

Apprenticeships Sydney Trains

Information pack



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How to use this information pack



Carefully read all the information in this pack.



Think about whether the 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.



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

- All apprenticeships run for four years except for telecommunications, which runs for three years. Your starting gross pay rate will be \$638.70 per week or \$954.65 per week for apprentices aged 21+.
- The full-time program will involve rotating to work at different depots every three or six months.
- Weekend and overnight shifts will be part of your apprenticeship depending on the needs of your placement team.
- You will need to work to a set roster which includes on-the-job training, classroom study (TAFE) and rostered annual leave.
- You will complete your apprenticeship with an industry recognised qualification and plenty of great experience.



Apprenticeship disciplines

You can choose to apply for the following trades:

- Telecommunications
- Signal Electrician
- Substations
- Rail Traction
- Cable Joiner
- Signal Fitter
- Rail Maintainers (Electrical and Mechanical)
- Plant Mechanic



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 apply for up to three disciplines out of six. Each requires slightly different skills and will involve working from different locations so make sure you select disciplines that work 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.

Telecommunications

Telecommunications apprentices are trained to work with the complex communication and control systems and emerging technologies that keep our Sydney Trains network running.

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.

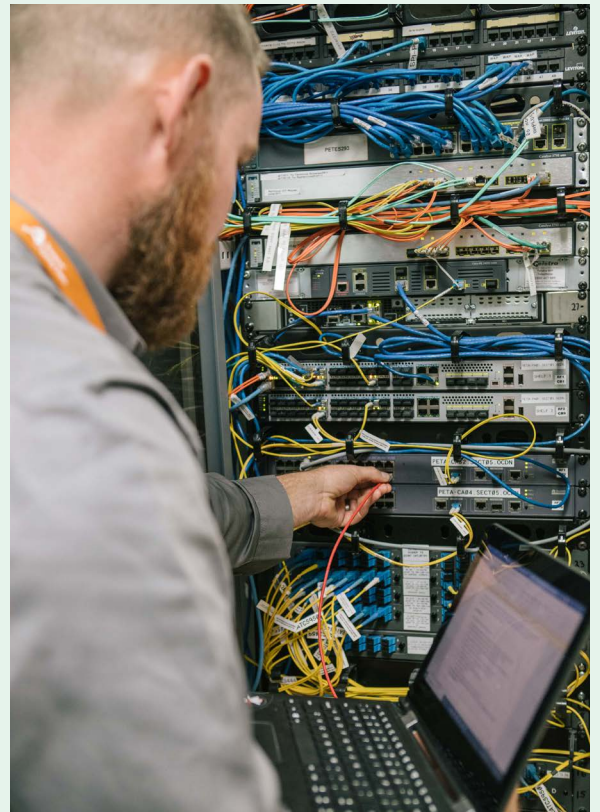
Rotations

Frequency

Every 3 months.

Locations

Various locations across the Sydney Metropolitan area.





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

Frequency

Every six months you will undertake an external rotation during your apprenticeship.

Locations

Clyde, Hamilton, Hornsby, Gosford, Sydenham, Sutherland, Wollongong, Blacktown and 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 six months you will undertake an external rotation during your apprenticeship.

Locations

Clyde, Hamilton, Hornsby, Gosford, Sydenham, Sutherland, Wollongong, Blacktown and 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 six months you will undertake an external rotation during your apprenticeship.

Locations

Clyde, Hamilton, Hornsby, Gosford, Sydenham, Sutherland, Wollongong, Blacktown and Lawson.



Cable Jointer

As a Cable Jointer apprentice, you will be trained to install and repair joints and terminations in insulated power supply cables in underground pipes, trenches, and overhead supply systems. You will also support the construction of substations and installing major pieces of equipment.

The work is primarily outdoors, you will need to work at heights and in all kinds of weather.

