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This edition is an extract from the original ‘Careers in Construction’ specifically designed for school leavers. The Guide brings together and distills information from numerous sources in the building and construction industry and education and training sectors, and is the result of cooperation and contributions from numerous individuals and organisations.

Particular thanks go to:

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Mr Tommy Watson – Incolink Independent Chairman

The Incolink Board of Directors

Mr Brian Boyd – Immediate past Secretary of the Victorian Trades Hall Council (VTHC) and Convenor of the Building Industry Group of Unions (BIG).

Mr Hedley Davis – Immediate Past President of the Master Builders Association of Victoria (MBAV), National Board of the Master Builders Association (MBA).

Mr David Eynon – Executive Director of the Air Conditioning and Mechanical Contractors’ Association (AMCA) of Australia.

Mr Bill Oliver – Representative for the Construction and General Division of the Construction, Forestry, Mining and Energy Union (CFMEU) Victorian Branch.

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IMPORTANT

Please note that while every effort has been made to ensure the accuracy of the information contained in the guide at the time of publishing, it does not purport to contain all the information that may be relevant to the matters contained in it, and the information provided is provided as a matter of interest only. Readers should act in reliance of the information in this book and should check the accuracy, reliability and completeness of any information and if necessary obtain independent and specific advice before acting.

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Careers in Construction
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CHAPTER 1

So you want to work in the building and construction industry...
The building and construction industry is one of the most important industries in Australia. It provides us with the places we live in, shop, work, or go for entertainment or medical attention. It is also responsible for our roads, railways, airports and other transport infrastructure. It is considered a key economic indicator, particularly as it is one of the largest employers in the country, with more than 1,000,000 people employed Australia-wide doing a huge number of different jobs. In fact, there are more than 70 different careers available – from designing buildings and bridges, engineering and project management, right through to carpentry, bricklaying, plumbing and surveying.

Victoria is a mirror of the national situation, with almost 250,000 people directly employed in a wide range of professional, trade and skilled occupations in the industry.

Building and construction has unique characteristics, such as:
- The huge range of occupations involved;
- The project-based nature of the work;
- The mobility of the workforce;
- The small business structure and orientation;
- Its vulnerability in terms of the economic business cycle; and
- Frequent industry restructuring and technological innovation.
Working in the construction industry can mean working for large or small employers, or establishing your own business. You can be a skilled construction worker, a skilled tradesperson, a technician or a manager in a professional role. You can also build on your skills and experience and progress to other jobs within the industry if you wish.

Everyone in the community has an interest in, or is affected by, the building and construction industry, whether they work in it or not.

The Australian construction industry contains two major sectors – Building and Civil Construction.

**Building** includes a wide range of structures such as housing, offices, factories, shops, hotels, hospitals, schools, churches and entertainment buildings.

**Civil Construction** includes roads, bridges, railways, harbours, water service, sewerage, electricity, telecommunications and heavy industry installations.

The building process – which includes the design, construction and maintenance of buildings, management of properties, development of government and corporate policies, the administration of regulations, the development of building systems and building project research – is constantly changing.
Building and Construction Industry Streams

Construction work activities are grouped into four broad areas, or streams, which relate to the various stages of a construction project:

The Civil Operations stream includes the use of earthmoving plant and equipment which might be used to prepare foundations for a building’s construction or to build roadways.

The Services stream involves the running of electrical and electronic, plumbing, fire protection and air conditioning services through a building.

The General Construction stream involves building the superstructure of a building and fitting out and finishing it off.

The Off-Site stream recognises the many building activities that occur away from the construction site, such as the development of prefabricated building components (tilt slabs) or door and window joineries.
Chapter 1

What are my career opportunities?

It is possible to enter the industry at a number of different levels, involving varying degrees of education, training, industrial experience and work skills. And, it is possible to progress along different paths, again with varying degrees of education, training, competencies and skills behind you.

There are four main groups of occupations involved in the building and construction industry:

1. Skilled Construction Workers

The main way of starting out is as a construction labourer or trades assistant (see Chapter 2 for information on finding a job). These occupations can involve working at a variety of sites, so you may need your own transport. The work is mostly outdoors, which means it can be hot, dry and dusty, or cold, wet and muddy. Skilled workers are expected to show initiative and work with a relatively high degree of autonomy and responsibility. Depending on the occupation, the type of work, and the location of the work, conditions of employment are established under a variety of awards, and membership of the relevant union is usually encouraged.

Opportunities for formal training in many of the skilled occupations continue to increase (see Chapters 5 & 6). In many areas, training and/or assessment leads to the issuing of Certificates of Competency. Depending on your occupation, you may be required to hold a Certificate of Competency to do your job.

