

# Youth Links



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young people, bright futures

6th May 2024

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# Youth Links

6th May 2024

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**Apprenticeship**



## Apprenticeship Program 2025 | NSWEC | Mt Arthur Coal

### About the Role

We are seeking motivated and passionate 1st year applications for our **2025 Apprenticeship Program** in Maintenance at Mount Arthur Coal - BHP New South Wales Operations. We are offering a number of apprenticeship positions available in Muswellbrook commencing in December 2024 on a day/night rotating roster.

In undertaking this 4 year Apprenticeship you can expect hands on industry-lead training and mentoring by BHP's talented workforce, first-rate working conditions, TAFE course enrolment, and a globally recognised qualification in your chosen trade on successful completion.

Embracing inclusion and diversity to create a vibrant culture that represents the communities in which we live, BHP is focused on high performance, safety, team work, strong Indigenous participation and gender balance.

Nationally Accredited Trades Certificates being offered may include:

- Electrical (Certificate III in Electrotechnology Electrician)
- Mechanical Fitting (Certificate III in Mobile Plant Technology)

### What can BHP offer you?

- Hands on training with an Industry Leader
- Nationally accredited trade certificate in your chosen field including TAFE course enrolment
- Skills & experience to gain a career in the above trade industries
- Working as part of a collaborative & supportive environment
- Competitive pay with access to employee benefits
- First-rate working conditions and development opportunities

# Youth Links

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## 2025 AGL Macquarie Apprenticeship Program.

### **About the role**

At AGL Macquarie, in the Hunter Valley of NSW, we are seeking highly motivated individuals to join our team as either an Electrical, Mechanical or Fabrication Apprentices. This apprenticeship offers the opportunity to gain a nationally recognised Trade Qualification in a supportive and team-oriented environment.

AGL Macquarie 2025 Apprentice Program intake has six positions available, and we encourage Aboriginal and Torres Strait Islander Peoples to apply.

### **What You'll Receive:**

- Nationally recognised Trade Qualification.
- Above industry-standard remuneration.
- The opportunity to get involved in a range of Diversity and Inclusion Networks which support AGL's six inclusion dimensions: First Nations, Gender, Disability, Caring, Cultural Identity and LGBTQ+.
- Aboriginal and/or Torres Strait Islander employees may access up to three (3) days paid compassionate leave for Sorry Business/Sad News in addition to our standard two (2) days paid compassionate leave.
- Access an amazing discount on energy and share discounts with your family and friends.
- Support from a company renowned for developing outstanding apprentices.
- Opportunity to learn in a team-oriented and supportive environment with On-the-job and Tafe training.
- Recognition Program - be recognised and rewarded for your achievements and contributions delivering on AGL's values.
- Employee Assistance Program (EAP) - AGL's offers a confidential and independent counselling and advice service for employees and their immediate families for personal and work-related problems.

### **To be successful, you'll need:**

- Completion of Year 10 or equivalent by the end of 2024.
- Demonstrated interest in your nominated trade.
- Strong commitment to safety.
- Reliable transport and driver's license (no public transport to AGL Macquarie).

### **How to Apply:**

Please submit your application, including your Cover Letter and Resume outlining your relevant qualifications and experience, and your two most recent school reports (If applicable).



## Mechanical Apprenticeship

### **Sulzer Apprenticeship Program**

We are looking for expressions of interest from dedicated and committed individuals willing to undertake a 4-year Mechanical Fitter/Fitter Machinist Apprenticeship at our **Maitland Service Centre** – get paid while you learn and develop your career!

- Monday to Friday work
- Day shifts only
- Multiple permanent positions Australia-wide
- Career development opportunities beyond this role
- 4 Year Apprenticeship (Mature Age accepted and encouraged) or the opportunity to complete your already started Apprenticeship (1st, 2nd, 3rd and 4th years)

Commencing ASAP, this apprenticeship is a great opportunity for individuals to develop the skills required to become an Electrical Fitter or Fitter Machinist with Sulzer. Reporting to one of our dedicated Workshops Supervisors and taking instructions from our experienced team members, a typical week in this role could look like this:

#### **What will you be doing day to day?**

- Assisting trades in the repair and manufacture of components for rotating equipment
- Assembling and disassembling rotating equipment with guidance
- General machining of components to required tolerances
- Rewind electric motors and generators under instruction
- Refurbishment of commutators (machining and undercutting)
- Manufacture coils for electrical motors and generators
- Attending all theory sections of the apprenticeship and complete E-Profiling
- Report to Mentors

#### **Benefits – why work with us?**

- Develop industry skills across our workshops and multiple sites.
- Get paid while you train and learn from some of the best in our industry.
- Competitive Apprentice and Mature Age Apprentice Rates
- Employee Assistance Program.
- Work for a global organisation that values innovation, excellence and a commitment to the most important part of our business - our people and our customers.

We really do want you to bring your whole self to work. There's no such thing as the perfect candidate, so if you think you have what it takes, but don't necessarily meet every single point on the list above, please still get in touch. We'd love to have a chat and see if you could be a great fit.

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6th May 2024

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## 2025 Electrical and Mechanical Apprenticeships

### [Tomago Aluminium Company Pty Limited](#)

- Are you a motivated, intuitive and safety conscious team player?
- Do you have a keen interest for a career in Industrial Trades?
- Will you have attained your ROSA or HSC by the end of 2024?
- Can you demonstrate our values of Teamwork, Achieve, Care

At Tomago Aluminium, our people are transforming the business for a sustainable future. Tomago Aluminium is a globally competitive manufacturer of primary aluminium products with a successful safety record and a supportive team culture that work together to continuously improve our safety, environment and operations.

Based in the Hunter Region for more than 40 years, we attribute our success to the excellence, knowledge, skills, determination and enthusiasm of our people which makes the business one of the industry's most dynamic and innovative manufacturers of aluminium. We employ a wide range of modern technologies offering unique experience and skill development.

#### • **The Apprenticeship**

Our innovative and structured 4-year apprenticeship program commences mid-January 2025 and involves practical and theoretical (TAFE) based training and mentoring by industry experts. Apprentices learn basic and advanced trade skills in our onsite training workshop and departments across site gaining continuous hands on experience and a tool bag full of valuable and transferable skills.

Electrical Apprentices complete a Certificate III in Electrotechnology

Mechanical Apprentices complete a Certificate IV in Mechanical Engineering

#### • **Why Tomago Aluminium:**

Amazing opportunity to join our team that is all about mates looking after mates, personal development and challenging yourself within your career, while being able to access amazing benefits such as:

Attractive Salary and RDOs

- Opportunity for additional external studies
- Train for your High Risk Work Licences Training (Forklift, EWP, Dogging)
- Full Supply of PPE and subsidised toolkit supplied on commencement
- On site gym
- Access to Fitness Passport
- On site canteen
- Access to Employee Assistance Program

**Applications close: Monday 3rd June 2025**

6th May 2024

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## Apprentice - Auto Electrician

### About Us

WesTrac is one of the world's largest Caterpillar dealers with more than 15 locations across NSW/ACT and over 1500 employees, including 95 apprentices. Our primary focus is on our people and ensuring we develop our team members so they can reach their full potential. We will ensure you graduate as an industry best tradesperson through our in-house Registered Training Organisation (RTO) and on-the-job training that will see a range of experiences provided such as workshops, mine sites, regional branches, and field service opportunities.

### About the WesTrac Apprenticeship Program

An Apprenticeship with WesTrac allows you to earn while you learn. Apprenticeships last for a 4 or 6 (dual trade) year period and upon completion you will have gained a nationally recognised trade qualification and a wealth of both business and industry exposure.

You will be guided through our rotation program which includes classroom and workshop training at our Training Institute and on the job learning in our workshops. The WesTrac Apprentice program is designed to give exposure to all areas of the business. At times you will be required to travel to other branch or site locations in the Hunter Valley and across NSW/ACT.

A career with WesTrac can take you anywhere and an apprenticeship can open pathways to roles in all areas of our business including field service, specialist technician roles, sales, project management, executive leadership, engineering, strategy, business intelligence, technology, training and many more!

