



Sydney Trains Apprenticeship

Information Pack

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How to use this information pack

This Information Pack contains everything you need to know before applying for the role.



Read *all* the information in this pack.



Think carefully about whether this role is right for you and your lifestyle.



You will be tested on how well you understand and retain the information in this pack throughout the application process, so study it carefully.

We look forward to reviewing your application and hope to welcome you aboard soon!

Becoming an Apprentice with Sydney Trains

Have you got what it takes?

We're so glad you're interested in an apprenticeship with Sydney Trains.

If you like working with your hands, want to get paid to learn a useful trade and are excited about where a career with Sydney Trains could take you – an apprenticeship is the perfect place to start!

The important stuff

- Apprenticeships are a four year program (three for telecommunications)
- Your starting pay rate will be \$607.50 per week or \$923.45 per week for apprentices aged 21+
- It's a full-time program which might involve rotating to work at different depots every 3 or 6 months
- Weekend and overnight shifts will be part of your apprenticeship as per the needs of the business
- You will need to work to a set roster which includes on-the-job training, classroom study (TAFE) and rostered annual leave
- You will graduate with an industry recognised qualification and plenty of great experience!

Application top tips

We get a lot of applications for our apprenticeship program every year, so we want to make sure you have all the information you need to put together a winning application.

1. Before starting the application process, make sure you read the Job Advertisement and the attached Position Description thoroughly.
2. Choose your preferences carefully. You can only apply for ONE discipline out of nine. Each one requires slightly different skills and will involve working from different locations so make sure you select the one that works best for you.
3. Take your time. When applying, read and answer every question carefully and honestly. Check re-read your application before you hit send to make sure you're putting your best foot forward.

Apprenticeship disciplines

You can choose to apply for the following trades:

- Telecommunications
- Signal Fitting
- Signal Electrical
- Substations
- Rail Traction
- Plant Mechanic
- H.V Cables



Telecommunications

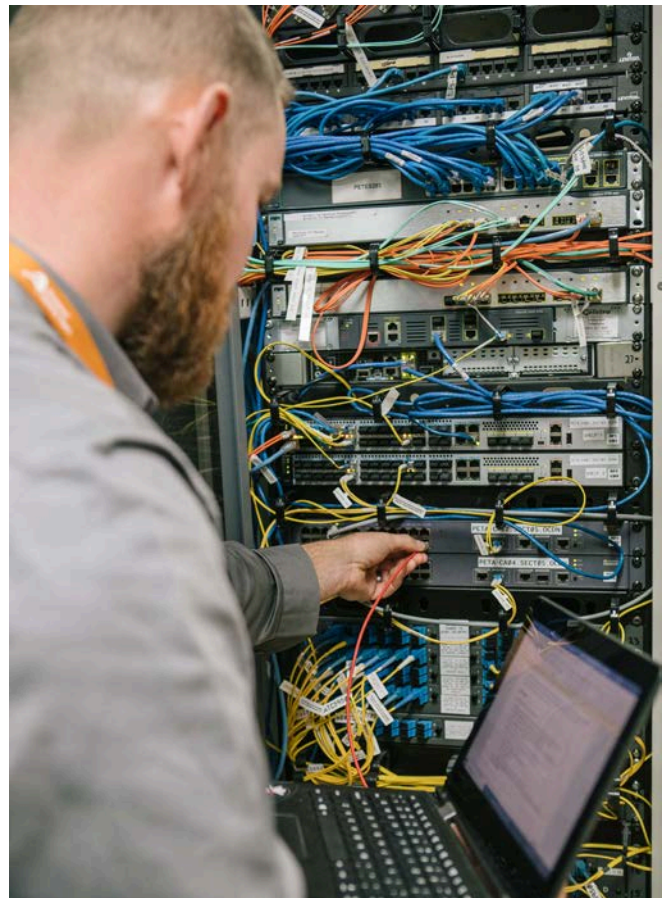
As a Telecommunications Apprentice, you'll keep Sydney Trains Train Operations talking.

You will learn to maintain, operate and repair communication systems as well as install, configure, operate, maintain, troubleshoot and repair telecommunications services in support of Rail Operations.

Rotations

Frequency: Every 3 months

Locations: Erskineville, Belmore, Hornsby, Central Station, Pitt Street





Signal Fitting

As a Signal Fitter Apprentice you will be trained to operate lathes, milling machines, drills, grinders, oxy-acetylene cutting equipment and electric welders as well as general hand and power tools and general fitting.