In the past, employers could not hire someone for a specialised role unless they had industry experience as well as the relevant Certificate of Competency. However, opportunities are starting to emerge for employer-sponsored entry-level training, so you can obtain your accreditation while working.

Once you are trained and have found work, there are opportunities to progress to Leading Hand and Supervisor roles, for self-employment, and for further education. You can do an apprenticeship, complete a Diploma or Advanced Diploma, or go on to university – the possibilities are endless.
2. Skilled Tradespeople

Skilled tradespeople are those who have completed an apprenticeship (see Chapter 3 for more on apprenticeships).

3. Building Technicians (Para-professionals)

Building Technician positions cover a variety of activities suitable for people who want a career outdoors or in an office - or a combination of the two. Accredited courses usually cover the Certificate IV, Diploma and Advanced Diploma levels (see Chapters 5 & 6).

People training for outdoor or ‘on-site’ positions, such as Foreman or Building Inspector, usually do a part-time course in their specialised field after they have completed an apprenticeship.

People training for administrative, supervisory, estimating or drafting positions undertake full-time or part-time study (done with relevant industrial experience).

Administrative, estimating and drafting personnel usually work permanently in an office off-site. However, some major building projects require that they be housed on-site or in temporary site offices.

With the right experience and education, employees may progress into management levels on- and off-site. To meet the demands expected in such a role, a person would need to:

1. be adaptable to changes due to new technology, materials and building techniques;
2. adopt a positive attitude towards problems as they arise;
3. develop an ability to negotiate successfully with people at both the on-site operative level and the management/consultant level; and
4. be prepared to meet the challenges of working in the building industry.

Generally, jobs at this level in a building company or related field could involve:

- pre-planning the job;
- planning and scheduling a project;
- supervising construction; and
- site administration.
4. Professionals
There is a huge number of professional careers you can work towards in the building and construction industry – architect, construction economist, civil, mechanical or electrical engineer, and many more. These largely involve completing a Bachelor degree, Graduate Diploma or Masters degree (see Chapters 4, 5 & 6 for information on careers, education and pathways).

Green collar careers in the building industry
The continuing debate about climate change and environmental issues in general, has thrown the spotlight firmly on sustainable or ‘green’ buildings – and in turn on ‘green collar’ careers.

While there are ongoing differences at a political and community level as to the role of humans in climate change, the focus on its possible implications has been, and continues to be, the catalyst for new, innovative technologies, methodologies and materials. From each of these have flowed an entire new industry and associated jobs – the clean economy - with the construction industry a key beneficiary.

Existing roles within the industry are being adapted or enhanced to include sustainability principles, such as electricians who specialise in sustainable energy, green plumbers, sustainable purchasing officers, green designers, energy auditors and raters and sustainability advisers.

The tertiary education sector is constantly expanding its offering of courses in green skills and qualifications. CSIRO modelling has been used to predict that more than 250,000 ‘green collar’ jobs could be created in Australia’s property and construction industry by 2025 - that’s 45 per cent of all new jobs, providing new opportunities and employment for many Australians.
These opportunities and jobs fall into a number of categories:

**Green buildings and urban design** – as more energy-efficient buildings are built, urban designers, architects, auditors, engineers and project managers will need to expand their knowledge and change their practices. Plumbers, electricians, and general construction workers are having to learn new skills and work with new materials and technologies.

**Water efficiency and water markets** – strong demand for rain water tanks, grey water systems and other water conservation measures has provided an important new avenue of work for plumbers, with many specialising in water or solar hot water.

Among courses available in the ‘green plumbing’ sector is the Master Plumbers’ and Mechanical Services Association of Australia (MPMSAA) Course in Green Plumbers Environmental Solutions, which is designed for registered and/or licensed plumbing practitioners and plumbing apprentices who wish to ‘value-add’ to their existing plumbing skills and services.

### Plumbing Industry Climate Action Centre

Opened in April 2009, the Plumbing Industry Climate Action Centre (PICAC) is a purpose-built, specialised training centre to train plumbers in sustainability, energy-saving, water-saving and waste-reducing plumbing techniques.

Located in Brunswick, PICAC is an initiative of key plumbing industry stakeholders:

- the Air-Conditioning and Mechanical Contractors’ Association (AMCA)
- the Communications Electrical and Plumbing Union – Plumbing Division (CEPU)
- Incolink
- the Master Plumbers and Mechanical Services Association of Australia (MPMSAA)
- the National Fire Industry Association (NFIA)
- the Plumbing Industry Commission (now the Victorian Building Authority)
- the Plumbing Joint Training Fund

With financial support from the Victorian Government for the fitout of the centre, each of these organisations was involved in funding and establishing the centre, which is a 5 Star Green Star energy and water efficient building.