This position is based from WesTrac Mt Thorley. If you wish to apply for a different trade or location, please see the full list of apprenticeship vacancies on our careers website.

### About You:

- Over 16 years of age by December 10 2024
- Great communication, reading and writing skills
- Interest and passion for machinery and hands on learning
- Drivers licence and reliable transport OR close to obtaining drivers licence with ability to get to and from work each day and to our Tomago Head Office for training
- Honest, reliable and a team player



## Fabrication Apprenticeship

### Join AGL Macquarie for the 2025 Fabrication Apprenticeship.

Are you a school leaver who wants a career using your hands? Or have you been out in the workforce and tried other roles or industries and it hasn't felt right? If so, this could be the sign you need to start your new career with AGL as an Fabrication Apprentice.

At AGL Macquarie in the Hunter Valley NSW, we are seeking candidates to join our team as a Fabrication Apprentice. This four-year fixed term apprenticeship offers the opportunity to gain a nationally recognised Trade Qualification in a supportive and team-oriented environment.

At AGL, we value diversity and welcome applicants from various backgrounds and genders, including Aboriginal and/or Torres Strait Islander peoples, individuals with disabilities, culturally diverse individuals, and members of the LGBTQ+ community.

### What You'll Receive:

- Nationally recognised Trade Qualification.
- Above industry-standard remuneration
- The opportunity to get involved in a range of Diversity and Inclusion Networks which support AGL's six inclusion dimensions: First Nations, Gender, Disability, Caring, Cultural Identity and LGBTQ+.
- Access an amazing discount on energy and share discounts with your family and friends.
- Support from a company renowned for developing outstanding apprentices.
- Opportunity to learn in a team-oriented and supportive environment with On-the-job and Tafe training
- Participate in Energise - our reward & recognition program.

Employee Assistance Program (EAP) - AGL's offers a confidential and independent counselling and advice service for employees and their immediate families for personal and work-related problems.

### To be successful, you'll need:

- Completion of Year 10 or equivalent by the end of 2024.
- Demonstrated interest in your nominated trade.
- Strong commitment to safety.
- Reliable transport and driver's license (no public transport to AGL Macquarie)

### How to Apply:

Please submit your application, including your Cover Letter and Resume outlining your relevant qualifications and experience, and your two most recent school reports (if applicable).

6th May 2024

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## Electronics Apprenticeship

HunterNet Career Connections

HunterNet Career Connections, in partnership with our host company are seeking an Electronics Apprentice to join the team in Cardiff. This is an exciting opportunity for a school leaver or someone looking for a career change to complete the Certificate III Electronics and Communications whilst working full-time.

Our host company is a nationally recognised and reputable electronics company that repair and sell electronics, particularly mobile phones. We are looking for the right candidate that is capable of working in a fast-paced environment when busy, but has the ability to take initiative and keep busy during quieter periods.

Working under close supervision from experienced technicians, the apprentice will perform a variety of technical maintenance and repair activities on a range of different brands and devices. Activities may include: installing software, setup, test and troubleshoot, repair and modify and maintenance. You will also gain manufacturer accreditation from Samsung, Nokia and Motorola.

### **What's in it for you?**

- A full-time job
- Paid study time
- 4-year initial contract with long term career opportunities
- Gain a nationally recognised qualification
- One on one mentoring and support

### **As an Apprentice your main duties will include:**

- Fault finding and fixing faults with mobile phones and installs
- Working towards the KPI's of the business
- Work in line with maintenance schedules with current servicing requirements
- Reporting to the service manager
- Follow all WHS policies and procedures
- Complete TAFE competencies as required
- Such other responsibilities as are appropriate from time to time as directed by Management

### **We're looking for applicants who are:**

- Highly driven and motivated
- Have an eye for detail with a high level of accuracy
- Work well in a team environment
- Committed to completing practical and theory-based study requirements of a 4 year apprenticeship



# Youth Links

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## Apprentice - Plant Mechanic

### About Us

WesTrac is one of the world's largest Caterpillar dealers with more than 15 locations across NSW/ACT and over 1500 employees, including 95 apprentices. Our primary focus is on our people and ensuring we develop our team members so they can reach their full potential. We will ensure you graduate as an industry best tradesperson through our in-house Registered Training Organisation (RTO) and on-the-job training that will see a range of experiences provided such as workshops, mine sites, regional branches, and field service opportunities.

### About the WesTrac Apprenticeship Program

An Apprenticeship with WesTrac allows you to earn while you learn. Apprenticeships last for a 4 or 6 (dual trade) year period and upon completion you will have gained a nationally recognised trade qualification and a wealth of both business and industry exposure.

You will be guided through our rotation program which includes classroom and workshop training at our Training Institute and on the job learning in our workshops. The WesTrac Apprentice program is designed to give exposure to all areas of the business and sees you move throughout different speciality workshops every 3-6 months. At times you will be required to travel to other branch or site locations in the Hunter Valley and across NSW/ACT.

A career with WesTrac can take you anywhere and an apprenticeship can open pathways to roles in all areas of our business including field service, specialist technician roles, sales, project management, executive leadership, engineering, strategy, business intelligence, technology, training and many more!

### As an Apprentice Plant Mechanic you will learn how to:

- Inspect, diagnose and repair a vast range of Caterpillar Mobile Plant equipment
- Perform component overhauls and planned component change outs
- Assemble new machines to customer specifications
- Interpret schematics and technical drawings
- Service machines and write service reports
- Rebuild machines
- Safely operate workshop equipment such as forklifts, overhead cranes and tools
- Maintain a safe working environment
- Navigate Caterpillar systems to ensure all work is done in accordance with Caterpillar's quality standard



## Apprentice - Spray Painter

### About Us

WesTrac is one of the world's largest Caterpillar dealers with more than 15 locations across NSW/ACT and over 1500 employees, including 95 apprentices. Our primary focus is on our people and ensuring we develop our team members so they can reach their full potential. We will ensure you graduate as an industry best Tradesperson through a blend of on the job learning at our world class facility and classroom training via a Registered Training Organisation (RTO).

### About the WesTrac Apprenticeship Program

An Apprenticeship with WesTrac allows you to earn while you learn. Apprenticeships last for a 4 year period and upon completion you will have gained a nationally recognised trade qualification and a wealth of both business and industry exposure.

A career with WesTrac can take you anywhere and an apprenticeship can open pathways to roles in all areas of our business including Leading Hand roles, sales, project management, executive leadership, engineering, strategy, business intelligence, technology, training and many more!

This position is based from WesTrac Tomago. If you wish to apply for a different trade or location, please see the full list of apprenticeship vacancies on our careers website.

### As an Apprentice Spray Painter you will learn how to:

- Inspect a vast range of Caterpillar Mobile Plant equipment parts and components
- Strip, prep and mask equipment
- Perform a range of resurfacing and refinishing techniques
- Prime and colour match
- Use a range of different spray painting techniques
- Safely operate workshop equipment such as forklifts, overhead cranes and tools
- Maintain a safe working environment
- Navigate Caterpillar systems to ensure all work is done in accordance with Caterpillar's quality standard

### About You:

- Over 16 years of age by December 10, 2024
- Great communication, reading and writing skills
- Interest and passion for machinery and hands on learning
- Drivers licence and reliable transport OR close to obtaining drivers licence with ability to get to and from work each day and to a local TAFE for training (approx. 1 day per week)

Honest, reliable and a team player



## 3rd or 4th Year Plumbing Apprenticeship

### About this opportunity

You will complete a Certificate III in Plumbing through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with your Host Employer.

