

# Position Description

**Business Certificate II Trainee**

**POSITION STATUS**

38 Hours Per Week

**DATE**

March 2010

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## **PURPOSE OF THE ROLE**

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

## **EXPERIENCE AND TRAINING**

Essential criteria

- A willingness to develop skills and knowledge in this vocation
- A commitment to undertake and complete formal training
- The ability to listen and follow instructions and ask for help when necessary
- A willingness to undertake paid employment in chosen vocation
- 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 apprenticeships and traineeships in NSW
- Work experience in chosen vocation

## LINE MANAGEMENT AND REPORTING RELATIONSHIPS

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

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

## CORE RESPONSIBILITIES OF THE POSITION

<b>Core Responsibility: To be a responsible employee of GTES.</b>	
Generic 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.	Undertake and complete formal training to learn the theory of the vocation.
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.

<b>Core Responsibility: To fulfill the training requirements of a Traineeship in NSW</b>	
Generic duties	
1.	Abide by the terms and conditions of the Training Contract.
2.	Fulfill the requirements of the RTO endorsed training plan in time allocated in particular: <ul style="list-style-type: none"> <li>• Allocate time to complete training package</li> <li>• Make a commitment to study vocational training and complete RTO 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 vocation, 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 traineeship.
6.	Undertake Occupational Health and Safety Training prior to commencing work with Host Employer.

<b>Core Responsibility: Vocation Specific responsibilities</b>	
Summary of duties (example)	
Employees meet and greet customers/clients and/or may operate a telephone switchboard.	
Specific Training Modules	
1.	Work effectively in a business environment
2.	Organise and complete daily work activities
3.	Communicate in the workplace
4.	Process and maintain workplace information
5.	Participate in workplace safety procedures
6.	Handle mail
7.	Produce simple word processed documents
8.	Create and use simple spreadsheets

9.	Participate in environmental work practices
10.	Use business technology
11.	Implement improved work practices
12.	Organise personal work priorities and development