



APPRENTICESHIPS

FREQUENTLY ASKED QUESTIONS

Apprenticeships are an excellent way to gain hands-on experience and develop valuable skills in a specific trade or industry. They provide a structured learning environment that allows individuals to work alongside experienced professionals while also receiving formal training.

Apprenticeships offer the opportunity to earn a wage while learning, making them a practical choice for those seeking to enter the workforce without incurring significant student loan debt.

Additionally, completing an apprenticeship often leads to increased job prospects and higher earning potential in the chosen field, as the combination of practical experience and formal training is highly valued by employers. Overall, apprenticeships serve as a pathway to a successful and fulfilling career.

Am I eligible to apply?

To be eligible to apply for an apprenticeship with the City of Coffs Harbour you must:

- Have completed Year 10 or obtained a RoSA (Record of School Achievement) and be at least 16 years of age
- Be a citizen or permanent resident of Australia
- Preferably hold a White Card or equivalent or be willing to obtain one

How long are apprenticeships for?

Apprenticeships are generally between three and four years.

What types of apprenticeships does the City have?

- **Electrical** > *There are a number in the following business units:*
 - *CitySmart – Commercial Business Group*
 - *Mechanical & Electrical Section – Water and Wastewater Services*
- **Formwork/Falsework Carpenter** – *Infrastructure Construction (Coastal Works)*
- **Greenkeeper** – *Stadium & Major Events*
- **Mechanic (Plant)** - *Mechanical & Electrical Section – Water and Wastewater Services*

Who are we looking for?

We are searching for enthusiastic individuals who are eager to make a positive impact in their community. If you are passionate about learning and ready to apply your natural talents and skills to real-life situations, we'd love to have you onboard!

These opportunities call for a commitment to work, and when attending TAFE, there is a requirement to participate in coursework and successfully complete your required assessments.



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We also encourage you to get involved with City and team events and build your network and connections to create a solid foundation for your career.

The City of Coffs Harbour is a place of rich diversity, where everyone is encouraged to apply, regardless of gender, ability, indigenous heritage, or cultural background.

Are there any physical requirements?

All apprenticeships may involve physically demanding work. As part of the selection process, you will be required to undergo a medical assessment (including a physical component and Drug and Alcohol screening), to ensure you are able to perform the duties of your apprentice position.

What sort of hours will I work?

In our apprenticeships, you'll work full time, 38 hours per week, with a rostered day off every four (4) weeks. Your start and finish times can vary, but usually, you'll be working from 7:00 am to 3:30 pm.

Some apprentice roles may require you to work, at times, outside of normal hours. This may be on a weekend or after hours. The awesome part is, you'll get extra pay for these hours!

What will I get paid?

As of 1 July 2024, indicative pay for apprenticeships are:

- 16 years of age - \$584 per week
- 17 years of age – 687 per week
- 18 years of age and over - \$803 per week

What other benefits do I receive?

We've got you covered! You'll receive uniforms, personal protective equipment and we will even reimburse your TAFE materials and textbooks. Plus, we help kickstart your TAFE journey by paying your fees upfront. Throughout your apprenticeship, we provide ongoing training and development support. After completing your apprenticeship, you'll have the qual to apply for any vacancies that may be available.

What support Services are available?

The City has a dedicated Learning and Development partner who will guide you through your onboarding, and assist with facilitating course placement and providing support for your identified training needs.

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The City also partners with Australian Apprenticeship Support who provides:

- Engagement and apprenticeship technical support services including assisting with the apprenticeship sign-up process and development of the Training Contract.
- Tailored mentoring and personal support services to apprentices including pastoral care, career guidance and advice and connections to peer support networks.

Will I be required to travel during the apprenticeship?

As part of your apprenticeship, you'll get to attend off-site training sessions at TAFE. You may need to travel there for a week at a time or just for day sessions. Don't worry, the City will help with your travel arrangements.

What does the training contract involve?

When you start your apprenticeship, you'll sign a training contract with the City of Coffs Harbour and a Registered Training Organisation (RTO).

This contract will run alongside your temporary employment with the City. We'll make sure to provide you with all the on-the-job training you need to learn the trade, and we'll also support you in attending any off-site training, like TAFE, that you may need.

Remember, it's important to complete all the training requirements and keep track of your work in your Apprentice Work Evidence Portfolio. Also, all apprentices need to pass a three-month probation period. We're here to help you every step of the way!

What other conditions are applicable to me?

Apprentices are also required to comply with:

- The City of Coffs Harbour's policies, procedures, code of conduct and ethics at all times.
- The National Code of Good Practice for Australian Apprenticeships
- The workplace and conduct standards set by TAFE and other non-City of Coffs Harbour work sites involved in the provision of training.

What is the policy on drugs and alcohol?

The City of Coffs Harbour can conduct drug and alcohol testing of employees including apprentices. Alcohol and drug testing of employees may also be carried out following a safety-related incident or where there are reasonable grounds to believe an employee may be affected by drugs or alcohol.



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Will my trade be recognised elsewhere?

Yes, your trade is a nationally recognised industry qualification

Upon successful completion of your apprenticeship with the City of Coffs Harbour you will receive Certificate III in the relevant apprenticeship.

What happens once the apprenticeship is over?

Apprenticeships usually last up to four years and are a great way to kickstart your career. Once you successfully complete your apprenticeship, you'll have the chance to apply for any current job openings relevant to your qualification and keep growing your career with the City.

Pre-employment checks

Shortlisted applicants will be asked to undertake a series of pre-employment checks which may include referee checks, aptitude testing, pre-employment medical screening and criminal history checks.

Contact us:

Phone: 02 6648 4000

Email: coffs.council@chcc.nsw.gov.au / recruitment@chcc.nsw.gov.au

In-person: Customer Service Centre (Yarrilla Place, Level 1, 27 Gordon Street, Coffs Harbour)
Monday to Friday, 9:00am – 3:30pm

Post: Locked Bag 155 Coffs Harbour NSW 2450