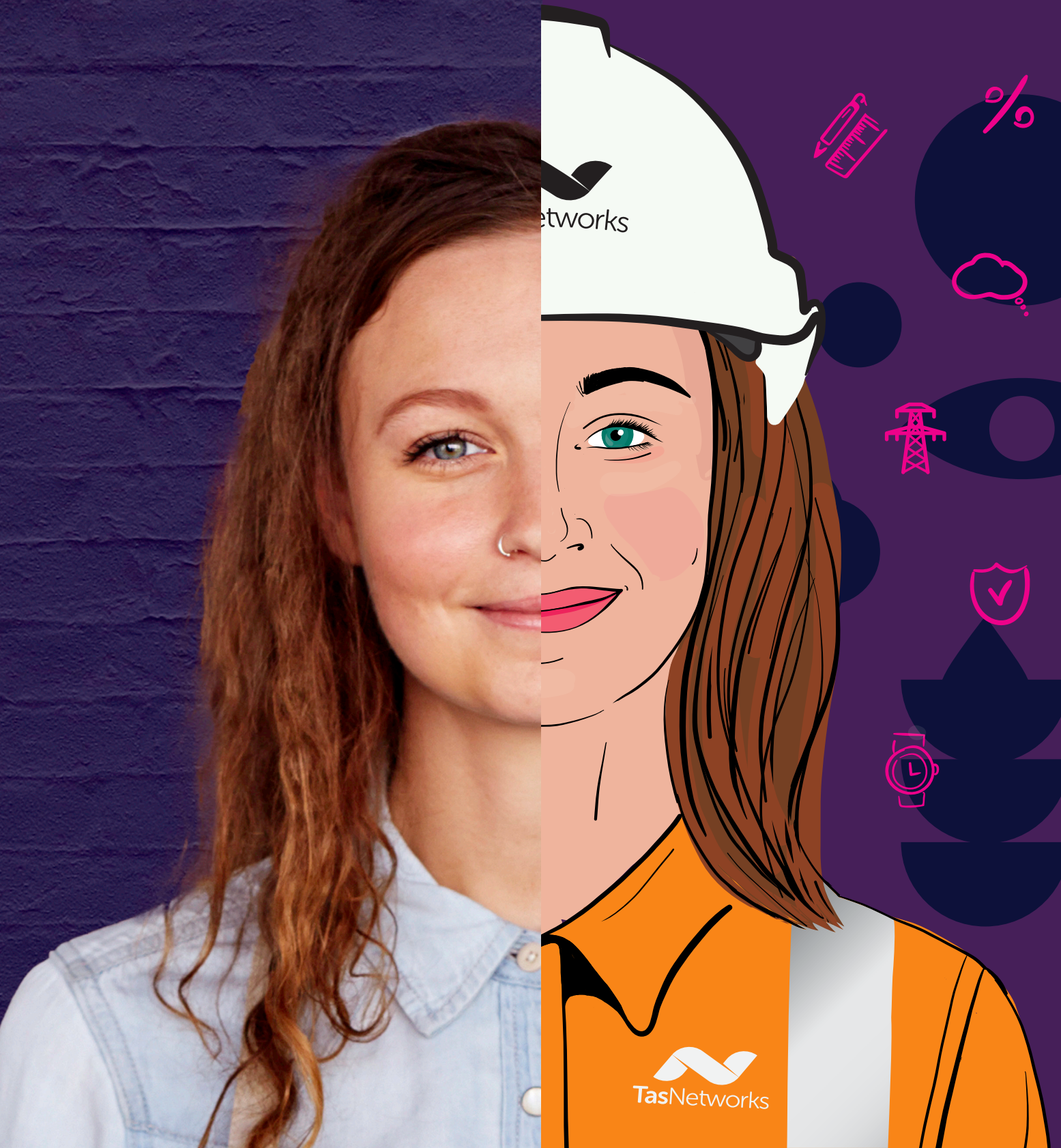


The Apprenticeship for you.



TasNetworks
Apprenticeship Program



Powering a
Bright Future



Welcome

Want to unlock the ambitious you?
The hands-on you?
The empowered you?