Rotations

Frequency: Every 6 months. An external rotation to industry will be undertaken in 3rd year for 6 months
Locations: Clyde only



Signal Electrician

As a Signal Electrician Apprentice, you will work on the installation and maintenance of electrical and mechanical signaling, point machines, colour light signals, power supplies, track circuits, control systems and multicore cabling systems.

Rotations

Frequency: Every 6 months. An external rotation to industry will be undertaken in 2nd year.

Locations: Clyde, Hamilton, Hornsby, Gosford, Sydenham, Sutherland, Wollongong, Blacktown, Lawson





Substations

As a Substation Distribution Apprentice, you will help power our rail network. You will work on the installation and maintenance of electrical equipment in high voltage rail substations including rectifiers, transformers, and high and low voltage switchgears.

It also involves the installation and maintenance of general lighting and power services together with various types of electrical appliances.

Rotations

Frequency: Every 6 months an external rotation to industry will be undertaken in 2nd year.

Locations: Strathfield, Clyde, Hamilton, Hornsby, Gosford, Sydenham, Sutherland, Wollongong, Blacktown, Lawson





Rail Traction

As a Rail Traction Apprentice, you will construct and maintain high voltage transmission lines and 1500-volt overhead rail-traction wiring and associated equipment.

You get to work outdoors with a variety of interesting track machines and lifting equipment. You will need to work at heights and in all kinds of weather. The work is physically demanding yet rewarding.

Rotations

Frequency: Every 6 months

Locations: Strathfield, Clyde, Hamilton, Hornsby, Gosford, Sydenham, Sutherland, Wollongong, Blacktown, Lawson



