

# Apprentice and Trainee Programs

Join us and shape NSW



# Join us. Go far.

Transport for NSW is shaping the future of regional and outer metropolitan transport and its infrastructure.

We're looking for enthusiastic individuals eager to learn new skills and develop a career with Transport for NSW to help shape our future.



# Your journey begins here.

Work on meaningful projects that make a real difference to regional communities across NSW.

Get paid while you earn a nationally recognised qualification.

Be mentored by industry leaders and gain professional experience to support your career journey at Transport for NSW.

Learn on the job and build valuable, practical skills whilst developing as a professional to enable your career progression.

Access a network of support in your program to ensure you are set up to succeed.



# Who are we?

Transport for NSW delivers customer-centred, integrated transport services and infrastructure targeted to meet the needs of regional and outer metropolitan communities. This means our role is to drive economic and social growth throughout NSW by connecting people with the places they live, work and visit.

We engage with our customers and communities to deliver and maintain safe and tailored transport choices. This includes roads, rail and freight networks across regional NSW.



Opportunities to work in any of these areas across regional NSW.

We believe that our workforce should reflect the community that we serve and we are passionate about creating regional opportunities for local communities. We strive to create an inclusive culture building stronger connections with our customers, and a happier and more productive place to work.

Right now our priority is to provide job opportunities and contribute to the growth of communities across regional NSW

**Aboriginal Inclusion** Delivering our Reconciliation Action Plan to bring about better employment, economic and social outcomes for Aboriginal and Torres Strait Islander people

**Disability Inclusion** We're creating more accessible workplaces for people with disability

**Gender Equity** Supporting the participation and development of women at Transport with a focus on women in non-traditional roles

**LGBTIQ+ Inclusion** We're celebrating and supporting the contributions and priorities of our LGBTIQ+ people

We're making  
regional NSW a  
better place to live,  
work and visit



# Our network

Operating 24/7, managing and maintaining over 18,000 kilometres of state roads and about 3000 kilometres of regional and local roads.

Managing 3 tunnels and maintaining over 5080 bridges.

Working with 96 local councils to achieve joint outcomes for NSW communities, managing maintenance contracts, providing grants and improving road network access.

We have over 21.1 million passenger journeys on our regional train and coach services.



# Our culture

Our culture guides us each day - keep our customers, our people and the community safe, above all else.

How we live our culture in what we think, feel and do each day will help us make Transport a great place to work.



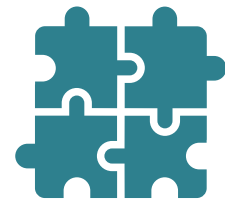
Customer at the centre

We consider our customers' experience in the work we do



People at the heart

We care for the people we work with and treat each other with respect



For the greater good

We are future focused and sustainable







# Explore our programs

We have a variety of Apprenticeship and Traineeship programs on offer to help you kick start your career.

Explore your opportunities.

Let's shape the future of transport in regional NSW together.



## Civil Construction Apprenticeship

- Certificate III in Civil Construction (Road Construction & Maintenance)
- 3 year program

### Who you are

Recent school leaver or individual interested in road work including construction and maintenance (NSW Drivers licence required)

### What you'll do

- Undertake duties to support Transport for NSW operations, including road construction, maintenance of roads and pavements and specialist manual tasks using hand and power tools for laying pipes, concreting, working with drainage and more
- Complete block release study via TAFE
- Work a 38 hour week (8-hour work days including 30-minute unpaid meal breaks) with one rostered day off every fortnight

### How much you will earn

As at 1 July 2023:

\$ per week

Apprentice: 1st Year (under 21 years old at commencement of program)	618.80
Apprentice: Adult (21 years old or over at the commencement of program)	1,151.10



## Bridge Construction & Maintenance Apprenticeship

- Certificate III in Civil Construction (Bridge Construction & Maintenance)
- 3 year program

### Who you are

Recent school leaver or individual interested in gaining hands-on experience in bridge construction with Transport for NSW (NSW Drivers licence required)

