



# **Apprenticeship Information Pack**

**Early 2024 Intake**

## **WHO WE ARE**

Mainteck Services Pty Ltd is a leading and growing engineering company based in the Illawarra. We provide a wide range of engineering services to medium and heavy industry across Australia. We work directly with customers and sometimes in partnerships with other large multinational organisations to design, build and install engineering and manufacturing equipment for medium to heavy industry. We operate a Heavy Machine Shop at Fairy Meadow where large scale equipment is machined on heavy duty lathes and milling machines for our various customers. A second arm of our business operates an equipment repair workshop within the Bluescope Steel Port Kembla Steelworks site, where mechanical tradespeople (fitters) repair large scale slab caster segments.

## **APPRENTICESHIPS**

Our apprentices are highly valued and employed in diverse areas across the business units to gain a variety of skills and experiences before completing their trade.

Apprenticeships will normally commence in January. You will be working in one of our workshops during the first year, with the potential to move into other workshops throughout your apprenticeship. You will also be required to attend TAFE during your first three years. This is normally one day per week.

Apprenticeships being offered for commencement in early 2024 are:

### **Mechanical Apprenticeship**

- **Fitting & Machining** – You will learn how to maintain and repair/install all types of mechanical equipment and machinery. Some of our Mechanical Apprentices will concentrate on Machining. This is learning to operate lathes and milling machines (large and small) both manually and using computer control.

## **WHAT WE VALUE**

- We are committed to safety and devote a lot of time and resources to ensuring everyone goes home at the end of each day in the same condition as they came.
- We value teamwork and flexibility and supporting each other to get the job done.
- We focus on satisfying our customers and helping them and us to improve performance.
- We value the environment and work to ensure we do not damage it in the course of our work.
- We are committed to quality and have well documented systems and procedures in place to help us work consistently and improve.
- We are committed to the Illawarra area and providing sustainable work for people in our local community.
- We are an equal employment opportunity employer who values diversity and encourages applications from a wide variety of candidates.
- We recognise the need for training and development of our people.

## **THE TRAINING**

To begin with you will work in one of our two workshops. There, you'll learn basic and advanced trade skills, such as using hand tools, welding, and machining, depending on your particular trade. You will be guided by qualified tradespeople and supervisors.

Following your first year, you may move into a different workshop or be given the opportunity to do work on site, once again, working closely with qualified tradespeople and supervisors.

Your performance will be assessed and reviewed regularly.

## **THE REQUIREMENTS**

You need to be genuinely interested in learning a trade and committed to learning on the job as well as studying at TAFE. You should show some mechanical aptitude and enjoy working with your hands and with tools and equipment.

You need to be a team player who works hard and shows initiative.

You should have completed your Record of School Achievement (ROSA) (or will do so by the end of the year) as a minimum. You are also likely to have done reasonably well in maths and shown an aptitude for technology related fields, whether at school or through outside interests.

## **CONDITIONS & BENEFITS**

Apprentices are paid according to the applicable Enterprise Agreement operating at the particular business unit they are working. A separate sheet detailing current rates is available.

You will be required to work a 38-hour week over five days (inclusive of one day at TAFE). Start and finish times vary, but our businesses generally work between the hours of 5:00am and 6:00pm.

All work clothing and personal protective equipment is provided free by the Company.

A 6 month probationary period applies.

## **THE SELECTION PROCESS**

1. You need to submit an application to us by **7 August 2023**.
2. Candidates will be screened and a short list will be invited for aptitude testing. This will comprise verbal and numerical comprehension, spatial recognition and mechanical reasoning tests.
3. After testing, a further short list will be developed and candidates will be invited for interviews.
4. Medical screening will be conducted on the subsequent short list.
5. Offers will be made following completion of this process, with apprentices expected to commence work in January 2023.