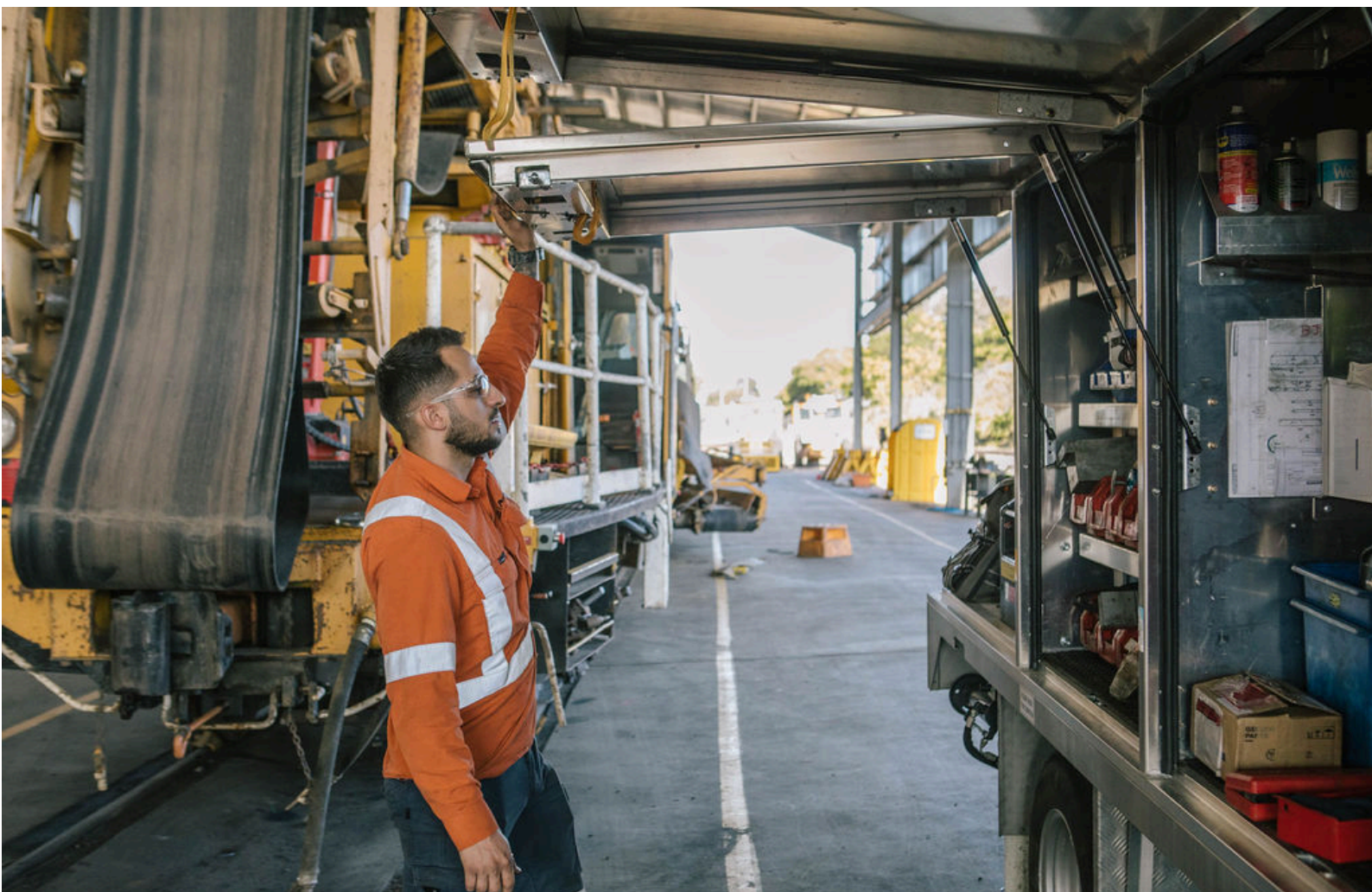
Plant Mechanic

As an Apprentice Plant Mechanic, you will learn the skills in maintenance of heavy plant on track machinery and specialising in rail machinery, general earthmoving equipment and small specialist rail plant and machinery.

Rotations

Frequency: An external rotation to industry will be undertaken in 3rd year for 6 months

Locations: Clyde only





High Voltage (H.V) Cables

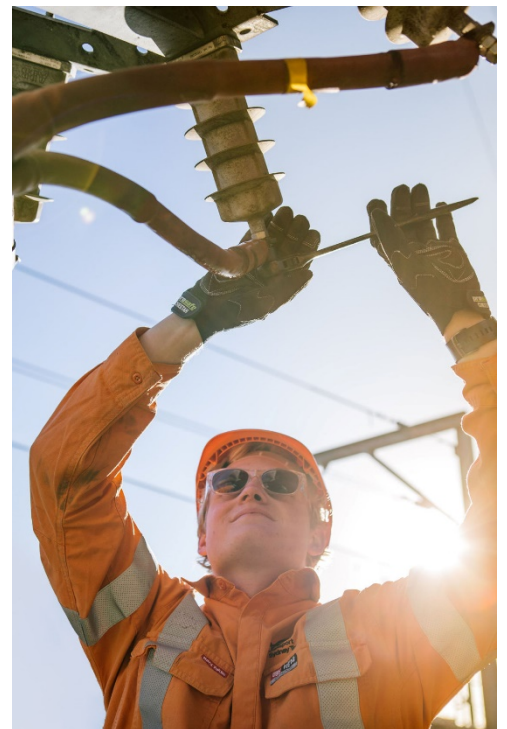
As a Cable Jointer Apprentice you will be involved in making and repairing joints in insulated power supply and control cables installed in underground pipes, trenches, and/or overhead supply systems. As a specialised Cable Jointer you will work all over the rail network.

Rotations

Frequency: No rotations

Locations: Clyde only

Please note: the majority of our trades will require you to work at heights or in confined spaces.





About Sydney Trains

From 1 July 2013, two new rail organisations have served the different needs of Sydney metropolitan and regional / intercity customers.

Sydney Trains

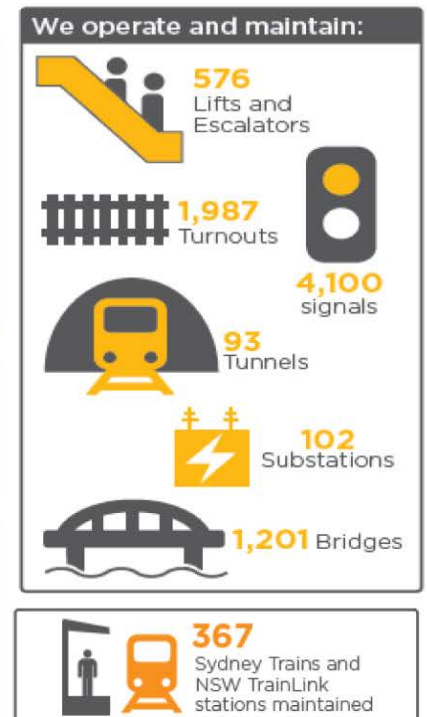
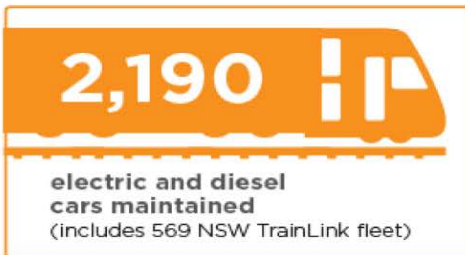
Sydney Trains operate quick, frequent and reliable services in the Sydney suburban area bounded by Berowra, Richmond, Emu Plains, Macarthur and Waterfall stations.