PICAC offers short courses, long courses, certificate training, new technologies training, plumbing trades, fire sprinkler, air conditioning and generalist courses, all of which are designed to assist in the upskilling of plumbers in green plumbing and new technologies.

**Plumbing Industry Climate Action Centre (PICAC)**

306 Albert St, Brunswick

Telephone: 9356 8913

Internet: www.picac.com.au

• the Air-Conditioning and Mechanical Contractors’ Association (AMCA)
• the Communications Electrical and Plumbing Union – Plumbing Division (CEPU)
• Incolink
• the Master Plumbers and Mechanical Services Association of Australia (MPMSAA)
• the National Fire Industry Association (NFIA)
• the Plumbing Industry Commission (now the Victorian Building Authority)
• the Plumbing Joint Training Fund
Chapter 1

Getting started

Like every industry today, building and construction is in a constant state of change, thanks to new technology, new materials and new legislation and regulation. A major change has been in the educational requirements for entry to the industry.

The traditional starting points, apprenticeships and training programs, have changed over recent years, and initiatives such as Vocational Education and Training (VET) in schools and the Victorian Certificate of Applied Learning (VCAL) are designed to encourage greater participation through different pathways into training and jobs.

It is no longer possible to drift through school and expect to find work as a labourer on a building site. Employers want skills and positive work attitudes, so workers with broad skills and a good work ethic will find they have many career opportunities. In addition, their skills are transferable across Australia.

Those who develop the skills will reap the rewards. The message is clear: if you want to succeed you must train, upskill, multi-skill and actually prepare for the job.

The upshot is that there are constantly new opportunities for people who want to work in the industry. It also means there are new avenues for people who are in the industry already but want more from what they do or have to find a new career direction due to personal or health situations. For example, an injury may prevent you from doing what you were originally trained in, but there is probably an opportunity to do something else in the industry that is not affected by the injury. Employers, training providers, employer associations, unions and other industry parties are always looking to recruit, develop and maintain a skilled workforce.
Apprenticeships have traditionally been the main way into the industry but numbers of apprentices declined in the early 2000s and there are predictions of skill shortages in certain areas in the near future. This has prompted significant changes to the apprenticeship system, with government and the industry trying to ensure that realistic career paths still exist at this entry level. New Apprenticeships and programs such as VET in Schools are opening up new areas to apprenticeships, providing information and support, and promoting the opportunities that exist. Changing legislation and work practices are also affecting the daily working life of people in the industry. Proof of competency to perform certain tasks is now more objective and often includes Recognition of Prior Learning. This is assisting workers to obtain nationally recognised certification.

It is possible to enter the industry at any level and with a range of qualifications and experience. The changes to training and the increased opportunities for training are now more in line with real workplaces. There is now far more flexibility in content and delivery, for example:

- Training is competency-based
- Training delivery is more flexible in the choice of training provider, content and location
- Trainees are able to complete some modules of accredited courses while still at school
- Training programs can be linked to further career development. These can be short courses as well as higher level courses
- Ongoing training is now accepted as the norm.

These increased training opportunities will help to ensure that workers are better prepared, better skilled and better able to meet future demands and challenges in the construction industry.

Recognition of prior learning is assisting workers to obtain nationally recognised certification.
## Where can a career in the industry take you?

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<th>Work</th>
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<td><strong>Degree or advanced diploma</strong> (eg Advanced Diploma in Building)</td>
<td><strong>Professional builder, architect, building designer, civil engineering, project manager</strong></td>
</tr>
<tr>
<td><strong>Diploma</strong> (eg Diploma in Building)</td>
<td><strong>Building Technician, Contract Administrator, Estimator</strong></td>
</tr>
<tr>
<td><strong>Certificate 4</strong> (eg Certificate 4 in Building)</td>
<td><strong>Site supervisor, site manager, builder low rise/professional</strong></td>
</tr>
<tr>
<td><strong>Certificate 3</strong> (eg building trades apprenticeships, full-time or school based)</td>
<td><strong>Apprenticeships in trades</strong> (painter, carpenter, plumber, bricklayer etc)</td>
</tr>
<tr>
<td><strong>Certificate 2</strong> (eg certificate in building and civil traineeships)</td>
<td><strong>Traineeships in construction</strong> (eg trades assistant, concreter, bituminous surface worker)</td>
</tr>
<tr>
<td><strong>Pre-apprentice course</strong> (full-time trade specific course) <strong>OR</strong> <strong>Pre-vocational course</strong> (multi-trade electives)</td>
<td><strong>Builder’s labourer</strong> (someone who is just starting out in the industry)</td>
</tr>
<tr>
<td><strong>Certificate 1</strong> (eg certificate 1 in construction) and <strong>Training in school</strong> VET in school program</td>
<td></td>
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CHAPTER 2