### What you'll do

- Be mentored by qualified Bridge Carpenters as part of a regional bridge team
- Construct and maintain bridges including handling, shaping and placing of timber elements
- Specialist work on steel and concrete bridges as well as civil structures
- Complete block release study via TAFE
- Work a 38 hour week (8-hour work days including 30-minute unpaid meal breaks) with one rostered day off every fortnight

### How much you will earn

#### As at 1 July 2023:

#### \$ per week

Apprentice: 1st Year (under 21 years old at commencement of program)

669.60

Apprentice: Adult (21 years old or over at the commencement of program)

1,201.40



## Heavy Diesel Mechanical Apprenticeship

- Certificate III in Automotive Heavy Commercial Vehicle Mechanical Technology
- 4 year program

### Who you are

Recent school leaver or individual interested in repairs of trucks, fixed plant and other commercial vehicles

### What you'll do

- Potential to work in fleet workshops across NSW to develop knowledge and experience in heavy diesel mechanics
- Complete block release or once a week study via your local TAFE
- Work a 38 hour (8-hour work days including 30-minute unpaid meal breaks) with one rostered day off every fortnight



## Electrical Apprenticeship

- Certificate III in Electrotechnology
- 4 year program

### Who you are

Recent school leaver or individual interested in gaining experience in signals and wiring, and completing an Electrical Trade Certificate

### What you'll do

- Be mentored by qualified electricians as you work as part of a team
- Enjoy rotations to widen your exposure and experience
- Work on live projects, including signals
- Complete block release or once a week study via your local TAFE
- Work a 38 hour (8-hour work days including 30-minute unpaid meal breaks) with one rostered day off every fortnight

### How much you will earn

**As at 1 July 2023:** **\$ per week**

Apprentice: 1st Year (under 21 years old at commencement of program)	629.90
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Apprentice: Adult (21 years old or over at the commencement of program)	1,162.90
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### How much you will earn

**As at 1 July 2023:** **\$ per week**

Apprentice: 1st Year (under 21 years old at commencement of program)	610.90
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Apprentice: Adult (21 years old or over at the commencement of program)	1,143.50
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## Project Management Traineeship

- Certificate IV in Project Management
- 2 year program

### Who you are

Recent school leaver (HSC or equivalent) or individual interested in learning administration and project support work within an office environment

### What you'll do

- Work a minimum of 35 hours per week (Monday to Friday), flexibly according to your employment award
- Complete your Certificate IV in Project Management alongside the other Trainees in your cohort
- Apply the knowledge gained through your studies, relating to managing and delivering project life cycles into real life situations and projects that positively impact the community of NSW
- Work with and learn from qualified professionals on multiple project opportunities, gaining experience through a variety of tasks and situations

### How much you will earn

As at 1 July 2023:	\$ per week
Year 12 School leaver	473.40
Plus 1 year out of school	552.10
Plus 2 years	640.50
Plus 3 years or more	732.70



## Business Traineeship

- Certificate IV in Business
- 2 year program

### Who you are

Recent school leaver (HSC or equivalent) or individual interested in learning administration and business support work within an office environment

### What you'll do

- Work a minimum of 35 hours per week (Monday to Friday), flexibly according to your employment award
- Complete your Certificate IV in Business alongside the other Trainees in your cohort
- Provide administrative support to the local teams
- Enjoy rotations across teams to experience a variety of tasks and situations



## Operational Management Systems Trainee

- Certificate IV in Business (Records and Information)
- 2 year Program

### Who you are

Recent school leaver (HSC or equivalent) or individual interested in understanding operational systems related to the management of safety, environment and sustainability within a frontline operational environment

### What you'll do

- Work a minimum of 35 hours per week (Monday to Friday), flexibly according to your employment award
- Complete your Certificate IV in Business alongside the other Trainees in your cohort
- Undertake duties to support Transport for NSW operations, including project support on meaningful environmental and sustainability projects across Transport

### How much you will earn

As at 1 July 2023:	\$ per week
Year 12 School leaver	473.40
Plus 1 year out of school	552.10
Plus 2 years	640.50
Plus 3 years or more	732.70



