

# Position Description

Bricklaying Apprentice

**POSITION STATUS**

38 – 40 hours per week (TBA)

**DATE**

February 2010

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## **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

## 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

<b>Core Responsibility: To be a responsible employee of GTES.</b>	
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"><li>• Enroll and attend TAFE</li><li>• Make a commitment to study vocational training and complete TAFE Assessments to the best of your ability</li><li>• Demonstrate skills acquired through competency based training assessments</li></ul>
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

<b>Core Responsibility: Trade Specific responsibilities</b>	
Summary of duties	
Employees lay bricks, pre-cut stone, concrete blocks and other types of building blocks in mortar to construct and repair walls, foundations, partitions, arches and other structures.	
Specific Training Modules	
1.	Follow OH&S policies and procedures
2.	Work effectively in the General Construction Industry
3.	Plan and organise work
4.	Conduct workplace communication
5.	Carry out measurements and calculations
6.	Read and interpret plans and specifications
7.	Apply basic levelling procedures
8.	Erect and dismantle restricted height scaffolding
9.	Carry out basic demolition
10.	Handle and prepare bricklaying/blocklaying materials
11.	Use brick laying and block laying tools and equipment
12.	Carry out masonry veneer construction
13.	Carry out cavity brick construction
14.	Construct masonry steps and stairs
15.	Lay masonry walls and corners
16.	Lay multi thickness walls and piers
17.	Install flashings and damp proof course (DPC)
18.	Construct masonry arches
19.	Construct curved wall
20.	Install fire rated masonry construction
21.	Carry out setting out

22.	Lay paving
23.	Install glass block work
24.	Install aerated autoclaved concrete (AAC) products
25.	Construct fireplaces and chimneys
26.	Construct masonry structural systems
27.	Construct decorative brickwork