Throughout your formal training and practical experience in the workplace, you will have the opportunity to:

- Install water services and sewers
- Look after water mains & service connections.
- Resolve sewage blockages and deal with water services on residential properties.
- Install pressure sewer pods, perform restorations, and work in reservoirs.
- Work with qualified tradesmen to complete business operations.
- Maintain sewer pump stations, excavate, mow, and drive trucks (MR licence preferred or willing to gain)

### The successful applicant

To be successful in this role, you will need to possess the following capabilities and knowledge:

- Demonstrated interest and passion for the industry.
- Currently completed at least 2nd year level of apprenticeship (transcript or proof of course progress will be requested during recruitment stages)
- Positive attitude and willingness to learn and develop new skills and knowledge.
- Strong interpersonal, verbal and written communication skills.
- Strong organisational skills and the ability to multitask in a busy environment.
- Ability to work in a team environment and positively contribute to team goals.
- Ability to undertake a Standard Medical including Audiometry, Spirometry, functional and a drug and alcohol screen.
- Working with Children Check (or willingness to obtain)
- Evidence of vaccinations being up to date for Hep A & B and Tetanus
- Willingness to take on call jobs

### It will help if you have

- Current Driver Licence (P2 or above)
- WHS Construction White Card
- Current Working at Heights

# Youth Links

6th May 2024

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## 2025 Apprentice Program Intake

### THE OPPORTUNITY:

At Ampcontrol, we take great pride in developing the skills of our people to ensure we can deliver the best possible solutions for our customers. Our apprenticeship programs combine structured career development with on-the-job experience and mentoring from some of the best people in the industry.

We are currently offering the following apprenticeships in our 2025 program:

- Cert III Electrical Apprenticeship
- Cert III Electrical Fitting Apprenticeship - Tomago
- Cert III Electronics & Communications Apprenticeship
- Cert III Engineering / Fabrication Apprenticeship
- Cert III Mechanical Apprenticeship

*These apprenticeships will be offered at various sites across the Hunter, including Tomago, Cameron Park, Warabrook and Rutherford.*

### WHAT WE'RE LOOKING FOR:

To support Ampcontrol in leading the global energy revolution, we are seeking highly driven and innovative people looking to be part of an organisation where they can grow their career and make a real impact! In addition, you must have:

- Unlimited Australian working rights
- The ability to pass a pre-employment medical assessment, including drug and alcohol screening.
- A willingness to work in compliance with our safe working procedures.
- The ability to demonstrate a positive and willing attitude to learning; both on the job and through a diligent approach to your formal education.

As part of the initial recruitment process you will be required to submit your online application and attach your cover letter and resume.

**APPLICATIONS WILL STRICTLY CLOSE ON SUNDAY, 19 MAY 2024.**

Once your application has been received you will be notified of next steps by our recruitment team.

6th May 2024

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## Carpentry Apprenticeship

B.T.C Carpentry Pty Limited is Rutherford based company, specialising in residential construction projects across Maitland, Newcastle and the Hunter Valley.

We have an exciting opportunity for Apprentice Carpenters (1st, 2nd, 3rd and 4th years) to join our enthusiastic crew.

Successful Apprentice candidates will have the opportunity to learn all aspects of carpentry from a team who take extreme pride in their work.

This will include, but is not limited to: frame, lock up, fix-out, decking and custom work.

About you:

We are looking for new recruits who :

- Are a team player
- Demonstrate initiative and motivation
- Have a white card
- Drivers licence and own reliable vehicle
- A "can do" attitude

Beginning your career within the industry or continuing your apprenticeship we are excited to hear from you.

6th May 2024

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## Apprenticeship & Traineeship FO

### **Apprenticeship and Traineeship Field Advisor Newcastle/Hunter Valley Region Full-time, Immediate Start**

Programmed Group Training are seeking a passionate, driven and enthusiastic individual to join our GTO Team as an **Apprenticeship and Traineeship Field Advisor**. This is a full-time role, based in either **Newcastle or Singleton** with frequent travel through the Region.

This role will suit an individual who is a self starter, people person and passionate about creating and supporting apprentices and trainees in their career pathway journey and managing a diverse range of individuals and tasks at the one time.

Business development and increasing our apprenticeship and traineeship portfolio in the region across various industries is a key requirement of this role.

Working with a blend of both Key Account Clients and small businesses, as a Field Advisor your role will include:-

- Business development and growth to increase your portfolio of apprentices and trainees and achieving KPI targets
- Development and maintenance of relationships with key stakeholders, trainees and apprentices, training providers, Department of Education and Apprenticeship Centres
- Pastoral care and monitoring of apprentices and trainees both on and off the job
- General Administration including reporting, timesheets and data entry
- Recruitment and Induction of new apprentices and trainees
- Safety Management, Workplace Risk Assessments, Safety Conversations and Safety Talks

This role will suit a person who is able to generate business with new clients, passion for the VET sector and supporting apprentices and trainees.

Experience in the VET Sector primarily working with apprentices and trainees, business development, a full drivers licence and ability to travel for the role are a mandatory requirement.

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## Electronics and Communications Apprenticeship

Join our industry-leading host employer with 20+ years of expertise in radio technology. **Located in Beresfield**, this is a fantastic opportunity for a **1st-year Electronics & Communications** apprentice.

### Responsibilities:

- Fault finding, equipment installation, and software configurations
- Precise radio equipment installation, cable management
- Maintain programming records and offer time estimates
- Identify and analyze problems in radio systems

### Requirements:

- White Card
- Manual handling skills
- Reading plans and using hand/power tools
- Interest in communications & electronics
- Quick learner with a valid driver's license and transport

### Benefits:

- Weekly pay cycle!
  - Personalised one-on-one mentoring throughout your training to help ensure your success
  - A nationally recognised qualification - **Certificate III in Electronics & Communications**
- Ready to kickstart your Electronics & Communications career? Simply hit '**Apply**' now and send your resume to [annaatmar@megt.com.au](mailto:annaatmar@megt.com.au).

*MEGT (Australia) is a Child Safe and Equal Opportunity employer, committed to child safety and fostering a work environment that values diversity and inclusion*

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## Certificate III Landscape Construction Apprenticeship

A reputable commercial landscaping company with projects in Sydney, Canberra, Melbourne and Brisbane are looking for an apprentice to join their expanding team in the Hunter region. This is a great career opportunity to learn many building skills including carpentry, horticulture, stonemasonry, bricklaying and many more trades.

Including the renovation of parks, playground areas, commercial ground, civil works and streetscape. Will learn to use various earth moving equipment including skid steer, excavators and cranes.

Initially most work is at Wallsend, then moving to future commercial developments in the Hunter region.

Drivers licence, own transport and white card required. Must be fit for physical work. TAFE is for 3 years and is a paid work day – no fees.

Hours are Monday – Friday 7am – 3.30pm. Overtime may be required.

Please forward your resume including a cover letter to  
[kduck@austrg.com.au](mailto:kduck@austrg.com.au) or phone Kerry [0438 984214](tel:0438984214)





## Carpentry Apprenticeship

### Apprentice Carpenter – All Years

This is a great opportunity for keen and reliable people, looking for a career pathway to become a qualified carpenter.

We have a carpentry apprenticeship available in the Newcastle area for an immediate start.

If the idea of working with your hands, building structures and working on construction sites appeals to you, a carpentry apprenticeship ticks all the right boxes. You will get the opportunity to work along side professional trades people and you will learn all aspects of your training and employment.

### WHY HIA APPRENTICES?

- Be paid correctly and on time
- Full time opportunity
- Work with and be trained by industry leaders
- Be placed in a safe and monitored workplace
- Dedicated Field Officer to support you through your apprenticeship
- Trade school fees paid
- Access to a very low interest loan of \$20,000 to buy tools, car, etc.
- Access to HIA Member benefits and services
- Will be provided with personal protective equipment (PPE)

### THE IDEAL CANDIDATE FOR THIS ROLE:

- Have a great attitude towards work, self-motivated, proactive, be a team player, attention to detail and willing to learn
- Be committed to finishing their apprenticeship and become a fully qualified carpenter
- Current driver's licence and reliable transport is preferable
- CI Card (white Card) or be willing to obtain prior to starting

You'll receive dedicated support from HIA Apprentices in all aspects of your training and employment.

**During your on-the-job training, job description and tasks you'll carry out as an apprentice carpenter can be viewed [HERE](#)**

To apply for this role you must have an up to date resume with current contact details.



## Plumbing Apprenticeship

### Apprenticeship in Plumbing – 2nd and 3rd Years Wanted!!

This is a great opportunity for keen and reliable people, looking for a career pathway to become a qualified Plumber.