The search for work

This chapter explains how to go about looking and applying for a job. It shows how to prepare a resume or CV, where to find a job and how to prepare a job application.
Chapter 2

The Job Search Folder

To start with, it is a good idea to set up a Job Search Folder to file all the information you might need when you are looking for a job. If you put a folder together correctly it can be a great resource. It should include:

- your resume;
- copies of references;
- copies of certificates of qualifications and training; and
- any other information you might need to show a potential employer.

It can also be used to keep a copy of any job descriptions or advertisements of interest. Include details such as company contact names, telephone numbers and a record of the interview so that you can follow up and refer to it later.

1. Your Resume

A resume can also be called a curriculum vitae (CV) or a personal data sheet. It is a summary of your background and should be clear and to the point. It should include your education and training, skills, work experience and personal details. It should be neat and tidy and must be legible. A resume is a vital part of your job application as it provides a potential employer with a ‘snapshot’ of who you are, your qualifications and your experience.

The aim is to show that you have the background to do the job you have applied for. You should highlight any skills, training or experience that is clearly relevant to the particular job.

It is important to update your resume when you gain new skills or experience.

There are many ways to format your resume; see Page 20 for an example of what one may look like. Your resume can include as many headings as you need for the information you wish to give, but ensure that the information is accurate and specific so that the document is as brief as possible. Some of the most commonly used headings and what they should cover are:

**Personal Details**

Give your full name and all contact details.

**Education**

List in date order (starting with most recent) the educational courses you have completed, qualifications gained, the school or college/university you attended and the skills that relate to the job for which you are applying.
Employment History
List all work, both paid and unpaid, you have done during your life. If you have too many short-term jobs to list individually, group them in some order, such as by year or town.

Start with your most recent position and work backwards through your work history. Concentrate on either the most recent jobs or your most important experience. Be brief about jobs you think don’t relate to the position you are applying for, and summarise earlier jobs, particularly if you have a long work record. If you have an extremely extensive work history, only go back 5-10 years when listing positions – but be sure to make note of any earlier jobs that you think may be particularly relevant to the position you’re applying for.

Briefly state the skills gained from these jobs that relate to the job you are applying for. Do not go into unnecessary detail about equipment or brand names unless it seems important to the job at hand.

List what you did and your achievements, rather than what your job description was.

For the times where you weren’t in full-time work, list other activities you were involved in or why you were not employed (eg. travel, study, retraining, taking care of children, household management, voluntary work, seasonal work).

Work Skills
It pays to draw a prospective employer’s attention to a brief list of skills you possess that are relevant to the job.

Additional Skills
Don’t overlook things such as First Aid, computer knowledge, driving licence, other languages that may be of benefit in the position.

Strengths
Like ‘Work Skills’, a brief list of your personal strengths that are relevant to the job.

Community & Leisure Interests
This is optional. If you have room you could mention any hobbies or outside interests that show creativity, initiative, communication or organisational ability, or that involved financial and other responsibilities – especially if they are relevant to the job. Include any relevant hobby courses you have done, groups or functions you have organised or positions you have held, such as treasurer or captain of your sports club. List the skills learned from these that relate to work.
A typical layout of your resume may look like this:

Name: John Allan
Address: 1 Taylor Street Bellbrae 3228
Telephone: 03 8367 3927
Education:
Year 11
Bellbrae High School
Completed in 2013
Subjects
English
Information Technology
Woodwork (VET)
Metal work (VET)
Joinery (VET)
Sport
Cooking
General maths
Work History
Work experience with Detail Joinery for two weeks.
Part-time work with builder cleaning up houses.
Part-time work with Supermarket as a trolley collector.
Interests:
Working with wood making items such as bookshelves and tables.
Football
Cricket
Referees
Mr Robert Smith
Woodwork teacher
Bellbrae Tafe
Telephone: 03 9872 9827
Mr John White
VCE Co-ordinator
Bellbrae High School
Telephone: 03 8846 9276
2. Where to look for work

Each of the following is a means of finding work, but to maximise your chances you should employ as many of them as possible – don’t just rely on one. You’re more likely to find work quickly if you look in multiple places.

