Am I eligible to apply?
To be eligible to apply for an apprenticeship with Road and Maritime Services 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

How long is the apprenticeship for?
Apprenticeships are a contract of employment for up to four years.

What apprenticeships are available?
Road and Maritime Services offer Apprenticeships for Civil Construction (Roads and Bridges), Carpenter, Signal Technician, Plant Mechanic, Boilermaker and Painter.

Who are we looking for?
We are looking for people who are passionate about civil construction, carpentry, signals, mechanical, boilermaking or painting work and have positive attitudes who want to make a real difference for communities and businesses across NSW.

We are also looking for people who love learning new things, are keen to put their newly learnt knowledge and skills into practice and are willing to commit to the demands of work, attending TAFE and completing TAFE assessments.

Road and Maritime Services is a truly diverse place to work! We encourage applications from women, people with disabilities, people of Aboriginal and Torres Strait Islander heritage and people of all cultural backgrounds to apply.

What is involved in the apprenticeship program?

What sort of work will I carry out as a Civil Construction Apprentice (Road)?
The Civil Construction Apprentice is required to carry out duties as directed by the Supervisor/ Team Leader and Works Supervisor. The duties include road construction and maintenance and specialist manual tasks using hand and power tools and equipment for work on roads, pavements, laying pipes, concreting and working with drainage to support Road and Maritime Services operation both in the field and in the depot.

What sort of work will I carry out as a Civil Construction Apprentice (Bridges)?
The Civil Construction Apprentice is required to carry out duties as directed by the Supervisor/ Team Leader and Works Supervisor. The duties include Bridge construction and maintenance and specialist manual tasks using hand and power tools and equipment for work on timber, steel, concrete, and other civil structures to support Roads and Maritime Services operation both in the field and in the depot.

What sort of work will I carry out as an Apprentice Bridge Carpenter?
The Apprentice Carpenter is required to carry out duties as directed by the Supervisor/Team Leader and Works Supervisor. These duties include all areas of bridge maintenance and construction, including handling, shaping and placing of timber elements for bridge maintenance purposes and the construction of formwork and falsework. The duties may also include specialised work on steel and concrete bridges, and other civil structures, to support Roads and Maritime Services operation both in the field and in the depot.
What sort of work will I carry out as an Apprentice Signal Electrician?
The Apprentice Traffic Signal Technician is responsible for performing maintenance, construction, repairs and modifications on traffic signals and control equipment in accordance with specifications to support Roads and Maritime Services operations.

What sort of work will I carry out as an Apprentice Plant Mechanic?
The Apprentice Plant Mechanic assists workshop staff to carry out repairs, modifications and servicing of plant, equipment and motor vehicles and provide mechanical services in order to support Road and Maritime Services operations both in the field and in the workshop.

What sort of work will I carry out as an Apprentice Boilermaker (Metal Fabricator)?
The Apprentice Metal Fabricator is responsible for work including maintenance on all related areas including installation of steel structures, steelwork fabrication, repairs including repair / installation of bridge joints, guard rails and access systems to support the Works Supervisor and RMS’ operations.

What sort of work will I carry out as an Apprentice Painter?
The Apprentice Painter is required to carry out duties including maintenance of bridges and tunnels, the preparation and painting of buildings, bridge structures, tunnels, and fabricated works. Work may also include graffiti removal, banner installation and removal, and other general duties as required to support Roads and Maritime Services operations in the field and in the workshop.

Are there any physical requirements?
All apprenticeships can be physically demanding jobs. To ensure you are able to perform the duties you may perform during the apprenticeship, you may undertake a medical assessment as part of the selection process to ensure you can meet the physical demands of the job.

What sort of hours will I work?
Your ordinary hours are 38 per week which is made up of an eight hour day (plus half hour unpaid meal break), with an accrued day off once every 4 weeks or some locations work eight and half hours per day (plus half hour unpaid meal break), with an accrued day off once every 2 weeks Generally hours of work are 7am – 4.00pm subject to business demands.

It is a pre-requisite that apprentices are prepared to work on weekends and outside normal working hours.

