiling sheets

10.	Mix plastering compounds
11.	Finish plasterboard joins manually
12.	Manually sand plaster work
13.	Use explosive power tools
14.	Apply basic leveling procedures
15.	Install and finish plasterboard and fibre cement sheeting to curved walls and ceilings
16.	Install dry wall passive fire-rated systems
17.	Install suspended ceilings
18.	Load and unload plaster and plaster-related products