We have Plumbing apprenticeships available in the Newcastle area for an immediate start.

If the idea of working with your hands, building structures, and working on construction sites appeals to you, a plumbing apprenticeship ticks all the right boxes. You will get the opportunity to work alongside professional trades people and you will learn all aspects of your training and employment.

### WHY HIA APPRENTICES?

- Be paid correctly and on time
- Full time opportunity
- Work with and be trained by industry leaders
- Be placed in a safe and monitored workplace
- Dedicated Field Officer to support you through your apprenticeship
- Trade school fees paid
- Access to a very low interest loan of \$20,000 to buy tools, car, etc.
- Access to HIA Member benefits and services
- Will be provided with personal protective equipment (PPE)

### THE IDEAL CANDIDATE FOR THIS ROLE:

- Have a great attitude towards work, self-motivated, proactive, be a team player, attention to detail and willing to learn
- Be committed to finishing their apprenticeship and become a fully qualified Plumber
- Current driver's licence and reliable transport is preferable
- CI Card (white Card) or be willing to obtain prior to starting

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## Apprentice Carpenter

Looking for 1st-3rd year framing carpenters for a growing carpentry business around Maitland and central coast areas. Steel frame experience is highly favoured

Must be able to perform in a fast paced environment and willingness to get in and have a go

1st year Must haves

- A car and licence
- White card
- Ability to work in a fast paced environment
- Ability to work well with others

2nd - 3rd year must haves

- A car and licence
- White card
- Ability to work in a fast paced environment
- Ability to work well with others
- Basic hand/power tools
- Willingness to learn and progress within the business

## First year Apprentice in Flooring Technology

**First year Apprentice in flooring technology.**

POSITION VACANT - Full time position

Join our growing business and amazing team and we will train you in all things pressure cleaning and specialised flooring.

Your job will include all aspects of the business including concrete grinding, concrete sealing, epoxy flooring , flake and metallic flooring, vinyl floor re-surfacing, line marking, pressure cleaning, self levelling cements and screed coats.

You will also get basic skills in floating timber flooring, vinyl flooring and concreting.

TAFE is in block release throughout the year and car licence preferred!

Site office is in Beresfield NSW.

**Immediate start**

Please send resume to [sales@ctcsc.com.au](mailto:sales@ctcsc.com.au) or call Jess on [02 4049 1507](tel:0240491507).



## Apprentice Sprinkler Fitter

### **About Us:**

United Safety & Survivability Corporation provides leading fire safety solutions to a wide range of industries around the world. With 14 locations across Australia, we are able to combine our strengths and lead the way forward with the world's most advanced fire protection solutions.

### **The Role:**

We are looking for our next apprentice to join our rapidly growing Fixed Facilities team in Newcastle NSW.

This is an exciting opportunity for someone to commence a Sprinkler fitting trade whilst receiving on the job training by our experienced technicians and management.

Our tradespeople play a key role in our business' success and we encourage any existing employees looking to complete a trade qualification in Sprinkler Fitting discipline to apply.

### **Duties:**

You will learn, develop and grow within the business, be mentored in complex and highly technical environments whilst building a successful career. As you develop in the role, it will predominantly involve testing of Sprinkler Systems, Pumps, Tanks, Hydrants and hose reel systems to AS1851-201, identifying and reporting defects and system faults, assisting with repairs and modifications to wet fire systems & maintaining awareness to adhere with individual site WH&S policies.

### **To be considered for this opportunity, you will have:**

- Organization skills and be self-motivated.
- Excellent communication skills
- Demonstrate a positive / energetic attitude.
- Current driver's license
- A strong mechanical aptitude
- Able to follow directions and work independently or as part of a team.
- Pass a full medical including ongoing random drug & alcohol tests.
- Experience in the fire industry desired but not essential

### **Why Us:**

Be a part of making something big! We are not just building incredible, life-saving products, we are building a culture. From the manufacturing floor to the sales office, each and every employee here plays an important role in who we are as a company. We heavily invest in professional development because we know that we all grow stronger when we grow together. We value our employees, and this role will offer:

- Tool Allowance
- Permanent position
- Wellness rebate program
- Reward & Recognition program
- Access to our employee assistance program
- Complete a trade certification.



## Apprentice Motor Mechanic

### About Us

Tony White Group (TWG) is a prominent automotive retail group in Australia with a rich history spanning over 30 years. With a presence in more than 60 locations, we pride ourselves on employing over 2,500 dedicated professionals committed to ensuring satisfied customers and a thriving business. Our Klosters, Cardiff and Highway Motor Groups boast 17 dealerships across 10 vehicle makes, employing a team of 400+ individuals.

### About the Role

Are you passionate about cars and eager to kick-start your career in the automotive industry? Newcastle BMW currently has an opportunity for a Light Vehicle Mechanical Apprentice to join the team. At Newcastle BMW, we take pride in our 'fix it right first-time' culture, prioritising customer satisfaction and workshop efficiency.

### Responsibilities:

- Work alongside a team of skilled technicians to diagnose, service, and repair motor vehicles.
- Collaborate with experienced mentors who will guide and train you to excel in your role.
- Contribute to our 'can-do' culture and high-energy environment, driving towards team performance goals.

### What We Offer:

In recognition of your hard work and dedication, we offer a competitive remuneration package that includes a commission based on team performance.

### What You'll Need:

To be considered for this opportunity, you should:

- Possess a mechanical aptitude.
- Demonstrate a genuine interest in pursuing a rewarding career within the automotive industry.
- Hold a current driver's licence, including the ability to drive a manual.
- Exhibit a 'can-do' attitude, displaying enthusiasm and a proactive approach.
- Have strong communication and interpersonal skills, allowing you to thrive in a team-oriented environment.

### Highly Desirable:

Certificate II in Automotive.



## Windscreen Fitter Apprenticeship

If you are looking for a long-term career path with a reputable employer who is 100 years old in 2024, then, look no further!

O'Brien Glass have an exciting opportunity for you to begin your new career within the Auto Glass industry by joining our Muswellbrook Service Centre as an Apprentice Windscreen Fitter!

If you love delivering a first-class customer experience, have an excellent work ethic, want to receive supportive on the job training and receive a full qualification, then this is the right career for you!

- This is on the job learning with a very supportive Team and Management
- Complete the Apprenticeship within 3-4 years and receive the full qualification from the Registered Training Organisation (RTO)
- You will be paid on competency and not on tenure: eg. you could be paid Level 5 after 2 years but not receive your certification.
- Willing to stay employed after you have completed your Apprenticeship.

### **What you'll be doing:**

- Undergo the O'Brien Cert III in Automotive Glazing through our O'Brien® Auto Technician Skills Development Program
- This program is designed to develop Auto Technician capabilities to the level required to repair and replace glass on any type of motor vehicle to Australian standards.
- Learn how to complete windscreen re-calibrations for Advanced Driver Assistance Systems (ADAS)
- Undertake glass chip repairs
- Deliver an excellent experience to our customers
- Deliver the service in a professional and timely manner

### **What we are looking for:**

- Employees who are looking for long-term career opportunities
- Employees with a very strong work ethic
- Must be comfortable dealing with customers face to face and selling company products
- Have a true passion for delivering customer service excellence
- **MUST be able to drive Automatic and Manual vehicles!**
- Reliable, positive attitude and willingness to learn the trade
- Retail or automotive knowledge or experience is an advantage but not required.
- Strong attention to detail and accuracy
- A high level of self-awareness and desire for ongoing personal development
- Desire to succeed, with an energetic and enthusiastic approach.
- Demonstrates a commitment to achieve results and is positive in times of pressure.
- Good organisational & time management skills with the ability to prioritise conflicting tasks.
- Satisfactorily pass a pre-employment assessment including a drug and alcohol test



## CRIB RELIEF DUMP TRUCK TRAINEESHIP

Programmed Skilled Workforce

**Programmed Skilled Workforce** is currently seeking motivated candidates for an exciting opportunity to undertake a **Crib Relief Dump Truck Traineeship** with our valued client in the Upper Hunter Valley.

The roster will be an even time 7hr rotating day and night roster, including working two weekends a month.