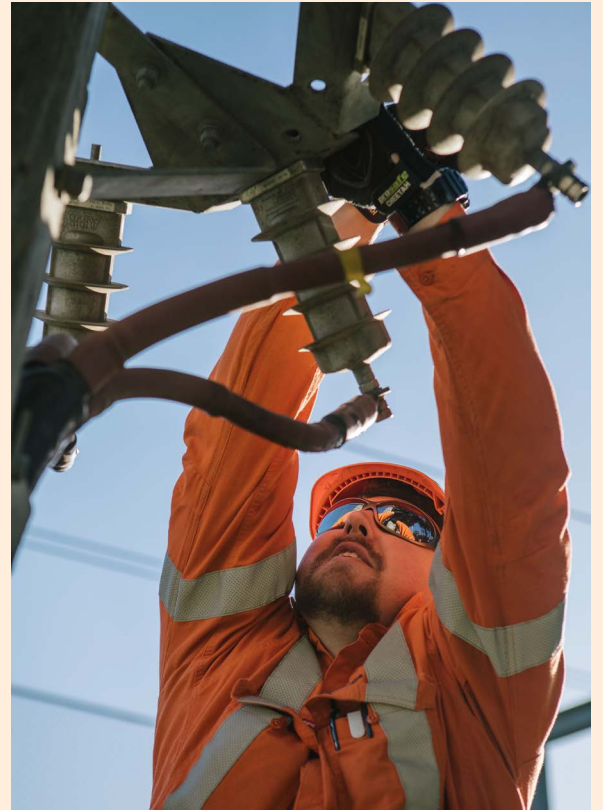
Rotations

Frequency

Every six months you will undertake an external rotation during your apprenticeship.

Locations

Clyde.





Signal Fitter

Signal fitter apprentices are trained to work with various hand, power tools, lathes and welding equipment to install, repair and maintain Signalling mechanical and interlocking equipment.

In addition to specific interlocking and signal mechanical equipment, you will gain the skills, training and knowledge to install repair and maintain all varieties of mechanical signalling and points equipment, as well as being qualified as a thermite rail bond welder.

Rotations

Frequency

Every six months you will undertake an external rotation during your apprenticeship.

Locations

Clyde, Hamilton, Hornsby, Gosford, Sydenham, Sutherland, Wollongong, Blacktown and Lawson as well as to our Fleet Maintenance Depot.





Rail Maintainers (Electrical and Mechanical)

Rail Maintainer Apprentices are trained to perform mechanical and electrical fault diagnosis, plus repair and maintenance work on trains to keep the Sydney Trains network running smoothly. Working on both diesel and electric trains, tasks will include repair and maintenance work with brakes, doors, radios, suspensions, lighting and other parts. Mechanical and electrical training will be provided as part of this Apprenticeship.

Rotations

Frequency

Every six months you will undertake an external rotation during your apprenticeship.

Locations

Flemington, Hornsby, Oscar, Sydenham, Broadmeadow, Mortdale and Eveleigh.

Note that there is some flexibility around rotations located at Broadmeadow and Hornsby for apprentices that live further away from these locations.



Plant Mechanic

Plant Mechanic apprentices are trained to repair and maintain mobile plant including forklifts, small excavators, skid steers and attachments, heavy track maintenance machines and the diesel engines that drive them, plus training for high-risk licences to operate this machinery.

As this machinery is mobile, you could be called to regional areas to stand by in readiness to perform repairs if required.