Cold Canvassing

Nothing beats approaching potential employers directly. Even if you haven’t heard about a specific job, you can let the employer know you are available if a vacancy comes up. The local telephone book, business directory or an internet search of businesses in your preferred locality would be a good start for this type of work search. Remember: be prepared for some disappointments or rejection, but try and learn from these when they happen.

Family and Friends

Tap into your ‘network’ of family, friends, sporting teammates, past workmates and even past employers and use them as a means of sourcing job leads. When the opportunity arises, talk to potential employers you might meet in your day-to-day activities and to people you deal with socially. You will find that many people are happy to give you advice and help. This network of people who know you are looking for work can often lead to job opportunities. You will be surprised how extensive your ‘network’ is.

Group Training Association of Victoria

A Group Training Organisation (GTO) is an organisation that employs apprentices and trainees whom they subsequently place with other employers. These employers then provide practical experience in the occupation to the apprentices and trainees. The GTO takes care of all the official paperwork and payroll matters relating to an apprentice or trainee. They arrange for a Training Plan to be developed and signed, and ensure that the training arrangements will benefit both
the business and the apprentice/trainee. In effect, they produce apprentices and trainees to employers on a fee-for-service basis. The Group Training Association of Victoria is the peak industry body representing not for profit GTOs across Victoria and is part of a national network of group training associations. To locate a GTO in Victoria go to www.gtavic.asn.au

**Internet**

It used to be that most jobs were advertised in newspapers, but times have changed and the internet and the job search websites in particular are where most jobs are advertised. In addition, online applications are now the most commonly used. It is therefore important to ensure you have access to a computer or mobile device such as a smart phone and understand how to access and use this resource. If you don’t have a computer or a smart phone, seek assistance from someone you know who does, or visit your local council library, most of which have internet access available.

The internet offers information about job opportunities, careers, employers and situations vacant. Information on employment opportunities in your area is available on the Australian Job Search website www.jobsearch.gov.au. This is one of the largest online employment websites in Australia, averaging 53,000 vacancies each day. However, be aware that not all jobs are advertised in this way.

**Newspapers**

Newspapers are still an important source of job advertisements, with most published on Wednesdays and Saturdays. As with the internet, when you find a job you feel is suitable, read the advertisement carefully and follow the application instructions. Take particular note of the main selection criteria or prior experience necessary. Newspapers also keep you up-to-date with employment trends and can lead you to organisations that may be employing staff. You might see an article on a new business that could be worth contacting. Like the internet, newspapers are reliable sources for seeking employment, but remember that most jobs are not advertised. Don’t rely on this method alone.

**Agencies**

The Australian Government has a national employment service available to assist people looking for work, called Job Services Australia. This service is accessed through Centrelink. There are also private employment agencies that generally have their own application forms; you can find these agencies in the telephone book or online. These agencies and Job Services Australia are in competition with each other in a limited marketplace. Because of this, be aware that they sometimes prefer to deal with people they see as the easiest to categorise and recommend to employers.
3. Job Applications

What are employers looking for?

The most important things in an employer’s mind when looking at you as a potential employee are:

- Will you fit into the organisation?
- Can you do the job?
- Will you do the job well – in other words, are you motivated and enthusiastic?

If possible, visit a potential workplace before an interview, and check out the work environment. You can also research the company or talk to people in similar jobs – prospective employers can be impressed by someone who has taken the time to learn a bit about the business.

Make your application stand out

Employers receive many applications for each job vacancy so you need to make yours stand out. It should be to the point and clearly set out. Unless otherwise stated it should be typed. There are two main kinds of application letters. One is a written reply to an advertisement; the other is to a company that has not advertised (cold canvassing). Either way, you have one main objective – to persuade the employer that you have something to offer.

Don’t use vague words such as “fairly”, “reasonably” or “slightly”. Always use positive words or phrases like “I have”, “I can” or “I am able to”, and as with your CV, mention jobs or projects you have completed.
Writing a letter of application

Before starting your application, find out as much as you can about the organisation and the job. Always check closing dates and apply early.

How to structure the letter

Address the letter as stated in the advertisement. In the first paragraph mention the name of the position and when and where you found it. You do this because the firm may have advertised several vacancies.

Keep the letter short and to the point. Usually a one-page covering letter and a resume will suffice. Employers are likely to only glance at an application that is too long or hard to follow.

Tell the employer why you are interested in the job and what you can offer them. Point out your qualifications, abilities and experience. If the employer has provided a job description, relate your experience to these criteria. If you send copies of a resume or references, refer to them in your letter.