### Benefits:

- Excellent flat pay rates ranging from \$35 - \$36 per hour
- Superannuation paid on all rostered hours
- Permanent opportunities may be available after successful completion of your traineeship
- Work with a great team that is committed to your safety and is a market leader

### About your new role:

This competency-based traineeship leads to a nationally recognised qualification, Certificate III - Surface Extraction Operations and offers the opportunity to commence a career within the mining industry.

### About you:

- Commitment to training and program duration
- Safety-conscious mindset, adhering to established safe working practices at all times
- Team player with a positive attitude
- Valid P2 driver's license or higher
- Must be able to drive a manual vehicle
- Local residential address to facilitate work arrangements and commute
- 2 reliable work-related supervisor references
- Clear the pre-employment Coal Services health medical check
- Availability for Singleton office interviews
- RMS driving record may be requested

### Who we are

As one of Australia's largest employers, we work with great companies all around Australia and New Zealand to give you the best opportunities to work when and where you want to.

At Programmed, we are committed to creating a safe and inclusive environment which values and respects diverse styles, backgrounds, experiences and perspectives.



## Junior Administration Traineeship

Are you ready to kickstart your career in Business Administration? Maxwell Recruitment are seeking applications from individuals who are eager to learn and grow in a supportive working environment.

Our client is seeking applications from junior administrators who have already or who are willing to undertake a Cert III in Business Administration.

### **THE BENEFITS**

On-the-job training

- Structured learning
- Real-world experience
- Career Development

- **THE ROLE**

Answering Phone Calls

- Basic Administration Duties
- Exposure to Accounts
- Ongoing development within the role
- Opportunity to study and gain a Cert III in Business Administration

If you are interested in the above role, please follow the links and click apply or contact **Brianna** on [0477 888 559](tel:0477888559).





## Expressions of Interest - Dump Truck Traineeship

Dreampath is currently seeking applications for a New to Industry Mining Program.

This program is designed Specifically for Indigenous peoples seeking an exciting, new, and stable career in the New South Wales' Mining Industry. This is a Two-week Theoretical and Practical course that will, if successful, transition into a minimum 12-month Certificate III Surface Extraction Traineeship.

### **About the role**

This program will utilise Dreampath's brand new state of the art Haul Truck Simulator, which is a highly realistic replica of the Caterpillar 793F Dump Truck, and will run with a combination of both theory and practical training in a controlled environment, prior to starting on a mine site. This program has been tailored to connect our clients with highly skilled employees from the onset, providing stable career pathways to the NSW mining industry.

### **About you**

The successful applicants will have:-

- A full driver licence
- A work history, with working references available
- The ability to complete an Order 43 Coal Medical, including drug and alcohol testing
- A positive attitude with a focus on safe work practices and a drive to work in the mining industry

### **About Dreampath**

Dreampath is a national Supply Nation Certified Indigenous Labour Hire and Workforce Solutions provider. We utilise a co-creation approach with our clients to establish employment opportunities that support the career aspirations of First Nations People across a broad range of industries throughout Australia.

*This is an identified Aboriginal Position. Applicants must be of Aboriginal descent. Exemption is claimed under Section 14d of the Anti-Discrimination Act 1977.*

# Youth Links

6th May 2024

LIKE us on  
**Traineeship**



## Business Administration Traineeship

Greentree Financial is a long standing professional Financial Planning & Mortgage Broking practice located in Muswellbrook in the Upper Hunter. We are proud to offer a positive working environment in a fast paced practice.

We are currently seeking a trainee Administrative Assistant to join our team.

Our ideal candidate will be a team player who;

- Has successfully completed Higher School Certificate,
- enjoys working with people and to a high standard of professionalism,
- demonstrates a high level of personal presentation,
- shows attention to detail,
- can work independently toward strict deadlines,
- possesses excellent organisational and communication skills,
- understands the confidential nature of the Financial Services Industry,
- is comfortable in the use of Microsoft Office suite, and is willing to learn.

Above all, you will require a common sense approach to solving problems.

This position is an initial 12 month traineeship and entails full time employment combined with online study ~ Certificate III Business.

Salary and conditions in accordance with Banking Finance & Insurance Award (National Training Wage).

Interested?

Email your application, including a cover letter along with your resume (including 2 references) to [virginia@greentreefinancial.com.au](mailto:virginia@greentreefinancial.com.au)

Applications close 20 May 2024



## Business Traineeship

HunterNet Career Connections, in partnership with our host company, are seeking a Business Trainee to join the team in Cardiff. This is an exciting opportunity for a school leaver or someone looking for a career change to complete the Certificate III Business over 12 months whilst working full-time.

Our host company is a nationally recognised and reputable electronics company that sell and repair electronics, particularly mobile phones. We're looking for someone that can work in a fast-paced environment but has the ability to take initiative and keep busy during quieter periods.

### **What's in it for you?**

- Earn while you learn!
- Gain a nationally recognised qualification
- Full access to our Employee Assistance Program
- Paid study time with one on one mentoring and support
- Supportive work environment that promotes inclusive culture

### **The duties of this role include, but are not limited to:**

- Respond to inbound calls with customers
- Make outbound calls to customers and clients
- Handle inquiries via email and phone call correspondence
- Follow up customer calls when necessary
- Communicate effectively with other departments and teams in the business
- Prepare quotations for customers
- Data entry duties
- Quality checking devices
- Claiming devices/parts

### **What we're looking for:**

- Highly driven and motivated
- Have an eye for detail with a high level of accuracy
- Work well in a team environment
- Exceptional customer service skills
- Committed to completing practical and theory-based study requirements of a 12-month traineeship

# Youth Links



6th May 2024

LIKE us on  
**Traineeship**



## Karuah Preschool Traineeship

Karuah Preschool is a not-for-profit, community based service catering for children 2-6 yrs. of age which has been educating children and supporting the families of Karuah and surrounding districts for over 40 years.

We believe that play is an essential part of childhood and that these early years are the foundation of all learning in both formal education and life skills.

We are seeking a passionate and enthusiastic person who is looking to build their career and engage in study, completing a Diploma Traineeship (Cert III Traineeship may be an option for the right candidate). You must be motivated person that is passionate about enriching the lives of young children with a desire to continue to learn and grow as a professional. This is a part time position working 30hours a week with commencement asap.

### **Requirements:**

- Current Cert III is preferable however a Cert III traineeship may be an option for the right candidate
- First Aid and CPR certificate (current prior to commencement)
- Current Working with Children Check
- Ability to work as a team member and contribute to a holistic and vibrant educational program and reflection

### **We are looking for an Educator who is:**

- Energetic, reliable, and trustworthy with a keen interest in continued professional development and reflective practice.
- Inspired by children and their learning, viewing children as capable and competent
- Wanting to create inviting and inspiring learning environments connected to the children's interests
- Passionate about their work and engagement with children and families, understanding the value early childhood education offers the community
- Solid verbal and written communication skills, and participate effectively in planning, programming and documentation & Values the importance developing genuine relationships and is flexible and responsive to the needs of other

### **Benefits of joining our team:**

- Opportunity working with an experienced supportive team
- Become a part of our close-knit community where relationships are built on respect and value for the individual
- Enjoy an inspiring work environment where the focus is on children, families, and learning
- Opportunities for continuous reflection and professional development with ongoing training opportunities
- A passionate team and supportive management that see our educators as capable, responsible, and creative contributors to our curriculum

Fee relief for staff who's children are enrolled in our services



## Business Administration Traineeship

### EMPLOYEE BENEFITS:

- Rutherford Workshop based
- Competitive rates and weekly pay
- Earn up to \$5,000 when you successfully refer someone for a role
- Access to 20+ company-wide employee benefits to help you save money
- Work in an environment that fosters learning and development, training, career pathways, and progression

### WHAT THE ROLE INVOLVES:

- Answering phones/controlling Switchboard
- Greeting and onboarding Visitors and Subcontractors
- Conducting Inductions as required
- Fielding and actioning enquiries
- Collecting and downloading workshop data
- Entering Data and Processing in the ERP System
- Raising Purchase Orders
- Booking and coordinating third party services
- Maintaining and populating business processes
- General day to day admin (filing, data entry, processing etc)

### WHAT WE ARE LOOKING FOR:

- A genuine interest in business administration and a desire to pursue a rewarding career.
- Willingness to learn, adapt to a dynamic office environment, and collaborate as a team player.
- Experience working with Microsoft Office (Excel, Word)
- Strong attention to detail in administrative tasks.
- Commitment to completing on the job studies.