What will I get paid?
As of 1 January 2017, Gross weekly wages vary for each individual apprenticeship:

<table>
<thead>
<tr>
<th>Years</th>
<th>Juniors (under 21 years of age)</th>
<th>Adults (21 years of age and over)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>$512.49 - $571.40</td>
<td>1st Year $966.83 - $1025.31</td>
</tr>
<tr>
<td>2nd Year</td>
<td>$664.12 - $723.13</td>
<td>2nd Year $966.83 - $1025.31</td>
</tr>
<tr>
<td>3rd Year</td>
<td>$842.99 - $901.36</td>
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<tr>
<td>4th Year</td>
<td>$966.83 - $1025.31</td>
<td>4th Year $966.83 - $1025.31</td>
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</tbody>
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What other benefits do I receive?
Uniforms, personal protective equipment and tools are provided as well as reimbursements for TAFE materials and textbooks. We also help to get you started by paying your TAFE fees up front. Ongoing training and development assistance is provided throughout the apprenticeship and you receive priority access to apply for vacancies once the apprenticeship is complete.

Will I be required to travel during the apprenticeship?
Applicants must be willing to be rotated throughout the Roads & Maritime Service network of workshops and work sites in various geographic locations as part of a comprehensive development program. This may require periods of up to a maximum of one month at a time (financial assistance provided). Travel to TAFE for block release (1 week) per attendance.
What does the training contract involve?
Upon commencing an apprenticeship, you will enter into a training contract with Transport for NSW and the NSW Department of Education and Communities (DEC). This training contract runs concurrently with your temporary employment contract with Road and Maritime Services.

The training contract requires us to provide you with the necessary on the job training required to develop the skills and knowledge of the trade and release you to attend all other relevant off-site training (such as TAFE) as required.

The training contract requires you to attend and satisfactorily complete all the training requirements of your program. You are required to maintain an individual Apprentice Work Evidence Portfolio to record the technical tasks you have undertaken at our various work and other sites. All apprentices must pass a probation period of three months.

What other conditions are applicable to me?
Apprentices are also required to comply with:
- Road and Maritime Services’ policies, procedures, code of conduct and ethics at all time
- The National Code of Good Practice for Australian Apprenticeships
- The workplace and conduct standards set by TAFE and other non-RMS work sites involved in the provision of training.
- The New South Wales Public Sector core values of cultural diversity, equitable and ethical practices and a safe and fair workplace.

What is the policy on drugs and alcohol?
Road and Maritime Services can conduct drug and alcohol testing of employees including trainees. 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 have alcohol in their blood.

Will my trade be recognised elsewhere?
Yes, your trade is a nationally-recognised industry qualification.
Upon successful completion of your apprenticeship with Road and Maritime Services you will receive Certificate III completion certificate in the relevant apprenticeship.

What happens once the apprenticeship is over?
Apprenticeships are a contract of employment for up to four years only. At the successful completion of an apprenticeship, we provide opportunity for you to apply for tradesperson vacancies as they become available and obtain a permanent position through a merit selection process. From there, a rewarding and successful career begins!

Recruitment and Selection Process
There are five steps in the recruitment and selection process:
1. Online application (Applications close Sunday 17 September)
2. Online testing (Late September)
3. Interviews and verified testing (9 October onwards)
4. Pre-employment Checks (16 October onwards)
5. Offers (End October)

Due to large volumes of applications, the recruitment process can take up to two months. Successful candidates will be required to commence in January 2018 on a date as agreed between the supervisors of their area.

Online Application
You will be asked to fill out an online application. From there we will proceed to shortlist candidates. If you are successful you will proceed to undergo further assessment to enter the recruitment process. To complete the online application, you will need to provide:
Online Assessment
Suitable applicants will be invited to undergo online assessments. These assessments measure a number of your attributes to determine your suitability for the role. They will test your mathematical and reading comprehension.

Interviews and Verified Testing
If you meet the benchmark required you will be invited to attend an interview in the region that you have applied for. Please bring in a copy of your ID at this time. The interview will allow you to demonstrate a variety of capabilities outlined in the position description that will be required for the role.

You will also complete another short testing session on the day of your interview to verify your previous online testing results.

Pre-employment checks
Recommended applicants will be asked to undertake a series of pre-employment checks including reference and criminal history checks

Offer
Successful applicants will be contacted and a written offer of employment will be forwarded to you.

Note: Communication regarding your application will take place primarily through e-mail. It is essential you monitor your e-mail to receive further advice relating to your application.