NSW Trains

NSW Trains operate services between Sydney and the Hunter, Central Coast, Blue Mountains, Southern Highlands and South Coast regions, as well as the interstate network.

The following network maps outline the stations which are operated by Sydney Trains (Sydney Trains network) and those stations which are operated by NSW TrainLink (Intercity Trains network).

About Engineering and Maintenance



Preparing for the future

1 million



extra people by

2024

78% more over 65s
26% more under 15s

Major growth 
in western Sydney
over the next 10 years



**New 2025
airport**
at Badgerys Creek



**Metro 2019
integration**



Increased demand for
**customer
service**

New rolling stock 



**Rail
Operations
Centre**



**Preparing our workforce
to accommodate change**

Sydney rail network

M Metro **T** Trains



Sydney metro and train lines



Metro North West Line
Chatswood
Tallawong



T1 North Shore & Western Line
North Shore
Western
Richmond



T2 Inner West & Leppington Line
Inner West
Leppington
City



T3 Bankstown Line
Liverpool
Lidcombe
City



T4 Eastern Suburbs & Illawarra Line
Eastern Suburbs
Illawarra
Cronulla



T5 Cumberland Line
Leppington
Richmond



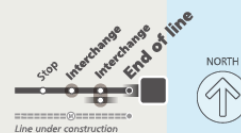
T7 Olympic Park Line
Olympic Park
Lidcombe



T8 Airport & South City
Airport
South City



T9 Northern Line
Northern
Gordon



Check timetables and trip planners
for train services and connections

Visit transportnsw.info

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Regional trains and coaches



Our core values

Our SPACE behaviours



Safety

Promoting the core belief that safety is our greatest priority and that all injuries are preventable.



Pride

Taking pride in your role, your presentation and recognising your value within the organisation.



Accountability

Owning your actions and being bold and pragmatic in decision-making, while expecting the same of your team.



Collaboration

Promoting open communication, working effectively across lines, accommodating different perspectives and sharing ideas.



Excellence

Striving for excellence; continuously acting to exceed your own, the business, and our customer expectations, and acting with a focus on the optimum end result.

Employment matters, benefits and policy

Benefits and entitlement

Commencing base salary for Apprentices is \$607.50 per week or \$923.45 per week for apprentices aged 21.

In addition, employees receive:

- 9.5% Superannuation
- Penalty rates (as applicable)
- Shift allowances (as applicable)
- Annual leave loading

Travel benefits

All Sydney Trains employees receive an employee travel pass valid on the NSW public transport system including:

- Sydney Trains
- NSW Trains
- State Transit Buses
- Sydney Ferries

Leave entitlements

- Annual leave: 5 weeks per year (shift workers)
- Long service leave: 2 months after 10 years of service
- Maternity Leave: 14 weeks
- Sick leave: 15 days per year

Code of conduct

Sydney Trains employees must:

- Behave honestly, courteously and ethically
- Work in a safe, healthy and efficient manner
- Observe the awards, policies and job requirements
- Act in the best interests of Sydney Trains and its customers

Drug and alcohol policy

Sydney Trains is a drug and alcohol free workplace and is committed to providing a safe environment for all employees, contractors and customers through reducing the risks created by the use of drugs and alcohol.

To achieve this vision, we:

- Conduct a random drug and alcohol testing program
- Have a test reading showing zero concentration of alcohol in the blood
- Have a test reading less than the cut off level stipulated in the Australian / New Zealand Standard 4308 (AS/NZS 4308) for tolerances of drugs
- Are not permitted to have or sell alcohol or prohibited drugs in the workplace
- Must not be in possession of any item or piece of equipment for the use or administration of a prohibited drug at any Sydney Trains' workplace

The Sydney Trains Drug and Alcohol program is consistent with our corporate values and behaviours. It also provides support for our employees to remain drug and alcohol free while at work.