### ABOUT US:

Ampcontrol, Australia's largest privately-owned electrical engineering company, has acquired Hunter-based Androck Engineering and Mining. The acquisition provides an extraordinary level of value for both Ampcontrol and Androck customers, suppliers, and employees, to future-proof Australian manufacturing jobs and make net zero a reality!



## CIV Hospitality Management Traineeship

### What you'll be doing...

You will complete a **Certificate IV in Hospitality** qualification over 36 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with Zeal Futures.

Throughout your formal training and practical experience in the workplace, you will have the opportunity to:

- Learn the necessary leadership skills to manage staff
- Organise roster and build strong teamworking skills
- Work closely with professional staff to develop your management skills
- Maintain cleanliness and sanitation standards in the kitchen area, including washing dishes, utensils, and equipment.
- Organise and store ingredients and kitchen supplies properly.
- Assist in receiving and storing food deliveries.

### What you'll bring to the table...

To be successful in this role, you'll need to meet the following selection criteria:

- Passion to build leadership skills and manage a team
- Commitment to both on and off the job training
- Ability to work efficiently in a fast-paced environment
- Demonstrated interest and passion for the hospitality industry
- Positive attitude and willingness to learn and develop new skills and knowledge
- Strong interpersonal, verbal and written communication skills
- Strong organisational skills and the ability to multitask in a busy environment
- Ability to work in a team environment and positively contribute to team goals

### What's in it for me?

Being a Zeal Futures trainee opens the door to working for industry-leading Employers to provide life changing opportunities. Our network of Host Employers means we can offer rotations to ensure you can fulfil your education and training requirements; become qualified without getting yourself into debt and actually earn an income!

Throughout your traineeship, you'll also be able to take advantage of our exclusive employee benefits such as coaching and mentoring, safety training, discounted health benefits, rewards and counselling.

6th May 2024

LIKE us on  
**Traineeship**



## Trainee Purchasing Officer

### About the Provedores

The Provedores are a leading supplier of quality food products with 4 locations across New South Wales. They supply some of Australia's most favoured brands and support local, independent artisan producers. The Provedores prioritise exceptional customer service and value good old-fashioned relationships within the team.

Established in October 2016, The Provedores three owners collectively possessing over 80 years of experience in the food and hospitality industries.

The Provedores operate from Coffs Harbour, Byron Bay, Newcastle and Tamworth and have an extensive reach.

### The Role

The Trainee Purchasing Officer role is crucial within the Newcastle team, offering continuous interaction with suppliers while upholding our company's values and delivering exceptional customer service. You'll be instrumental in building local operations and contributing to growth targets.

The ideal candidate will demonstrate a passion for learning and a drive to develop and diversify their skill set within our organisation.

We're looking for someone who....

- Is a reliable and positive team player with a can-do attitude
- Thrives in a high-paced environment with a strong attention to detail
- Is well organised and communicates effectively
- Brings flexibility, adaptability, and multitasking capabilities to the workplace
- Possesses practical time management skills, prioritising tasks and meeting deadlines
- Understands the significance of excellent customer service
- Has basic computer skills, with a willingness to learn our operating system as well as Office Suite products (Word, Excel etc.)

This role presents significant long-term potential with the unique opportunity for shortlisted candidates to choose a course from our approved list of study.

If you believe your values and abilities align with the outlined criteria, please apply Now! Include a cover letter and your current CV before the closing date.

# Youth Links

6th May 2024

LIKE us on  
**Traineeship**



## Expressions of Interest - Dump Truck Traineeship

Dreampath is currently seeking applications for a New to Industry Mining Program.

This program is designed Specifically for Indigenous peoples seeking an exciting, new, and stable career in the New South Wales' Mining Industry. This is a Two-week Theoretical and Practical course that will, if successful, transition into a minimum 12-month Certificate III Surface Extraction Traineeship.

### **About the role**

This program will utilise Dreampath's brand new state of the art Haul Truck Simulator, which is a highly realistic replica of the Caterpillar 793F Dump Truck, and will run with a combination of both theory and practical training in a controlled environment, prior to starting on a mine site. This program has been tailored to connect our clients with highly skilled employees from the onset, providing stable career pathways to the NSW mining industry.

### **About you**

The successful applicants will have:-

- A full driver licence
- A work history, with working references available
- The ability to complete an Order 43 Coal Medical, including drug and alcohol testing
- A positive attitude with a focus on safe work practices and a drive to work in the mining industry

### **About Dreampath**

Dreampath is a national Supply Nation Certified Indigenous Labour Hire and Workforce Solutions provider. We utilise a co-creation approach with our clients to establish employment opportunities that support the career aspirations of First Nations People across a broad range of industries throughout Australia.



# Youth Links

6th May 2024

LIKE us on  
**Traineeship**



## Certificate III Traineeship in Early Childhood Education

Appletree Early Education & Preschool are looking for a special candidate to join our wonderful team at Barnsley. Full time position , 38 hours per week.

School leavers this is the perfect opportunity to secure employment now, however mature aged are encouraged to apply.

If you are keen to pursue your career in the childhood industry and are friendly; happy; mature in your attitude; want to be part of a dynamic team; not afraid to get your hands dirty; have a neat and tidy appearance and possess an enthusiastic work ethic - then we would love to meet you!

As a trainee you will undertake the Certificate III in Early Education & Care course with TAFE over 18 months whilst working with us full time.

No prior qualifications needed to apply, although you must be at least 18 years old to apply. **New Government incentives are available to be paid during the course of this traineeship.**

**If you would love to join our Appletree Family, send an email to Jacquie/Ashley at [appletree@aapt.net.au](mailto:appletree@aapt.net.au).**

## Traineeship

Play, laugh, teach and learn all with an Early Learning Traineeship.

Change your life and career with a childcare traineeship at Sanctuary.

Our team will guide you through your studies and teach you how to develop a love of learning in our children that will serve them for many years to come.

We will be looking for candidates that show:

- A genuine passion for Early Childhood and teaching. Interacting with children.
- A positive outlook on life and ways of being.
- Be ready to jump in, play and get messy!!!
- Exceptional problem solving skills in high pressure and busy circumstances
- Self-management strategies that allow for a positive disposition and enthusiastic approach at all times.



## Trainee Dental Assistant

### About us:

Dr. Pepper Dental is a well established Dental Clinic located in the heart of The Junction. We have a dedicated team with decades worth of experience & are looking to add a Trainee Dental Assistant to our team.

Our clinic focuses on all aspects of dentistry, including General Dentistry, Cosmetic Dentistry, Endodontics & we even offer a General Anaesthetic service.

This is a great opportunity for a School Leaver or someone seeking a career change into the Health Industry.

### Qualifications & experience:

- Attention To Detail.
- Ability to work within a team environment, and also able to work independently.
- Basic Reading, Writing & Math Skills.
- Well Presented.
- Good Communication & People Skills.
- Willingness to learn.
- Ability to build relationships with our patients.

### Tasks & responsibilities:

- Assisting the Dentist chair side.
- Prepare Dental Rooms for Treatment.
- Following strict Infection Control Protocols.
- Communicating with patients & helping them feel comfortable in the dental setting.
- Reception duties - Answering phones, booking appointments, using HICAPS to process claims.
- Sterilising and cleaning of dental instruments.

### Benefits:

- Full Training Provided.
- Above Award Wages.
- Internal Career Progression.
- Begin a journey towards Certificate III.

# Youth Links

6th May 2024

LIKE us on  
**Traineeship**



## Property Management Trainee

Are you highly motivated, eager to go the extra mile & looking for a future in Property Management? This is your opportunity to join a positive, friendly team and progress through an innovative industry within a long established family business.