Finish up your letter by saying you look forward to being able to discuss your application in an interview. If you address your letter to a person by name end it with “Yours sincerely”. If you address the letter to “Dear Sir/Madam”, then finish it with “Yours faithfully”.

Canvassing letters

The main difference between a letter for an advertised vacancy and a letter enquiring if a position is available (cold canvassing) is the opening paragraph. The canvassing letter should start with your purpose in writing; for example: “I would like to express my interest in working for XXXX Constructions.” Apart from the opening paragraph the content and structure of your canvassing letter can be much the same as your letter of application.

It is best to address a cold canvassing letter to the person in charge of recruiting staff, preferably by using their name.
As an experienced building worker I am very interested in applying for the Building Industry Liaison Officer position as advertised in the Herald Sun on Saturday 20 January. I have enclosed a copy of my resume for your consideration.

In November, 2005, I completed my trade in Carpentry and went on to obtain a Certificate III in Business Administration (Construction). I have attained accreditation in building related disciplines including WH & S and Site Management. Working on various construction projects around the state means I have gained practical skills and knowledge that will help me meet the responsibilities of the role.

My work responsibilities have included supervising workers, monitoring site safety, reading and interpreting plans and also providing face-to-face customer service when dealing with developers and contractors. My current and previous managers can be contacted to provide more information about my abilities.

I believe that my motivation, commitment and existing skills will allow me to immediately start fulfilling the requirements of Constructo Constructions.

I would appreciate the opportunity to meet with you to discuss my application. I can be contacted at all times using the details provided above.

Thanking you in advance for your time,

Matthew Green
Job application forms

Some employers will require you to fill out an application form to apply for a job. The forms usually ask similar questions and there are several general points to follow when completing them:

- Read and follow the instructions carefully
- Look through the form and think about each question before you start to complete the answer
- Answer all the questions. If one does not apply to you write “Not Applicable” next to it
- Always print neatly or have the form typed and check your answers and spelling carefully to make sure they are correct.

Some parts of the form may ask specific questions such as position desired, salary desired, past employment, the reason for leaving and references. Answer these truthfully and to the best of your ability.
4. Interviews

Importance of first impressions
Interviewers are strongly influenced by first appearances, so making a good impression at an interview is vital. Almost everyone is influenced by the way we look and sound. It makes sense to find out what is expected in the job and the organisation and to look the part. Wear something suitable that makes you feel good, but make sure it is non-controversial and simple. Show your skills in the best possible light. Always ask appropriate questions so that by the time you leave the interview you have convinced the interviewer of your enthusiasm and suitability for the job.

Research the company and job
Job interviews are an unnatural environment so it is natural to feel nervous, no matter how many you have attended. Most interviewers will make allowances for your nervousness, but if you have prepared thoroughly you will have much better control over the situation. You can use the information you obtained when applying for the job in your interview, which is where your Job Search Folder will be of help. You can also get information to assist you by reading employer directories, company annual reports, the website and the business section of newspapers. Always find out where the interview is to be held, how to get there and how long it takes to get there well in advance. This may well save you a lot of last minute panic.

Questions asked by employers
More and more employers want you to give examples from your experience that demonstrate to them that you have the skills and abilities they want. There are standard questions that are used in an interview, such as:
- Why would you like this job?
- Why have you applied for this job?
- Why do you think you are suitable for this job?
- What qualifications do you have for this job?
- What are your best qualities (strengths)?
- Tell me about a situation in which you used your skills/initiative
- Do you work well with others?
- Why did you leave your last job?
- What are your thoughts about further study?
- What do you know about this firm?
- Why should we employ you?
- Where do you see yourself in five/10 years?
Dealing with rejection

Usually only one person gets a job, and after putting everything you have into an application and an interview, when you miss out, the rejection hurts. However, you need to accept it and learn from the experience and try again. Don’t blame yourself for an employer’s decision. The important thing is to keep trying to improve your interview skills.

Follow up with employers

If you do miss out on a position, the first practical step is to ask the employer why. You are not ringing to confront them; rather you are genuinely seeking feedback on how you could have improved your chances. You could also ask for tips on how to improve your performance.

5. Government assistance available

When you are looking for a job, Centrelink should be your first stop in the quest for assistance. At Centrelink you will be able to obtain access to the national network of private, community and government organisations that are contracted to the Australian Government to provide services to the unemployed.

The government job search authority Job Services Australia can help with job matching, job search training, intensive assistance, apprenticeship assistance and self-employment development.

