Am I eligible to apply?
To be eligible to apply for a Business Administration traineeship with Road and Maritime Services you must:
- Currently completing Year 12 or hold the Higher School Certificate or equivalent, having obtained a high standard of English.
- Be a citizen or permanent resident of Australia

How long is the Traineeship for?
Business Administration Traineeships are a contract of employment for two years.

Who are we looking for?
We are looking for people who are passionate about administration 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 strongly 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 Traineeship?

What sort of work will I carry out as a Business Administration Trainee?
The Business Administration Trainee is responsible for working effectively and efficiently in the public sector and for the provision of administration support to the local manager. The Business Administration Trainee completes a Certificate IV in Business Administration.

What sort of hours will I work?
Your ordinary hours are 35 per week which is made up of an eight hour day (including a half hour unpaid meal break), with an accrued day off once every 4 weeks. Generally hours of work are 8:30am – 4:30pm subject to business demands. Some afternoon shifts may be required at some locations commencing at 12 noon. This may vary also depending on location and flex time.

What will I get paid?
As of 1 January 2016, our trainee gross weekly wages for are:

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<th>Juniors (under 21 years of age)</th>
<th>Adults (21 years of age and over)</th>
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<tbody>
<tr>
<td>1st Year</td>
<td>$402.80 - $623.40</td>
<td>1st Year</td>
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<tr>
<td>2nd Year</td>
<td>$469.90 - $623.40</td>
<td>2nd Year</td>
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What other benefits do I receive?
Reimbursements for TAFE materials and textbooks are provided. We also help to get you started by paying your TAFE fees up front. Ongoing training and development assistance is provided throughout the traineeship and you receive priority access to apply for vacancies once the traineeship is complete.

Will I be required to travel during the traineeship?
Overnight travel may be required to attend Training courses etc. TAFE course will be online.
What does the training contract involve?
Upon commencing a traineeship, 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 Traineeship Work Evidence Portfolio to record the technical tasks you have undertaken at our various work and other sites.

All trainees must pass a probation period of three months.

What other conditions are applicable to me?
Trainees 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 a Business Administration Traineeship with Road and Maritime Services you will receive Certificate IV in Business Administration.

What happens once the Traineeship is over?
Traineeships are a contract of employment for two years only. At the successful completion of a traineeship, we provide opportunity for you to apply for 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:
• Personal information, including your address and contact details.
• Answers to the specific selection criteria questions
• Your resume (including information about your experience and other work-related skills)

**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.