Measures to reduce safety risk, absenteeism and other effects in the workplace due to the consumption of drugs and alcohol will include the opportunity to self-identify and seek help, rehabilitation programs and education on drug and alcohol related issues.

Uniform and grooming standards

Sydney Trains employees must present themselves in a professional manner, including wearing the designated uniform and required safety gear appropriate to operations.



The recruitment & selection process

Merit selection

Sydney Trains has a merit based recruitment and selection policy. Merit is decided by taking into account the relevant position and assessing the skills, abilities, qualifications, experience and personal qualities of each applicant.

What's involved?

We use a variety of techniques to assess and validate key knowledge areas, critical skills and fit for the role. These include:

- Pre-Screen Questions as part of your application
- Phone Screen
- Assessment tests and Interview
- Medical and Fitness Assessment
- NSW Government Agency Employment Review
- National Police Check
- Reference Checks

Assessment day and interview

You will be required to attend an assessment day where you will complete a number of assessments. The assessments have been selected to reflect the skills and abilities required to effectively and safely commence your apprenticeship.

Applicants who meet the selection criteria and the standards will be invited to attend an interview.

NSW Government employment review

Service History Checks are undertaken on all current and previous Sydney Trains (RailCorp, State Rail or Rail Infrastructure Corporation RIC) employees. A Service History Check is also undertaken on all current NSW Government Agency employees. A satisfactory service check is required before an application will be progressed to the next stage.

Reference checks

In your application form you will be asked to provide the contact details of two recent work related referees.

- Referees should be a current or previous manager or supervisor who can comment on your work performance (within the last five years)
- Referee details can be updated at the pre-employment check stage