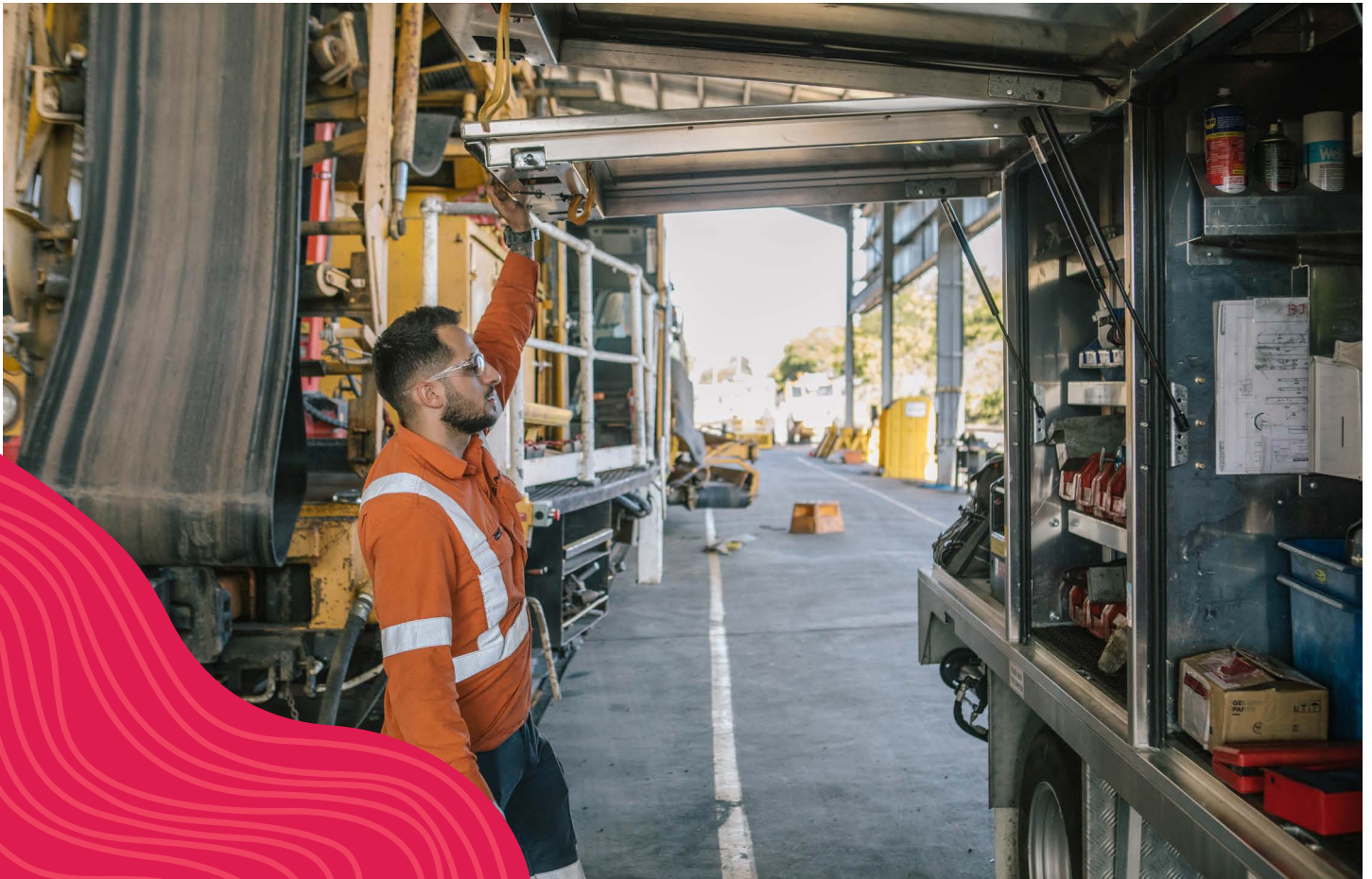
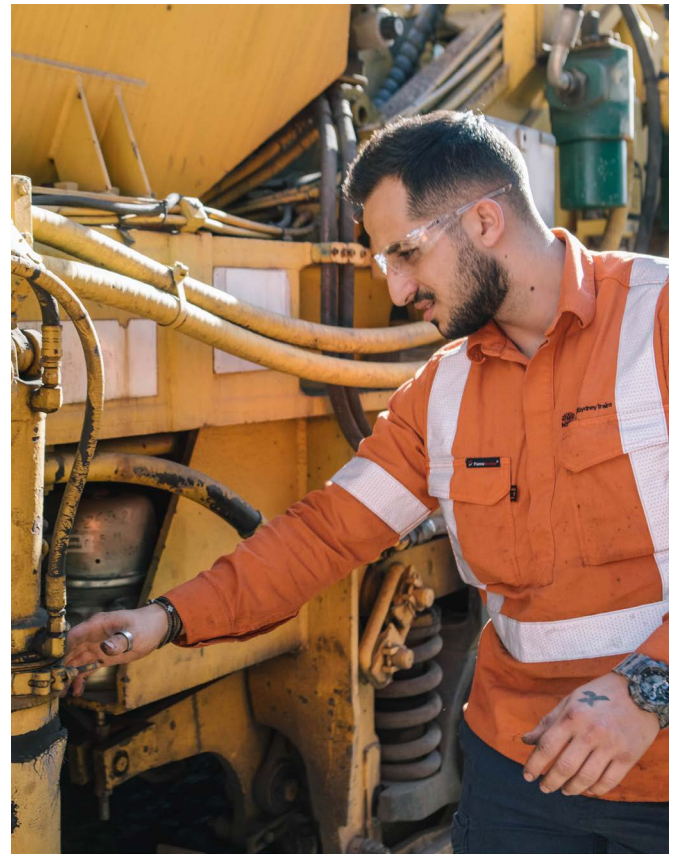
Rotations