TasNetworks has the apprenticeship for you. In this guide you'll find everything you need to know about our exciting Apprentice Program: what it's like working with us, what you'll do and how to apply.

New you.




TasNetworks

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About us

TasNetworks owns, operates and maintains the electricity transmission and distribution network in Tasmania. That means we're responsible for delivering a safe, cost-effective and reliable electricity supply to more than 295,000 residential, commercial and industrial customers. We facilitate the transfer of electricity between Victoria and Tasmania via Basslink, the sub-sea electricity interconnector. We also provide telecommunications and technology services.

We're owned by the State of Tasmania and operate as a commercial business with assets of **\$3.6 billion**.

Our responsibilities include:

- Keeping our people and our customers safe
- Tasmanian jurisdictional planner in the National Electricity Market (**NEM**)
- Maintaining and replacing network infrastructure to ensure a safe, reliable service for our customers
- Connecting new customers to the network (including small and large-scale generators)
- Investing in the network to support capacity growth
- Operating the network on a day-to-day basis, including all power outage restoration
- Maintaining the public lighting system
- Recording and providing regulated meter data to retailers
- Providing telecommunications, data centre and information technology services to customers, including those in the Tasmanian electricity supply industry

Our locations span right across the state, with two administrative offices at Lenah Valley in the south and another at Rocherlea in the north. Our field-based team members are located at major resource centres at Cambridge, Rocherlea, Devonport and Burnie, at substations in Trevallyn and Glenorchy, and at smaller regional depots known as Response Centres.

Our nationally recognised and enterprise-based training is delivered at our purpose-built Training Centre in Mornington, near Hobart.

Working with us



TasNetworks is proud to be recognised as an **Employer of Choice**. We believe creating a great place to work starts with supporting and empowering our people.

When you work with us, you'll have access to competitive remuneration and benefits, a holistic health and wellbeing program, a work environment that encourages a positive work-life balance, and support to learn, grow and thrive through nationally recognised formal and on-the-job training.

We also know that acknowledging success is an important part of keeping our people engaged. Our recognition program celebrates the great work of individuals and teams delivering positive outcomes for our community.

Diversity and Inclusion

TasNetworks is a member of **Diversity Council Australia** and is committed to taking action to create a diverse and inclusive workplace.

We recognise, understand and encourage diversity in all its forms, and supporting this diversity with a culture of inclusion where all people are valued.

We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from women, Aboriginal and Torres Strait Islander peoples, people with disability, people that identify as LGBTQ+, and people from culturally and linguistically diverse backgrounds. Embracing our differences gives us the power to be better together.

Our Apprenticeship Program

The TasNetworks Apprenticeship Program is an immersive, hands-on training experience that provides exposure to different types of field work at the heart of our business - our poles and wires.

In our program, you'll earn a wage while learning from our accredited trainers who are experts in their field. You'll work across our state in changing weather conditions to keep the power flowing to our customers. And, you'll gain a nationally recognised trade qualification.

Who can apply

We're committed to building a diverse workforce that reflects the communities we serve. We welcome applications from people of all ages, career stages, cultural backgrounds, abilities and genders.

You'll be:

- An Australian citizen or permanent resident
- At least 17 years of age at the time of application
- Currently holding a minimum Provisional Driver's License, or have ability to have obtained it by the time of commencement

You will also need to satisfy at least one of the following:

- Completed Year 12 and passed Maths, English and preferably a Science subject
- Completed pre-vocational studies in Certificate II in Electrotechnology (or equivalent)
- Have relevant work experience

Program structure and support

An Apprenticeship runs for a nominal four years, with most of the training completed by TasNetworks' Registered Training Organisation (**RTO**), based in Mornington.

When you first start, you'll complete a block of training. This provides an induction into TasNetworks and our RTO. You'll also learn important skills and knowledge to set you up for success when you go into the field. You'll then continue to undertake training and assessments throughout your Apprenticeship.