To obtain information on where to apply for Centrelink assistance, call 13 28 50.
Usually only one person gets a job, and after putting everything you have into an application and an interview, when you miss out, the rejection hurts. However, you need to accept it and learn from the experience.
CHAPTER 3
Apprenticeships
Apprenticeships

An apprenticeship is a way to learn skills and gain a qualification while you are working. An apprentice learns the skills of their trade under the supervision of a tradesperson in the workplace, and also attends training sessions at a TAFE or a Registered Training Organisation (RTO).

Apprenticeships are a particularly good deal because you earn while you learn. They are the best way to combine training and employment and lead to nationally recognised qualifications.

An apprentice must be at least 15 years of age; however, there is no maximum age restriction.

Most apprenticeships are over about four years, although they are now based on competencies learned rather than just time served. This means that the faster you learn, the faster you gain your qualification. If you complete a pre-apprenticeship course, it may reduce the time of your apprenticeship considerably.

How do I become an apprentice?

There are a number of steps to follow to become an apprentice, depending on how you are being employed. The first step is to have an employer to take you on. This can be a single tradesperson, a large company or a Group Training Organisation (GTO). In the construction industry, most employers look to employ new apprentices who have completed a pre-apprenticeship course.

Pre-apprenticeships

A pre-apprenticeship course is recognised by employers as providing valuable pre-employment training. It enables you to complete the first stages of an apprenticeship before getting a job. In the construction industry, most pre-apprenticeships last about 16 weeks. In some trades this time is recognised as part of your ongoing apprenticeship. You have to be employed to continue with your apprenticeship after completion of a pre-apprenticeship course.

To find out more about pre-apprenticeships, call the Apprenticeship Administration Information Line on 1300 722 603, or to find out about specific pre-apprenticeship courses, call the TAFE and Training Line on 13 18 23.
How do I find an employer?

When you’re looking for an apprenticeship, there are numerous ways for you to find an employer:

• If you are still at school, talk to your Careers Teacher.
• If you are at TAFE talk to the Careers Officer or Student Services.
• Visit your local Centrelink or phone 13 28 50.
• Contact Skilling Australia on 13 38 73 for information about apprenticeships or to find your nearest Australian Apprenticeships Centre, or visit australianapprenticeships.gov.au.
• Contact Group Training Association Victoria on 1800 819 747 or 9639 3955 to find your nearest GTO.
• Regularly check the key online job websites.
• Check the Situations Vacant section of local and regional papers regularly.
• Visit your local council youth services and talk to the Youth Worker or your Local Learning and Employment Network program officer (LLEN).
• Contact the employer association of the trade you are interested in (numbers are in Chapter 7) and ask them for a list of employers looking for apprentices.
• Contact Incolink Member Services and ask for the Apprentice Support Officer on 9668 3061.
• Attend careers events and expos.

Once you have an employer contact to follow up, read Chapter 2 for interview techniques and resume preparation.
What assistance do apprentices qualify for?

While you are training you may be eligible for government allowances such as the Trade Support Loan Scheme or the Living Away from Home Allowance.

For more information see Incolink’s Apprentice Guide or call Centrelink on 13 36 33. You can also call Australian Apprenticeships on 13 38 73.

Some of the conditions of employment for an apprenticeship

There are a number of conditions of employment for an apprenticeship that must be adhered to by both the apprentice and the employer:

• If the employer can no longer fund their apprentice, they must ask the Apprenticeship Administration Branch to either suspend or cancel the Training Agreement. The Apprenticeship Administration Branch will only do this if its assessment of the employer’s circumstances shows they are unable to continue the apprenticeship. A GTO may be able to assist with the continued employment of the apprentice.

• If the apprentice wants to leave the apprenticeship but the employer wants to keep them on, or if the apprentice feels that he or she has been unfairly dismissed, the employer or the apprentice can ask the Apprenticeship Administration Branch to hold a hearing to resolve the dispute and pay appropriate wages.

• If the business an apprentice is working for is sold, the apprentice is considered part of the business and must be retained by the new owner.

• The nominal duration of an apprenticeship is approximately four years. In most cases, this can be varied and/or shortened by mutual agreement - this can be done upfront or during the period of apprenticeship.