Frequency

An external rotation to industry will be undertaken during your apprenticeship.

Locations

Clyde.





About Sydney Trains

At Sydney Trains, our rail services keep Sydney moving by putting our customers at the centre of everything we do. We work with our local communities to deliver safe, timely and efficient rail services 24 hours a day, seven days a week.

Our trains and network are evolving to meet the needs of our customers now and well into the future. We're continuing to integrate technological innovations that help us deliver a smarter and more sustainable network.

Each week, around half a million people take journeys on Sydney Trains on over 3,000 services across the network bounded by Berowra, Emu Plains, Macarthur and Waterfall stations. These journeys are supported by a workforce of over 10,000 staff who manage nearly 170 stations, over 2000 train carriages and 1,500 kilometres of track. For over 160 years, Sydney Trains has played a critical role in the provision of transport services for Sydney and prides itself on keeping customers safe and moving across Sydney.

Find out more via the [Sydney Trains website](#)

Our core values

Our core values and customer first principles help shape our behaviours so that we can work together to deliver better outcomes for customers.



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.





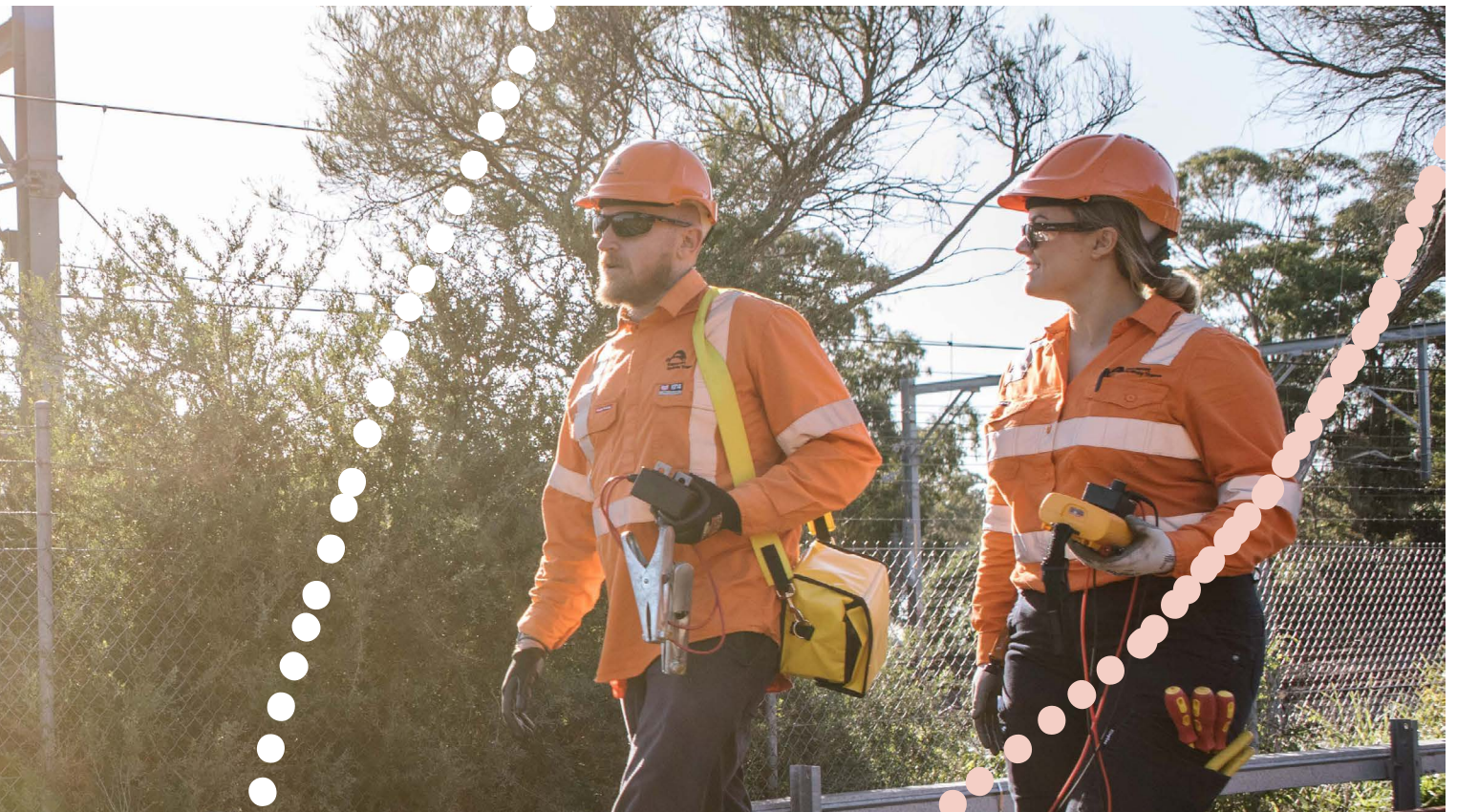
About Engineering and Maintenance

We want to be our customers' rail maintainer of choice.

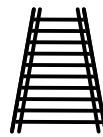
The Engineering and Maintenance branch manages a \$1.5 billion annual maintenance program on behalf of Sydney Trains and NSW Trains. We work to deliver a safe, reliable passenger fleet and metropolitan rail network, to meet growing customer demand and keep Sydney moving.

The Engineering and Maintenance branch covers a range of functions including:

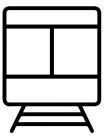
- Fleet Maintenance
- Network Maintenance
- Major Works
- Commercial and Supply Chain
- Asset Management
- Engineering System Integrity



Biggest passenger rail maintainer and operator in Australia



1,610 km length of track maintained includes NSW TrainLink area



2,190 electric and diesel cars maintained includes 569 NSW TrainLink fleet



948 km length of electrified mainline track in areas bounded by Emu Plains, Berowra, Macarthur and Waterfall



\$39 billion value of assets



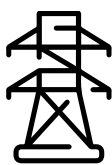
364 Sydney Trains and NSW TrainLink stations maintained



4,130 employees



We operate and maintain:



1,548 km length of overhead wiring maintained including NSW TrainLink areas

572 lifts and escalators

1,970 turnouts

3,972 signals

82 tunnels

97 substations

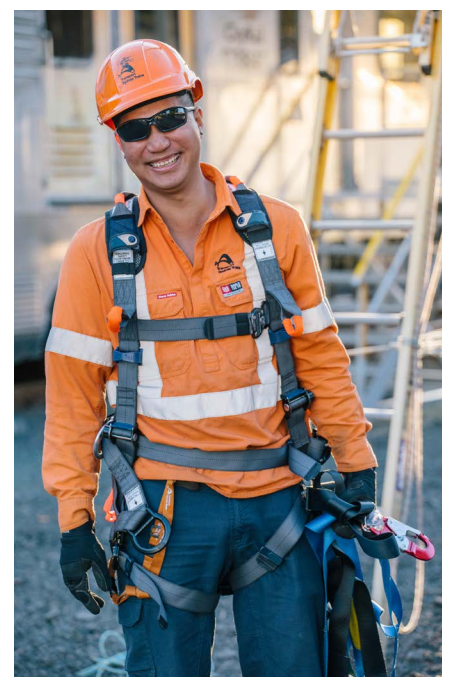
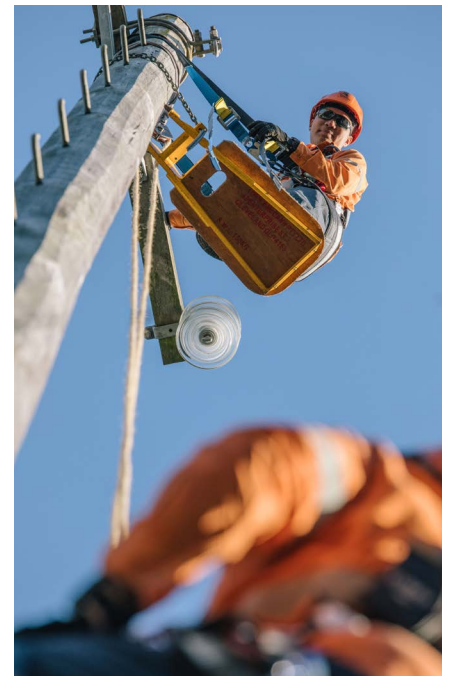
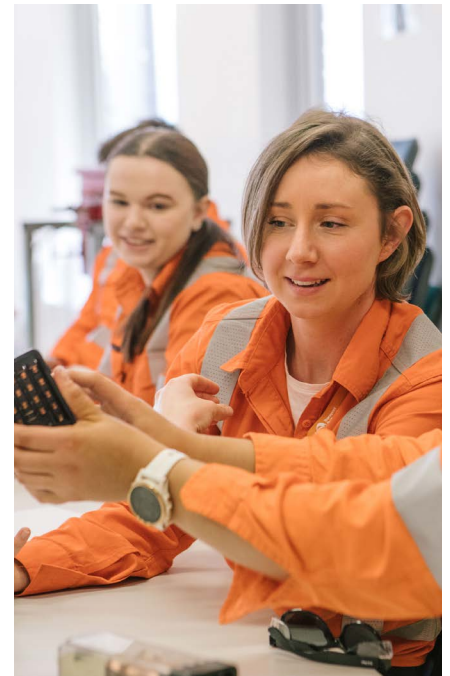
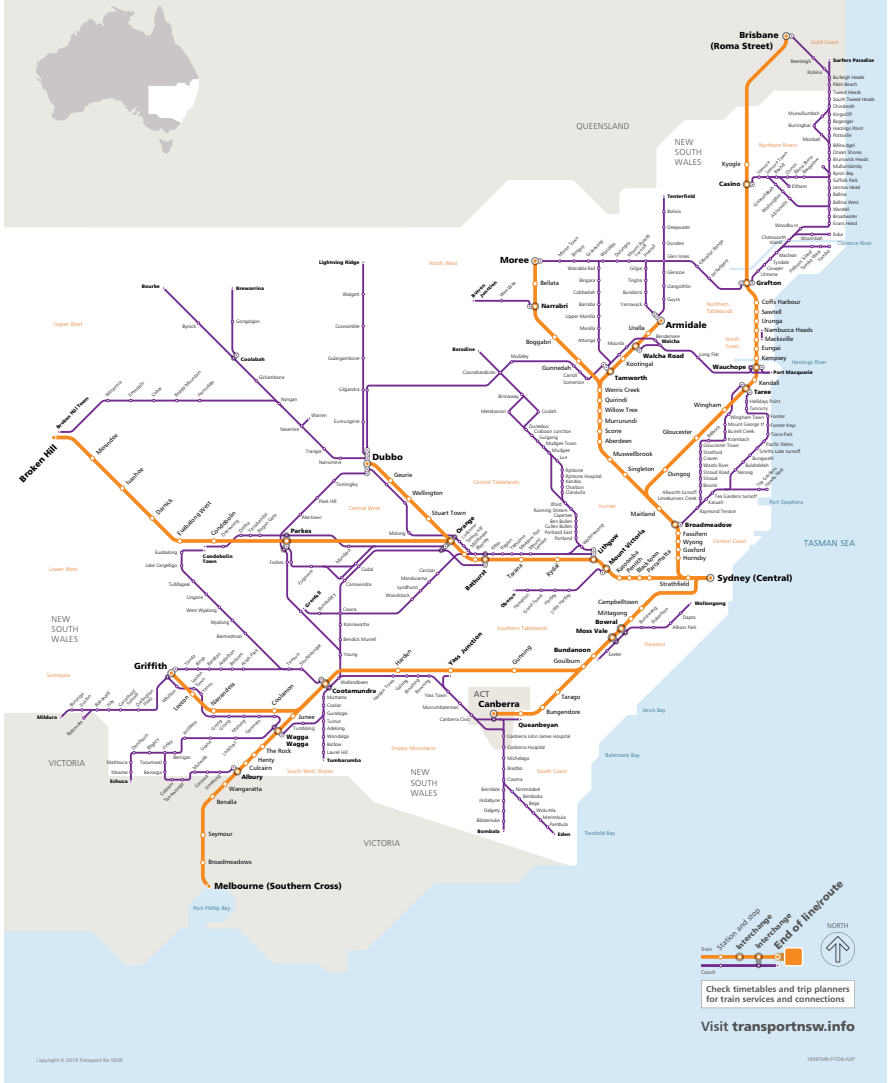
1,197 bridges

