

TRAINEESHIPS

FREQUENTLY ASKED QUESTIONS

Traineeships 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.

Traineeships 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 a traineeship 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, traineeships serve as a pathway to a successful and fulfilling career.

Am I eligible to apply?

To be eligible to apply for a Traineeship 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
 - Some Traineeships require a minimum year 12 High School Certificate
- Be a citizen or permanent resident of Australia

How long are Traineeships for?

Traineeships are generally between two and three years.

What Traineeships are available?

- [Civil Construction \(Plant Operations\)](#) – *City Infrastructure, Coastal Works*
- [Customer Service \(Customer Resolution officer\)](#) – *Engagement Group*
- [Environmental Health Trainee](#) (This is an Identified Indigenous position) – *Public Health & Environment, Sustainable Places*
- [Financial Support](#) – *Financial Support*
- [Groundsperson](#) – *Coffs Coast Holiday Parks, Commercial Business Unit*
- [Horticulturalist](#) – *Open Spaces Section*
- [Human Resources](#) – *Organisational Development Group*
- [Laboratory Assistant](#) – *Commercial Business Unit*
- [Procurement](#) – *Contracts & procurement, Finance & Logistics*
- [Survey & Design](#) – *Asset & Survey Design*

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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 or completing your study through an alternate Training provider, the requirement to participate in coursework and successfully complete your required assessments.

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?

Some traineeships may involve physically demanding work.

Regardless of whether you will be working out in the field or working in an office-based position, 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 traineeship position.

What sort of hours will I work?

In our Traineeship roles, some are classified as an "outdoor worker" whilst others are classified as an "indoor worker". There are different structures for both.

Outdoor Worker:

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 outdoor Trainee 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!

Indoor Worker:

You'll work full-time, 35 hours per week, with the ability to work additional hours to accrue a flex day each fortnight. Your start and finish times are flexible, but will usually be mutually agreed to between you and your people leader.

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What will I get paid?

As of 1 July 2024, indicative pay for Trainees 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! We will reimburse your TAFE (or alternate Training Provider) materials and textbooks. Plus, we help kickstart your learning journey by paying your Tuition fees upfront. Throughout your Traineeship, we provide ongoing training and development support. After completing your Traineeship, you'll have the qual to apply for any vacancies that may be available.

Plus, if you are an outdoor worker, you'll receive uniforms and personal protective equipment.

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.

The City also partners with Australian Apprenticeship Support who provides:

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

What will study look like during the Traineeship?

TAFE:

As part of your Traineeship, you may 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.

FLEXIBLE ONLINE:

Alternatively, your required course of study may be through a Training Provider who is conducting a flexible course delivery through online learning. All of the course materials are accessed online so that you can complete your subjects at a time and place that suits you.

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The Training Provider will help you succeed in your studies by giving you the support of a whole team of Student Advisers, all with real life industry experience. You will have one dedicated Student Adviser who will personally manage your program, and the benefit of a team around you to provide expert assistance in all subject areas.

What does the training contract involve?

When you start your Traineeship, 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 Trainee Work Evidence Portfolio. Also, all Trainees 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?

Trainees 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 (which includes Traineeships).
- 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 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 alcohol.

Will my trade be recognised elsewhere?

Yes, your trade or Certificate qualification is a nationally recognised industry qualification.

Upon successful completion of your Traineeship with the City of Coffs Harbour you will receive the Certificate relevant to the Traineeship.

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What happens once the Traineeship is over?

Traineeships are generally two years, however, they can extend to three years and are a great way to kickstart your career. Once you successfully complete your traineeship, 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 (Yarrila Place, Level 1, 27 Gordon Street, Coffs Harbour)
Monday to Friday, 9:00am – 3:30pm

Post: Locked Bag 155 Coffs Harbour NSW 2450