### **Responsibilities:**

- Assist the Property Management department in all aspects, reporting to the Senior Property Manager.
- Service property owners to ensure their properties are maintained and managed to an optimum level.
- Answering incoming calls & providing general administrative support.

### **Qualities**

- Uphold a positive attitude and mindset.
- Possess the confidence to work unsupervised in a team environment.
- Ability to prioritise & show initiative.
- Outstanding written & verbal communication.
- Previous administration experience would be advantageous.

Part of this role will see you complete a Certificate IV in Real Estate Services, achieving your Class 2 Licence. We will provide you with allocated study time during work hours.

Please forward your resume & cover letter to [careers@baileyhunervalley.com.au](mailto:careers@baileyhunervalley.com.au)



## Business Administration Traineeship

Are you looking to kick start your career in office administration?

ProMine Contracting Singleton has the role for you. We are looking for an enthusiastic, friendly team member to join the dynamic administration team as a Trainee Business Administrator.

ProMine Contracting is a Mechanical and Auto Electrical business based in Singleton with expansion into the Newcastle area

About the role:

Front reception duties – answering incoming calls and redirecting them as required, taking reservation bookings

Meet and greet customers, visitors and suppliers

Data entry and invoicing

Assisting senior administration staff and middle management

Full time role learning valuable administration skills while completing the traineeship

Permanent position over 2 locations

About you:

Well organised, conscientious, reliable team member

Enjoy providing support to the team, with the ability to follow direction

A positive, friendly, and helpful attitude

Willingness to learn and be flexible in a changing environment

Driver's License essential

Commitment to safety

Have good time management, attention to detail and solid communication skills

Act with honesty and integrity

6th May 2024

LIKE us on  
**Traineeship**



## Apprenticeship & Traineeship

### **Apprenticeship and Traineeship Field Advisor Newcastle/Hunter Valley Region Full-time, Immediate Start**

Programmed Group Training are seeking a passionate, driven and enthusiastic individual to join our GTO Team as an **Apprenticeship and Traineeship Field Advisor**. This is a full-time role, based in either **Newcastle or Singleton** with frequent travel through the Region.

This role will suit an individual who is a self starter, people person and passionate about creating and supporting apprentices and trainees in their career pathway journey and managing a diverse range of individuals and tasks at the one time.

Business development and increasing our apprenticeship and traineeship portfolio in the region across various industries is a key requirement of this role.

Working with a blend of both Key Account Clients and small businesses, as a Field Advisor your role will include:-

- Business development and growth to increase your portfolio of apprentices and trainees and achieving KPI targets
- Development and maintenance of relationships with key stakeholders, trainees and apprentices, training providers, Department of Education and Apprenticeship Centres
- Pastoral care and monitoring of apprentices and trainees both on and off the job
- General Administration including reporting, timesheets and data entry
- Recruitment and Induction of new apprentices and trainees
- Safety Management, Workplace Risk Assessments, Safety Conversations and Safety Talks

This role will suit a person who is able to generate business with new clients, passion for the VET sector and supporting apprentices and trainees.

Experience in the VET Sector primarily working with apprentices and trainees, business development, a full drivers licence and ability to travel for the role are a mandatory requirement.



## Real Estate Agent Traineeship/Agent Support

We are looking for our next team member that would love to learn the craft of real estate from some of the best in the industry.

This starting position would see you doing the aspects of a junior / entry level position with the role evolving to more sales based activities as you met benchmarks and master tasks.

To begin this position will

- deliver contracts to solicitors
- erect and collect for lease signs
- run daily errands for departments
- assist with daily office organization and presentation
- assist agents with daily promotion and marketing around listings and sold properties
- opportunity to complete a Cert 4 in Property Services

You must be

- Reliable
- Self motivated
- Organized
- Have exceptional time management skills
- Able to work autonomously
- Have an excellent driving record
- Able to drive a manual vehicle with a current drivers license
- Open to learn, develop and grow

For further information regarding this position please contact [chloec@loverealty.com.au](mailto:chloec@loverealty.com.au)



## Warehousing Traineeship

### • Who we are

As a nationally recognised training organisation, Programmed Training Services helps you become fully qualified by offering a range of apprenticeship and traineeship opportunities

At Programmed we are committed to creating a safe and inclusive environment which values and respects diverse styles, backgrounds, experiences and perspectives.

We welcome and encourage women, people of Aboriginal and Torres Strait Islander descent and people from diverse backgrounds to apply.

### What we are looking for

Programmed in conjunction with a Hunter Valley mine are currently seeking candidates wanting to pursue a Warehousing career. This is a 2-year traineeship arrangement. The store is the Hub of the mine site and is a very busy environment.

The Hunter Valley mine is located 20mins west of Singleton.

### This traineeship will suit an individual who is.

#### Safety Focused

- Highly motivated and a self-starter
- Hard working, flexible and reliable
- Ability to work in a fast paced demanding and high-pressured environment.
- Team Player
- Ability to problem solve.
- Basic computer skills
- Ability to lift up to 15kgs.
- Forklift license would be desirable but not essential.
- Driver's License is Mandatory



## Indigenous Business Traineeship - Maitland

### About You

Are you seeking a new opportunity? We are seeking a down to earth individual who has a demonstrated hands-on approach, be able to think on their feet and enjoy working in a fast-paced environment.

You will have strong interpersonal and relationship building skills and a strong willingness to learn.

This is an identified position and the person performing the role must be of Aboriginal and /or Torres Strait Islander descent.

Other required attributes include:

- Written and verbal communication skills
- Experience with Microsoft Office Suite
- Be reliable and have a commitment to fulfil the position
- Commitment to complete a 12-month Business Traineeship
- Highly motivated individual
- Willingness to learn

You will have (or be prepared to obtain) a NSW Working With Children Check and National Criminal History Check.

### About Us

Joblink Plus is a for-purpose, not-for-profit organisation providing employment services and vocational training. We deliver to over 80 communities across rural and regional NSW, covering around 70% of the state, delivering a range of Workforce Australia programs including Transition to Work, and employment services to the general community as well as being the Indigenous and Ex-Offender specialist provider. We also deliver Disability Employment Services along with Employability Skills Training and Parents Next. We support communities through direct contributions, social enterprises whilst partnering with a range of organisations with shared values our purpose is to believe and provide support to all people, connecting them to the dignity and fulfillment made possible through educations and meaningful work.

Our purpose is to believe in and provide support to all people, connecting them to the dignity and fulfillment made possible through education and meaningful work.

Joblink Plus is proud to work within the frameworks of Trauma Informed Practice, Ethical Values and has a commitment to Reconciliation.

### About the Role

As a member of the Joblink Plus Team, this role will see you provide administrative support and carry out general office and reception duties. You will support the Joblink Plus team through clear communication and delivering exceptional customer service, prioritising tasks and managing workflow to meet deadlines.

As a Joblink Plus Business Trainee you will be working full time hours Monday-Friday while completing a Certificate III in Business and be given time at work to focus on your studies.





## Childcare Traineeship - Certificate III

**The Hub: Preschool & Early Education Academy** is locally owned and operated Early Education services across Newcastle and The Hunter Region.

Our services are located in Mayfield, Sandgate, Waratah, Rutherford and Elernmore Vale.

We are currently offering Cert 111 Traineeships to the right applicants.

Our offer to you includes a workplace that values its educators and provides incentives that recognize your value to us .

### **What The Hub can offer?**

- Birthday Leave- A paid day of leave to celebrate your birthday
- Referral Incentive- of a \$500 gift card as a thank you when you refer an educator who has been recruited and successfully completed their probationary period
- Access to free flu shots to those interested
- Access to paid professional development training allowing you the opportunity to grow your skills and professional knowledge
- Paid First Aid, CPR and Child Protection refresher training
- Annual shutdown over Christmas and the New Year so that you can rest, relax and enjoy time with family

We provide opportunities for you to grow professionally with our inhouse mentors to support you while in training.

Our Educators must be passionate about achieving quality outcomes for children and their families. You must be highly motivated and enthusiastic to learn. If you would like to work in a locally owned and operated Early Education organisation where the owners value and appreciate their staff, then the Hub is for you!