Apprentices progress through the program by achieving competency in relevant tasks. That means you'll have been assessed as being able to consistently undertake certain tasks in both theory and practice, to a required industry standard.

To achieve the necessary competencies and become a fully qualified tradesperson by the end of your Apprenticeship, you must be successful in both off-job and in-field training.

Specialised support for Apprentices

You'll receive support throughout your Apprenticeship from a range of people, who'll each play an important role in your learning journey.

The **Team Leader** ensures the Apprentice is supervised correctly in-field and provides workplace support.

The **Apprenticeship Specialist** monitors the progression and wellbeing of individuals, and conducts regular meetings with Apprentices and their Team Leaders to ensure the Apprenticeship is kept on track.

The **Field Coach** works with the Apprentice, providing mentoring and coaching on key tasks throughout their Apprenticeship.

Off-Job Training

TasNetworks' purpose-built Training Centre in Mornington is the home of our RTO and provides the perfect environment for learning the theory, and for practising the skills you need in the field. We also partner with other RTOs for the delivery of High Risk Work Licenses.

You can expect to spend up to 35 weeks undertaking training and assessment during your Apprenticeship. If you're required to travel away from home to attend training, we'll arrange and pay for your travel and accommodation expenses in line with our Travel Policy.

In-Field Experience

Working in-field provides you with the chance to put into practice the skills and knowledge you learn in your off-job training. During your Apprenticeship, you'll be supervised by qualified tradespeople who will coach you in the skills you need. As part of a close-knit team, you'll also spend time in different areas of the business in your region, participating in a variety of jobs to learn more about our work and to extend your skills even further.

Ambitious *you.*




TasNetworks

TasNetworks offers the following Apprenticeships:

Apprentice Transmission Linesperson

Certificate III in ESI – Transmission overhead

Skills that you'll learn in this qualification include:

- Work health and safety principles relevant to the Electrical Supply Industry
- The use of hand and power tools to install, fabricate, assemble and dismantle electrical and transmission equipment
- Working safely at heights more than 20 metres, with particular focus on transmission infrastructure
- Obtain high risk licenses including dogging, elevated work platforms, and basic through to advanced rigging
- Safely operate plant and equipment near electrical infrastructure
- Read electrical diagrams and drawings
- Select and terminate various types of current carrying electrical conductors
- Fault-finding, testing and repairing conductors and structures
- Inspect, install and maintain transmission structures, hardware and conductors

Apprentice Distribution Linesperson

Certificate III in ESI – Distribution overhead

Skills that you'll learn in this qualification include:

- Work health and safety principles relevant to the Electrical Supply Industry
- The use of hand and power tools to install, fabricate, assemble and dismantle electrical and power distribution equipment
- Working safely at heights, including using ladders
- Obtain high risk licenses including dogging and elevated work platforms
- Safely operate plant and equipment near electrical infrastructure
- Read electrical diagrams and drawings
- Selection of correct electrical apparatus for a particular job
- Understand electrical concepts required to fault find in the overhead power system
- Select and terminate electrical conductors
- Connecting, testing and repairing electrical distribution equipment (transformers)
- Installing poles and structures, including inspecting prior to working
- Install and maintain public lighting
- Install and maintain distribution overhead conductors, cables and electrical apparatus
- Install and maintain energised and de-energised low voltage overhead services
- Perform high and low voltage switching operations

The Selection Process

What to expect, step by step

1. Application, resume and cover letter

Your first step in the process is to complete an application online. You'll need to set up a candidate profile and password, upload a resume, and a cover letter outlining your interest in the role and telling us about you. You can upload any supporting documents, qualifications or certificates, and we'll also ask some questions about your right to work in Australia.

2. Reference checking

You'll be asked to provide us with the names and contact details of two referees who can tell us about your school and/or work performance and experience. With your permission, we'll speak to these people about your performance in relation to your Apprenticeship.