## Marketing & Communications Traineeship

- Certificate IV in Marketing and Communication
- 2 year Program

### Who you are

Recent school leaver (HSC or equivalent) or individual interested in learning marketing and communication and supporting this type of work within an office environment

### What you'll do

- Work a minimum of 35 hours per week (Monday to Friday), flexibly according to your employment award
- Complete your Certificate IV in Marketing & Communication alongside the other Trainees in your cohort
- Apply the knowledge gained through your studies, relating to marketing and communication into a variety of relevant tasks and projects
- Work with and learn from qualified professionals on multiple project opportunities, gaining experience through a variety of tasks and situations



## Finance Traineeship

- Certificate III in Accounts Administration
- 2 year Program

### Who you are

Recent school leaver (HSC or equivalent) or individual interested in learning about finance and supporting this type of work within an office environment

### What you'll do

- Work a minimum of 35 hours per week (Monday to Friday), flexibly according to your employment award
- Complete your Certificate III in Accounts Administration alongside the other Trainees in your cohort
- Apply the knowledge gained through your studies, relating to finance into a variety of relevant tasks and projects
- Work with and learn from qualified professionals on multiple project opportunities, gaining experience through a variety of tasks and situations

### How much you will earn

As at 1 July 2023:	\$ per week
Year 12 School leaver	473.40
Plus 1 year out of school	552.10
Plus 2 years	640.50
Plus 3 years or more	732.70

# Aboriginal and Torres Strait Islander targeted positions

At Transport for NSW, we aspire to be a workplace where Aboriginal people feel welcomed, included and supported to contribute to Transport, and to realise their career aspirations.



“Working with Transport for NSW has been an awesome opportunity. I love working with the crew and I’m looking forward to growing my career with Transport.”

— Charley Kennedy  
Bridge Construction Apprentice





# Are you ready to be part of something bigger?

## How to apply

The application process may vary from program to program. Below is an indication of what you can expect in the application process.



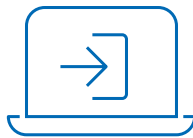
January - February

### Applications open

Submit your application online via [jobs.transport.nsw.gov.au](https://jobs.transport.nsw.gov.au)

#### Tips:

- Make sure you have your updated resume ready to go
- Research information about Transport for NSW; who we are and what we do
- Know about the opportunity you are applying for
- Be sure to monitor your emails for any communication about your application



March

### Virtual information session

An information session that will be hosted by Transport for NSW. We will provide you with information around panel interviews, the STAR technique, presentation tips.

During this session you will also receive valuable program information about the Apprenticeship and Traineeship Program, followed by a Q&A session with industry expert



April

### Interview days

Panel interviews are conducted at the local depot or office of the position you applied for.

#### Tips:

- Be prepared with examples to share; these can be from your experience at school, work or play
- Research the STAR interview method which may assist in your interview process
- Don't panic! We all get nervous! You've done a great job to get an interview, just be prepared and give it your best shot!



May

### Pre-employment checks

At this point, we will conduct a criminal record check and contact your nominated referees to complete a reference check.

**Tip:**

Touch base with your referees and let them know about your application and where you're up to in the process.



June

### Employment offer and on-boarding

We'll be in touch to confirm the outcome of your application. If you are successful, you will receive an offer of employment outlining your employment contract including the confirmed start date and providing the details of your Apprenticeship or Traineeship with Transport for NSW.



July

### Program start and induction

It's time to launch your career with Transport for NSW!

We will be in touch with the finer details of your program prior to commencement with Transport for NSW.

# Get in touch

If you have any questions or would like more information,  
email us at [ROEntryLevelPrograms@transport.nsw.gov.au](mailto:ROEntryLevelPrograms@transport.nsw.gov.au)  
or visit [transport.nsw.gov.au/apprentice-and-trainee-programs](https://transport.nsw.gov.au/apprentice-and-trainee-programs)

Equal Opportunity Programs  
Indigenous Support  
LGBTIQ+ Support  
Disability Support

