

Position Description

Position title:	Apprentice Electrician Certificate III in Electrotechnology – Systems Electrician
Reporting to:	Industry Careers Consultant NECA Education and Careers Site supervisor at host employer (Placements)
NECA Education and Careers	<p>NECA Education and Careers one of the largest group training organisation in Victoria and Tasmania and trade based Registered Training Organisations in Victoria</p> <p>Established in 1992, NECA Education and Careers has provided a consistent supply of high quality, skilled apprentices and trainees to industry.</p> <p>Growing out of a demand for skilled apprentices in the Electrical sectors, NECA Education and Careers now offers apprenticeships, traineeships and vocational programs in associated sectors including but not limited to Electrical, Instrumentation, Communications, Information Technology and, Business Administration.</p> <p>As well as providing apprenticeship and traineeship programs, NECA Education and Careers continues to provide training to industry through our training facility.</p> <p>NECA Education and Careers is a Registered Training Organisation with the Victorian Qualifications Authority providing training for the electrical industry for pre-apprentices, apprentices and trades people.</p>
Wages:	<p>Wages are paid in accordance with the NECA Education and Careers Ltd Enterprise Bargaining Agreement (EBA), unless a host employer has their own EBA.</p> <p>If paid Downtime is available, Downtime will be paid in accordance with the current NECA Education and Careers Ltd Enterprise Agreement.</p>
Duties:	<p>An apprentice at NECA Education and Careers would be required to:</p> <ul style="list-style-type: none"> • Adhere to the apprentice/trainees code of conduct as outlined in the Induction Handbook for Apprentices. • An electrician's work is generally physically demanding such as climbing ladders and lifting tools and supplies. Occasionally an electrician must work in a cramped space or on scaffolding, and may frequently be bending, squatting or kneeling, to make connections in awkward locations. Construction electricians may spend much of their days in outdoor or semi-outdoor on noisy and dirty worksites. <p>Personal Characteristics</p> <p>Electricians need the following characteristics:</p> <ul style="list-style-type: none"> • good communication skills including reading skills • an aptitude for math • mechanical ability • physical strength and stamina • the ability to distinguish colours to work with colour-coded wiring • the ability to work in high places • the ability to get along well with co-workers • the ability to keep up to date with changing technology • creativity

- the ability to do precision work.
- the ability to follow direction
- the ability to concentrate for long periods of time
- good recall
- The ability to understand changing environments

Those who install or maintain equipment in existing homes or businesses also must be neat and have good customer service skills.

Apprentice Electricians need:

- to enjoy technical work
- good vision and hand-eye coordination
- accuracy, with a keen eye for detail
- good physical fitness
- to be safety conscious
- to be able to work independently and in a team.

Learn the trade both on and off the job, some of the types of work would include but should not be limited to the following;

- Installation of cables/wires for;
 - Domestic
 - Commercial
 - Industrial
 - Voice & Data
- Domestic Installation may consist of the following;
 - Power Circuits
 - Lighting Circuits
 - Air Conditioning Units
 - Hot Water Units
 - Fire & Smoke Alarm Circuits
 - Switchboards & Control Boards
- Industrial Installation may consist of the following;
 - Power Circuits
 - Lighting Circuits
 - Large Motor Circuits
 - Switchboards
 - Air Conditioning Units
 - Motor Control Circuits
 - Lifts & Escalators
- Voice and Data Installations may consist of the following;
 - Networks eg. LAN
 - Fibre-optic Cabling
 - Cat. 5 Cabling
 - Computer Cabling
- Take the necessary steps to apply for any applicable registrations/licenses required to practice the trade

This is only a short guide to the types of work performed by a NECA Education and Careers electrical apprentice.

<p>Schooling:</p>	<ul style="list-style-type: none"> • Apprentices at NECA Education and Careers are required to attend a Registered Training Organisation (RTO) to complete 'off the job' training. Attendance is usually a structured release of one day per week. The RTO is to be determined by NECA Education and Careers' management. • Apprentices are required to keep up to date with their units of competency. • If modules are not successfully completed apprentices are required to re-sit modules in their own time as soon as possible and seek assistance from teachers and Industry Careers Consultants if needed. • Complete Profiling records regularly and update weekly.
<p>Placements:</p>	<ul style="list-style-type: none"> • NECA Education and Careers, as a Group Training Organisation will organise for you to be placed with a host employer to complete your 'on the job' competencies. • Apprentices are required to attend placements organised by the NECA Education and Careers Industry Careers Consultant. At no time may an apprentice decline a placement on the basis of wages or location. This may result in the suspension of downtime payments and a written warning. • Travel: Apprentices need to be able to travel to placements using their own transport. Loss of transport or license cannot impact upon placements.
<p>Occupational Health and Safety:</p>	<ul style="list-style-type: none"> • Apprentices at NECA Education and Careers must adhere to Occupational Health & Safety rules and guidelines as outlined in the Induction Handbook for Apprentices as based on the OH&S Act 2004. • Apprentices must also adhere to any Occupational Health & Safety rules and guidelines of host employer companies as directed. • Apprentices must ensure that all incidents and near misses are reported to NECA Education and Careers Ltd immediately as a part of your duty of care. • Apprentices adhere to NECA Education and Careers Ltd safety wear policy as outlined in the Induction Handbook for Apprentices.
<p>Downtime:</p>	<p>In the event that a placement with a host employer is not available the apprentice is placed on the Downtime list.</p> <p>Provided the Apprentice comes back with a good report, has passed all modules, and is up to date with Profiling, the apprentice may be paid.</p> <p>Apprentices on Downtime must:</p> <ul style="list-style-type: none"> • Catch up with any outstanding schooling, including failed modules • Be available and contactable during work hours to attend a placement • Attend the NECA Education and Careers Ltd premises as directed by the NECA Education and Careers staff. <p>To be eligible for paid Downtime (if available) the apprentice must adhere to the conditions of the current NECA Education and Careers Enterprise Agreement. Failure to adhere to any of the above conditions results in the immediate suspension of downtime payment.</p>
<p>Communication:</p>	<p>Apprentices must adhere to the responsibilities as outlined in the 'Important Guidelines' section of the NECA Education and Careers Induction Handbook and Appendix 4 of the current NECA Education and Careers Enterprise Agreement.</p>