

# Position Description

Engineering (Fabrication) Apprentice

**POSITION STATUS**

38 hours per week

**DATE**

March 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 the Group 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
- GTES Management
- 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

<b>Core Responsibility: To fulfill the training requirements of an Apprenticeship in NSW</b>	
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 the 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	
Welders fabricate and repair metal products by welding metals using a range of welding techniques, depending on the type of metal to be welded and the purpose of the finished product.	
Metal Industry Award classification on completion: C10	
Specific Training Modules	
1.	Undertake interactive workplace communication
2.	Apply principles of OHS in the work environment
3.	Apply quality procedures
4.	Plan to undertake a routine task
5.	Apply quality systems
6.	Organise and analyse information
7.	Operate in a work based team environment
8.	Assist in the provision of on the job training

9.	Measure with graduated devices
10.	Plan a complete activity
11.	Perform computations - basic
12.	Perform computations
13.	Perform computer operations
14.	Carry out mechanical cutting
15.	Manual heating and thermal cutting
16.	Advanced manual thermal cutting, gouging and shaping
17.	Undertake fabrication forming and shaping
18.	Perform routine manual metal arc welding
19.	Weld using manual metal arc welding process
20.	Perform advanced welding using manual metal arc welding process
21.	Perform routine gas metal arc welding
22.	Weld using gas metal arc welding process
23.	Perform advanced welding using gas metal arc welding process
24.	Perform routine gas tungsten arc welding
25.	Weld using gas tungsten arc welding process
26.	Perform advanced welding using gas tungsten arc welding process
27.	Perform routine oxy acetylene welding
28.	Perform advanced welding using oxy acetylene welding process
29.	Weld using submerged welding
30.	Perform welds to code standards using manual metal arc welding process
31.	Draw and interpret sketch
32.	Interpret technical drawing
33.	Materials handling
34.	Operate fixed/movable load shift equipment
35.	Use hand tools