### **Your skills and qualifications should include:**

- The willingness to study towards a Certificate III in Children's Services
- A Working with Children Check
- Excellent verbal and written communication skills
- A friendly and energetic demeanor

6th May 2024

LIKE us on  
**Traineeship**



## Business Administration Trainee

Are you looking for an exciting start to your career?

We have the role for you! We are looking for an enthusiastic, happy team member to join us as our new Trainee Administration Assistant, a great opportunity to kick start your admin career while completing a Business Administration Traineeship.

About the role:

Answer & direct incoming phone calls

Greet clients, visitors & suppliers

Scheduling quotes and jobs in our jobs system

Assisting our senior administration staff

General administration duties

Learn valuable administration skills while completing your traineeship

Full-time position in a fast paced environment

About you:

Be confident & professional on the phone

Well organised, conscientious, trustworthy & reliable employee

The ability to plan and organise with attention to detail

Enjoy providing support to a team, with the ability to follow direction and be a part of our team

A positive, friendly, and helpful attitude

Enjoy working in a fast-paced environment with a busy team

Ability to manage multiple tasks which have competing demands

Your skills:

Basic experience and knowledge of computer software packages including Microsoft Office Outlook / Excel / Word

Spelling & grammar superstar

Fantastic communication skills



## Business Administration Trainee

You will complete a [Certificate III Business Administration](#) qualification over 12 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience through HVTC with our Host Employer, Aust. Drilling Systems Engineering.

**Throughout your formal training and practical experience in the workplace, you will have the opportunity to:**

- Perform daily tasks including data entry, filing, expense claim processing, credit card processing, and assistance with accounts payable.
- Provide office management support and administrative assistance to management personnel.
- Work collaboratively with the team to ensure smooth operations and meet deadlines.
- Assist with various tasks at our Kurri Kurri workshop as needed.
- You will be using software such as MYOB, XERO, and Microsoft products for your day-to-day tasks. Training will be provided as needed to ensure proficiency with these tools.

**To be successful in this role, you'll need to meet the following selection criteria:**

- Time management and organizational skills.
- A willingness to learn and adapt to new tasks and challenges.
- A proactive and can-do attitude.
- Attention to detail and accuracy in work.
- Ability to follow instructions and work effectively in a team.
- Capability to work independently and meet deadlines.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook) is desirable.
- Strong communication skills, both written and verbal.



## Indigenous Traineeship in Mining Logistics and Warehousing

### **Traineeship in Mining Logistics and Warehousing - This is an Aboriginal and/or Torres Strait Islander Identified Role**

This exciting traineeship opportunity in Logistics and Warehousing will allow you to learn on the job and gain a Certificate III in Supply Chain Operations. Our client is one of the largest Mining Contractors in the country and require someone to join their team in Muswellbrook. This role will keep you engaged with something different every day and the opportunity to progress within the company post the traineeship.

#### **About the Role**

- Complete a Certificate III in Supply Chain Operations (2-year traineeship).
- This is a full time, permanent role with a pay rate of \$31-35 per hour with leave entitlements and relevant loadings.
- Hours: Monday to Friday will be a minimum of 9-hour days and when on a roster, this will increase up to 12-hour shifts.

#### Duties will include:

- Ensure that the store is run in a professional manner that provides an efficient service to the mine.
- Support the Workshop through the accurate issuing of parts, delivery and or advice to the Supervisors of urgent parts arrivals.
- Raise requisitions to increase stock levels as identified to reduce delays in delivery times.
- Maintain accurate delivery receipting system and information storage.
- Assist procurement with the purchase of plant spare parts and materials.
- Manage Inward and Outward deliveries.
- Complete weekly stock level counts.
- Weekly generation of the refill items for the vendor managed areas.
- Gain a strong understanding of relevant costs to Stores & Inventory Management to assist in achieving optimal outcomes for the project.
- Take initiatives to look for better ways to meet and improve the Stores operations.

#### **About You**

- Live local to the Muswellbrook region or be willing to re-locate
- Identify as Aboriginal and/or Torres Strait Islander
- Females are encouraged to apply
- Have Driving Licence (mandatory)
- Hold a current or able to pass an Order 43 Pre-employment Medical and Drug & Alcohol Testing
- Safety focused at all times
- Positive can-do attitude
- Self-starter and go getter
- Be able to troubleshoot



## NDT Technician Traineeship

Make an impact doing work you can be proud of at Bureau Veritas. Your career is about more than building a resume — it's a chance to leave your mark.

### **About Bureau Veritas Australia:**

Bureau Veritas is a global leader in Testing, Inspection and Certification services. Founded in 1828, the group has in excess of 82,000 employees in 1,400 sites located in 140 countries. In the Pacific Zone, our Asset Integrity and Reliability Services business provides these services to our clients throughout the lifecycle of their asset, whether it be for large-scale resource projects or to established industrial facilities. Joining our team means joining a company that values innovation, collaboration, and professional growth

### **The role**

We want motivated and enthusiastic school leavers and graduates to join our Non-Destructive Testing Traineeship Program in 2024. You will gain practical 'in field' experience in NDT methodologies, whilst undertaking studies in Engineering at either Certificate or Advanced Diploma levels.

Trainees that successfully complete the Certificate III and meet the technical and non-technical requirements have the opportunity to complete an Advanced Diploma of Engineering (Mechanical) and advanced NDT qualifications. This will then enable you to work by yourself as a NDT Technician within our business.

All qualifications and training expenses are fully funded by Bureau Veritas.

### **What's needed?**

Ideally you will have previous experience and the following skillsets:

- Year 12 and pass marks in Maths, English and Science; OR
- Commenced a mechanical trade certification
- Mechanical aptitude or an interest in how mechanical things work
- A "can do" attitude and a willingness to travel and work flexible hours



## Business Administration Traineeship

Novaskill operates as a non-profit Group Training Organisation, collaborating with local businesses to provide a diverse array of Apprenticeships and Traineeships.

We welcome individuals ranging from students transitioning out of school to mature individuals seeking to enhance their skills or shift careers!

With a presence that spans 8 locations, our footprint extends from the vibrant Gold Coast in Queensland to the picturesque Central Coast in New South Wales. We're here to serve and support communities across these vast regions.

### **The Opportunity -**

Novaskill is currently partnered a range of local businesses to offer a multiple Business Administration Traineeships, including on-the-job training with ongoing mentoring and support to help you start building your career.

We're looking for those looking to start their career! Novaskill currently has Business Administration Traineeship opportunities in the following industries –

- Law
- Medical
- Construction
- Finance
- Human Resources
- Group Training

You'll be completing a nationally recognised Certificate III in Business Administration whilst gaining experience & developing relationships in the local business sector.

### **Learnings -**

- Use popular business software including Microsoft Office suite and Microsoft Teams
- Organise your time and work priorities
- Make suggestions regarding sustainable work practices
- Think critically, problem solve and communicate in the workplace
- Data collection & entry
- Meeting Support (preparing agenda's & minute taking)



## Warehousing Trainee

### **The Opportunity -**

Novaskill is currently partnered a local business to offer a Warehousing Traineeship, including on-the-job training with ongoing mentoring and support to help you start building your career.

We're looking for those looking to start their career!

You'll be completing a nationally recognised Certificate III in Supply Chain Operations whilst gaining experience & developing relationships in the Warehousing Industry.

### **Learnings -**

- Move and relocate materials safely
- Assess the risks involved with relocating loads
- Plan and relocate materials and goods without damage
- Understand the chain of responsibility
- Ensure transport activities are completed safely
- Complete safety documentation

### **Outcomes –**

- A nationally recognised qualification at Certificate III level
- The confidence to complete safety documentation
- Techniques to safely lift and handle goods or materials
- Experience reading and following instructions and procedures
- Strong pathways to continue your studies and enhance your career opportunities

### **Apprenticeship Suitability Recommendations –**

To succeed in this apprenticeship, we recommend you have –

- Commitment to working hard and giving it your all
- A reasonable level of physical fitness to undertake manual handling
- Ability to work well as part of a team
- Commitment to safety