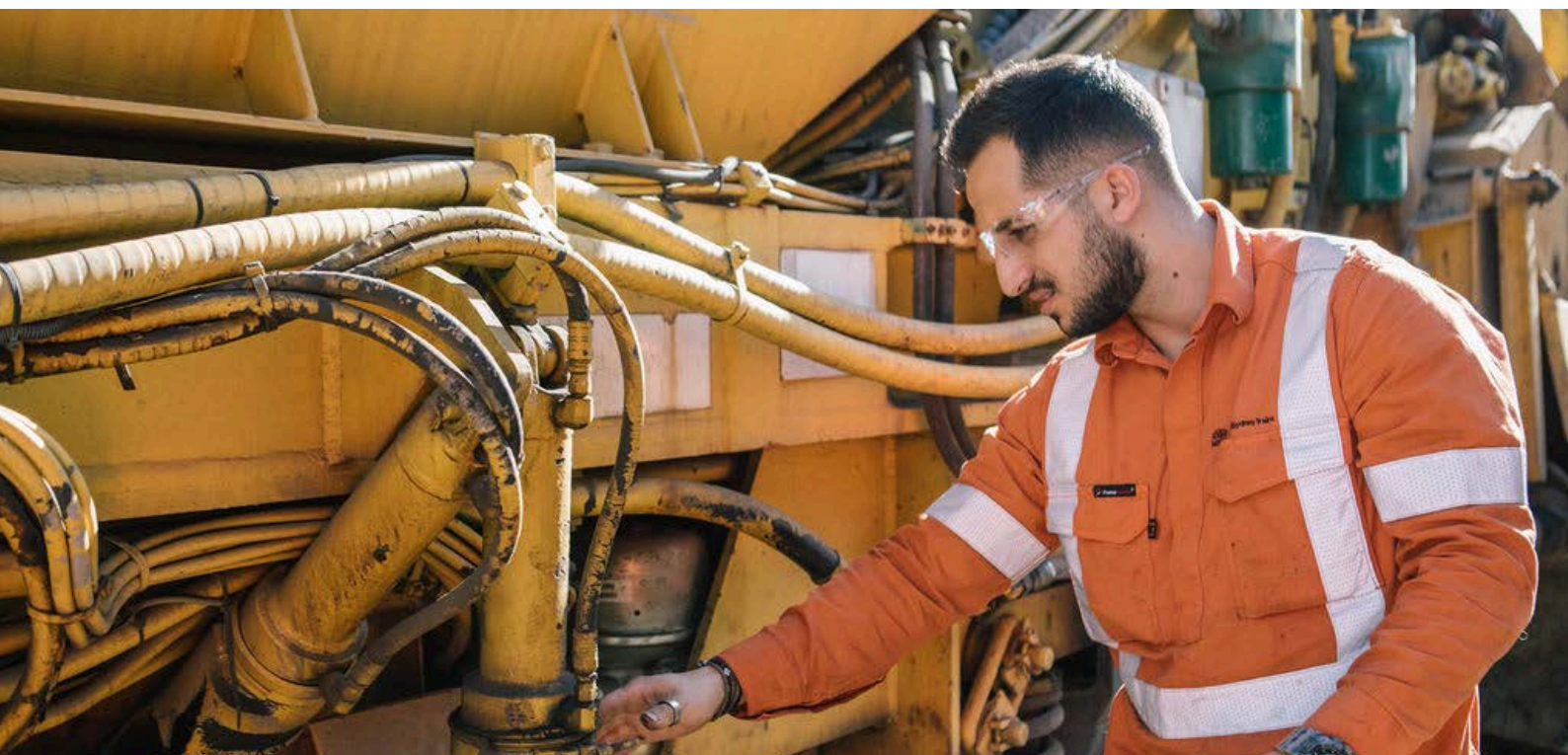
Medical assessment

Apprentices require a Category 1 medical assessment. The assessment covers physical and psychological health to determine if there are any conditions which could affect the ability to do rail safety work. Category 1 assessments include health questionnaires and clinical examination including vision (defective safe A).

Health questionnaire

The questionnaire helps identify health conditions which affect the ability to do category 1 rail safety work. It covers:

- General work tasks including accidents or near misses
- General health including medications and treatment
- Epworth Sleepiness Scale, a screening tool for sleep
- Disorders and excessive daytime sleepiness
- AUDIT questionnaire, a screen for alcohol dependence
- K10 questionnaire, a screen for anxiety and depression.



Clinical examination

A clinical examination is done during the assessment and covers:

- Cardiovascular assessment including blood pressure, pulse rate, heart sounds and peripheral pulses
- Mobility assessment (neurological and locomotion) of the neck, back, limbs and balance, tailored to job demands
- Examination of chest, lungs and abdomen
- Urinalysis to screen for protein and sugar in the urine
- Visual acuity, visual fields and colour vision
- Hearing using pure tone audiometry
- Drug and alcohol testing

National police check

A National Police Check is conducted through an authorised agency on all external applicants.

If an applicant is found to possess a criminal record, a review of their application will be conducted and they may not be recommended for the role.

Appointment process

This recruitment campaign aims to fill a number of Apprentice positions based in Sydney. If you are successful, you will be notified regarding your commencement date.

An Eligibility List of additional successful applicants may be created for future Apprentice vacancies (valid for up to 12 months).

There is a 3-6 month probationary period from date of commencement; this may be extended under certain circumstances.

Job related testing, more information

What is job related testing?

- Job Related Testing is used by Transport for NSW (TfNSW) to assist in determining a candidate's suitability for employment
- Testing ensures that our selection decisions are objective and fair and based on a candidate's ability to perform in the role effectively
- Testing makes up just one component of the selection process
- All testing sessions are administered under standardised testing procedures, this means the same conditions for everyone

Job related testing consent

When you lodge an application you give consent for TfNSW to:

- Undertake job related testing with you
- Use the information gathered from testing to assist in determining your suitability for employment as an apprentice
- Use your results for research purposes - at which time any personal information such as your name and date of birth is removed
- Use the results to assist staff development, should a candidate be appointed to the role
- Assist decision making of third parties in the event of a review (where applicable)



Job related testing – Validity of results

- The results of the tests you complete will remain valid for 12 months
- You will not be eligible to re-sit these tests again within that time

Any valid testing results you have will be taken into consideration if you apply for other TfNSW roles in the next 12 months which use the same tests. I.e. if the same tests are used in the recruiting process for roles within Sydney Trains and NSW Trains, then the results from today will transfer over and remain valid for a 12 month period.

Job related testing confidentiality

- All of the information collected throughout the Job Related Testing is treated with strict confidentiality
- Only those responsible for processing your application (Recruitment & Assessment Services) and the Selection Panel will have access to your test results
- It is important that you do your best. If you feel you cannot complete the test to the best of your ability on the day of your testing, please let us know and we may be able to reschedule you to another session

