

# Apprenticeship Application Information



## Why us?

Seqwater is one of Australia's largest water business', providing a safe, secure and reliable drinking water supply to South East Queensland. Our catchment is broad, and the work we do diverse. From kayaking in lakes to collect water samples, to undertaking controlled burns in our catchment, no two days are ever the same for our workforce.

Seqwater is proud to serve our community. We supply drinking water of the highest standard to homes, business' and industry throughout South East Queensland. We also provide flood mitigation and drinking water storage, as well as catchment management services to our recreational areas. This ensures the community can safely access our dams and catchment trails for recreational purposes.

Our employees are passionate about what they do and are proud to contribute to the delivery of such an essential service. We work as one team to keep everyone safe and achieve business outcomes.

*Does this sound like something you want to be a part of?*

## Your opportunity

This is your opportunity to earn while you learn.

An apprenticeship is a great way to attain a trade qualification, learn new skills and gain experience in a workplace, all whilst being paid.

With the support of your senior trades and team mates, you will be skilled up to undertake your role safely and competently. Your studies will provide you with the relevant role specific knowledge that will underpin your on the job training, and launch your career in the water industry.

Seqwater offers excellent benefits that apprentices are eligible for:

- Four weeks annual leave; 12 days personal leave – per year.
- Time allocated during work hours for you to complete your studies.
- Free annual skin checks and flu vaccinations.
- Up to 12.75% superannuation.
- Discounted gym memberships to our preferred provider gyms, and subsidised entry fees to various fitness challenges in SEQ.
- Opportunity to salary sacrifice personal vehicles and personal superannuation contributions to reduce your tax.

Seqwater will take care of the following:

- All uniforms and PPE required to safely undertake your role will be provided.
- Use of Seqwater pool vehicles to get between work sites (during work time, for work purposes).
- We will cover all the costs associated with your TAFE studies, and the enrolment paperwork too.
- All training and development costs required for your role.

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## What you should expect

Our apprenticeship opportunities are full time positions, averaging 38 hours per week. We are a 24/7 business, so a willingness to go on a roster, working weekends and public holidays is essential. We will provide you with the skills you need to succeed; including on-the job training, mentorship and a nationally recognised trade qualification.

As an apprentice you will be working alongside our highly experienced tradespersons to provide electrical or mechanical services to ensure the safe and reliable operation and maintenance of Seqwater's assets such as water treatment plants, pipelines and dams.

Successful candidates will be offered a fixed term employment contract for the duration of the apprenticeship.

By undertaking an apprenticeship with Seqwater, you will be registered under a formal training contract with the Queensland Government. The training contract will form part of your employment contract with Seqwater, and in order to maintain your employment status, you must meet the conditions and obligations of the contract until the completion of your training.

Apprentices at Seqwater are paid under our Certified Agreement, with a starting salary of \$23,487.87, paid pro-rata, on a fortnightly basis. Every 12 months, you will be eligible for progression of your apprenticeship to the next level, providing you meet training, performance and conduct standards set out by Seqwater.

## Am I the right fit?

Don't worry if you don't have experience, attitude is everything.

Our Values are the heart of our organisation. If *Respect*, *Care*, *Integrity* and *Courage* resonate with you, you're exactly what we are looking for.

We want team orientated individuals who are willing to go above and beyond. You should be reliable, punctual and willing to follow instructions. Safety is paramount, so you must be prepared to use initiative, follow instructions and procedures; and speak up in situations where you are not comfortable.

You will have a desire/passion to provide our customers and communities with a safe and reliable services and have self-motivation and a willingness to learn all aspects of the trade. A commitment to undertake and complete formal training at TAFE is a must.



**RESPECT**



WORK TOGETHER,  
SEEK TO UNDERSTAND,  
VALUE DIFFERENCES,  
AND BRING YOUR BEST



**Care**



LOOK AFTER YOURSELF,  
EACH OTHER,  
AND OUR COMMUNITIES



**Integrity**



BE HONEST  
AND DO THE  
RIGHT THING



**COURAGE**



SPEAK UP,  
FIND BETTER  
WAYS, LEAD  
BY EXAMPLE

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## What's required to be an apprentice?

Each apprentice position does have some essential requirements that should be considered prior to your application.

We are seeking individuals who:

- have achieved a pass or higher in Year 12 Maths and English;
- completed equivalent pre-vocational studies including a Certificate II in Electrotechnology, or
- have relevant work experience.

In addition, all successful candidates will be required to have

- A Driver's Licence and reliable transport.
- An ability to lift up to 20kg.
- A willingness to travel within the SEQ region and to TAFE when required.
- An ability to work rosters which will include working on public holidays and weekends when required.
- A demonstrated commitment to Work Health and Safety.
- An ability to work in confined spaces and working at heights.
- An ability to working around bulk chemicals.

## Application process

*Still interested?*

If the information outlined above is appealing to you, then you could be what we are looking for. You must complete each stage of the recruitment process to be considered for an apprentice position.

*Due to the volume of applicants, resourcing efforts and operational reasons, there is no flexibility to change the dates and locations for assessment centres and interviews. Applicants who are progressed through the process will need to ensure availability during the below stated time periods prior to applying.*

Stage 1	<b>Application</b> Online applications open	July 2019
Stage 2	<b>Application Shortlisting</b> Shortlisting and screening of applications	July 2019
Stage 3	<b>Round 1 interview - Assessment Centre</b> Group Interview, testing and HR Interview (half day commitment)	Week beginning 19 August 2019
Stage 4	<b>Round 2 panel interview</b> Candidate interview with Operations Leaders (one-hour commitment)	Week beginning 2 September 2019
Stage 5	<b>Reference Checks</b>	September 2019

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	Reference checks from two referees provided by you with at least one a current or previous supervisor. A criminal history check is also required as part of employment with Seqwater and is done online	
Stage 6	<b>Pre-employment medical</b> A two-hour commitment to undertake a medical at Seqwater's preferred medical centre	Week beginning 16 September 2019
Stage 7	<b>Offer</b> A verbal offer will be made, followed by a Letter of Offer and new starter information	September 2019
Stage 8	<b>Commencement</b>	Mid October 2019

## Ready to apply?

All we need from you is:

1. A current resume.
2. A cover letter detailing:
  - Some information about yourself.
  - Why you are looking at a trade role.
  - Outline of your skills as relevant to the position you are applying for.
  - Outline of your personal values / qualities that you think will make you a suitable fit for Seqwater.
3. As part of your online application form, you will be asked to answer a small number of short response questions to help us get to know you a little better.

## Tips to help with your application.

Apprenticeships and Traineeships are highly sought after at Seqwater. There may be hundreds of applications for each role. Ensure you stand out from the rest. Below are some tips to assist with your application:

- Make sure you have read all the information in this document.
- Read our website to know who we are and what we do.
- With your current arrangements, can you live on the salary?
- We need to know you from other applicants, make sure you have addressed all our requirements in your cover letter.
- Ensure you use an email address that you can check regularly – we will predominantly be communicating information via email.