Work locations

Each network map outlines the depots within the Sydney Trains Sydney rail network and the NSW TrainLink Regional trains and coaches network.



Regional trains and coaches



Employment matters, benefits and policy

Benefits and entitlement

Commencing base gross salary for Apprentices is \$638.70 per week or \$954.65 per week for apprentices aged 21.

In addition, employees receive:

- 10.5 per cent superannuation
- Penalty rates (as applicable)
- Shift allowances (as applicable)
- Annual leave loading

Leave entitlements

- Annual leave: 5 weeks per year (shift workers).
- Long service leave: 2 months after 10 years of service.
- Up to 14 weeks of paid parental leave, with a potential for 2 weeks bonus paid parental leave as part of up to 104 weeks of unpaid leave.
- Sick leave: 15 days per year.

Travel benefits

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

- Sydney Trains
- NSW TrainLink
- State Transit Buses
- Sydney Ferries
- Sydney Metro
- Light Rail

Code of conduct

Sydney Trains employees must:

- Behave honestly, courteously and ethically.
- Work in a safe, healthy and efficient manner.
- Observe the enterprise agreement, policies and procedures, 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, everyone in the workplace is required to:

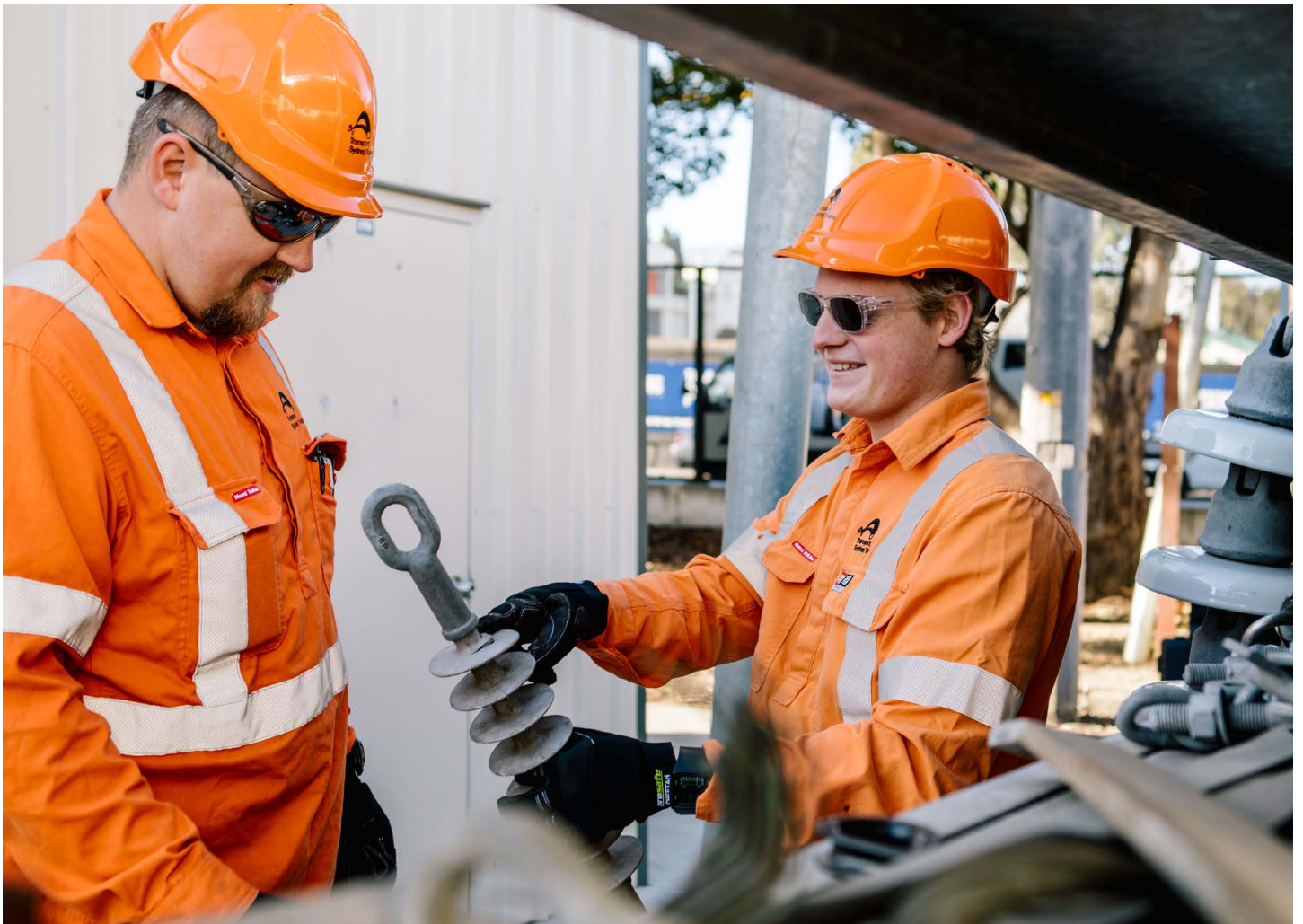
- Participate in our random drug and alcohol testing program.
- Have test readings showing zero concentration of alcohol in the blood.
- Have a test reading less than the cut off level stipulated in the Australian / New Zealand Standard 4308 (AS/NZS 4308) for tolerances of drugs.
- Not have or sell alcohol or prohibited drugs in the workplace.
- 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 and selection process

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.

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

- Pre-screening questions as part of your application
- Job related testing
- Video interview
- Verification testing
- Face to face interview
- Medical and fitness assessment
- NSW Government employment review
- National Police Check
- Reference checks.



Vieple video interview

As part of the recruitment process, you'll need to complete a video interview via [Vieple](#) using a device with video recording abilities.

The video interview format will allow you to think carefully about how you'd like to respond to each question before you record your answers and complete your interview at a time and location that suits you.

Face to face interview

Should you meet the job related testing requirements, you'll be invited to attend an interview with the hiring manager and talent representative.

During your interview, you'll be asked a selection of behavioural questions relevant to the role you have applied for. When responding to these questions it is important to use specific examples. One strategy you may like to use is the STAR technique:

Situation or Task – discuss the situation you were in or task that you needed to complete.

Action you took – what were the specific actions you took and why did you choose this method?

Results you achieved - what was the outcome of your actions? What did you achieve?

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.

Applicants found to have a criminal record will have their individual circumstances taken into consideration. Depending on the offence and when it occurred, a criminal record does not automatically disqualify candidates from the recruitment process.

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 twelve months).

A three to six month probationary period from date of commencement applies to new starters and 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 a Cleaning Attendant
- 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 you be appointed to the role
- Assist decision making of third parties in the event of a review (where applicable).

Validity of results

- The results for the Reading Comprehension you complete will remain valid for twelve months
- You will not be eligible to re-sit this test 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.



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