3. Online testing

If you're successful in progressing, the next stage in the process is to complete a range of online tests. These are designed to assess your problem-solving skills, behavioural preferences, and the ability to understand and interpret data and mechanical and spatial reasoning skills. We ask that you complete the assessments within 48 hours, once you receive the two separate emails. These tests are best performed in a quiet, private location so you can focus on the test. Your results are confidential to us

4. Phone interview

If you progress to this stage, you'll receive a phone call from the Talent Acquisition team to discuss your interest in the Apprenticeship. We'll ask you a number of questions, and you can ask any questions of us. If it's not convenient when we call, we can easily arrange to call you back at a more suitable time.

5. Assessment Centre

The next step is to invite you to attend our Assessment Centre. Here, you can chat with our Apprentice Team Leaders and Specialists about what you can expect as an Apprentice. It's also a great opportunity to ask as many questions as you like about being an Apprentice, or about studies, travel requirements or the recruitment process itself.

The day is then broken into stages, which includes a combination of activities including:

- Behavioural interview
- Aptitude testing specific to the electrical industry
- Team activity
- Safety activity
- Transmission tower climb

6. Pre-employment medical

This stage asks you to complete a pre-employment medical examination with one of our preferred doctors. This will ensure that you're fit for the work you've applied for, in addition to ensuring we don't place you in an unsafe environment due to any possible medical condition you may have.

7. Appointment

If you're successful, we'll phone and offer you the Apprenticeship, confirm your start date, followed by a formal letter of offer via email. When you start, you'll complete our Corporate Induction Program to help you become more familiar with TasNetworks. Once that's completed, your Apprenticeship begins!



Potential *you.*




TasNetworks

Recruitment tips

To set you up for application success we have some great hacks to support you through the recruitment process.

We're invested in finding top talent to join our Apprentice Program and these hacks and suggestions are designed to help you highlight your skills, attributes, and what sets you apart.

You can also see resume and application templates, practice tests and other interview tips at our Candidate Coach website: [TasNetworkscandidate.coach](https://tasnetworkscandidate.coach)

Resume and cover letter hacks

- Keep it simple
- Stand out – your resume should demonstrate your unique blend of skills and experience, including sporting roles, work experience, volunteering
- Always accompany your resume with a cover letter, personalised for the role you are applying for utilising the position description
- Contact the Talent Acquisition team before applying and ask any questions
- Don't forget to spell check

What to include:

Contact Details: Include basic information such as your name, address, contact number and email address. Make sure your e-mail address appears professional.

Professional Summary: Ensure the first area at the top of your resume is a 'summary of experience' and includes specific applicable experience, volunteering, or community contribution.

Education and Qualifications: In this section reference your career objective back to the job you've applied for to give an indication of what you're looking for in your next career move, with an overview of your key achievements.

Work Experience: This should be listed in chronological order, beginning with the most recent. Include employer names, positions held and primary responsibilities.

References: Include details of two references, such as former employers who you've reported to. If you're a graduate with no work history, include details of a former lecturer or write 'Available upon request'.

Assessment preparation hacks – Pre assessment

- Research us: we have a website full of interesting information on projects, community interaction and what we do. Talk to people to learn more.
- Have a sound understanding of how you would add value to the role, and our business
- Prepare a response that answers why you want to work here. Write down five examples that you can use, to help ensure they're at the front of your mind
- Get family, friends or colleagues to ask you interview questions so you can practice answering them (yes, this really does help!)
- Practice, practice and practice some more

On the day

- Be punctual
- Put your phone on silent
- Ensure you're neatly presented. You don't need a business suit, but smart attire is appropriate
- Be yourself, keep a positive attitude and try to relax and enjoy the activities
- It's ok to say if you're nervous
- Be enthusiastic and express yourself clearly
- Ask if you don't understand a question
- Listen carefully during the activities you're participating in
- Safety is at the heart of our business, so always consider safety aspects throughout the Assessment Centre
- Bring notes if you like, and refer to them if you need
- Make sure you participate in the activities, however let others in the group have a say as well

We welcome any enquiries you may have about an Apprenticeship with **TasNetworks**.

You can contact us by email at: careers@tasnetworks.com.au

You can also find out more information about TasNetworks and what we do on our website: www.tasnetworks.com.au

Empowered *you.*



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