Redundancy and severance for apprentices

If you are working as an apprentice in the commercial sector of the building industry, you may be eligible for a redundancy or severance payment if your Training Agreement is cancelled due to shortage of work. For more information, see Incolink’s Apprentices and Redundancy brochure, contact Incolink on 9639 3000 or Protect, the electrical trades income protection insurance service on 9622 6834.
Where to go if you have any problems

At some stage of your apprenticeship you may experience difficulties or problems. The following numbers are contact points and should be called if you have concerns with employers or workmates:

- Worker’s Rights - Job Watch 9662 1933
- Worker’s Rights - Victorian Trades Hall Council 9659 3511
- Incolink Apprentice Support Workers 9668 3061
- Sexual Harassment - Equal Opportunity Commission 1300 891 848
- Bullying or harassment - The Victorian Workcover Authority 9641 1444
- Wages and Conditions - Fair Work Australia Information Line 13 13 94

What is the difference between an apprenticeship and a traineeship?

Apprenticeships have a different level of regulation to traineeships, which means apprentices and their employers have different rights and obligations than those of a trainee.

An apprenticeship can only be cancelled, varied or suspended when the employer and apprentice both consent. A traineeship can be cancelled, varied or suspended by either the trainee or the employer, but it is always preferable that both sides agree to the action. Unlike an apprentice (see above), if a trainee alleges unfair dismissal, he or she does not have the right to have the termination reviewed by the Apprenticeship Administration Branch. If the business the apprentice is working for is sold, the apprenticeship is considered part of the business and must be continued by the new employer. In the case of a trainee, the new owner does not have to continue the traineeship.

Another difference is that an apprenticeship pathway is generally available at the Certificate III level. An apprenticeship is generally a traditional trade job such as a carpenter, plumber or bricklayer. A traineeship pathway is generally available at any level within the Australian Qualification Framework (AQF) - typically at the Certificate II, or III, or IV level. Traineeships are often found in the ‘new’ industries such as IT and service industries such as hospitality, but may also be in traditional industries at levels other than Certificate III.

Incolink has produced several publications for apprentices in the industry. These are available at www.incolink.org.au or by calling 9668 3061.
CHAPTER 4

Jobs and career pathways
Chapter 4

Jobs and career pathways

The building and construction industry offers a diverse range of employment and career opportunities. The industry is one of the largest employers in Victoria and in Australia. This chapter covers some of the occupations available, along with detailed descriptions. For more information, talk to your Careers Teacher or contact Incolink Member Services on 9668 3061.

List of occupations

Occupations in this list are organised under each of the four categories listed in Chapter 1.

1. Skilled Construction Workers
   - Backhoe Operator
   - Builder’s Labourer
   - Bulldozer Operator
   - Concrete Worker
   - Crane Operator
   - Dogger
   - Excavator Operator
   - Forklift Operator
   - Grader Operator
   - Metal Trades Assistant
   - Rigger
   - Scaffolder
   - Scraper Operator

2. Skilled Tradespeople
   - Boilermaker
   - Bricklayer
   - Cabinet Maker
   - Carpenter/Joiner
   - Electrical Fitter
   - Electrical Mechanic
   - Fibrous Plasterer
   - Glass & Glazing Tradesperson
   - Locksmith
   - Painter and Decorator
   - Plumber
   - Refrigeration and Air Conditioning Mechanic
   - Roof Tiler
   - Sheetmetal Worker
   - Signwriter – Sign Industry Worker
   - Solid Plasterer
   - Stonemason
   - Wall and Floor Tiler
   - Welder

3. Building Technicians (Para-Professionals)
   - Builder – Professional
   - Building Contractor
   - Building Inspector
   - Building Technician
   - Occupational Health & Safety Officer

4. Professionals
   - Architect
   - Architectural Drafter
   - Building Surveyor
   - Civil Engineer
   - Construction Economist – Quantity Surveyor
   - Electrical Engineer
   - Landscape Architect
   - Mechanical Engineer
   - Quantity Surveyor
   - Economist
Job Descriptions

Architect

Architects do much more than just design buildings. They combine creativity with technical knowledge to design buildings, their interiors and the space around them in ways that are visually pleasing, safe and which meet the budgets and needs of the client, as well as complying with the relevant regulations. Architects perform a range of tasks, including:

- preparing sketch drawings, production drawings and detailed drawings, combining structural, mechanical and artistic elements in final designs which include plumbing and heating units, electrical outlets and air conditioning installations;
- arranging for cost estimates for implementing architectural plans;
- obtaining development approvals from authorities;
- preparing specifications and contract documents for use by builders, tradespeople and legal advisers, specifying building materials, construction equipment and, in some cases, the interior furnishings;
- negotiating with builders
- administering building contracts
- consulting with engineers, quantity surveyors, landscape architects, town planners and other specialists involved in the project;
- observing, inspecting and monitoring building work to ensure work is progressing according to the contract and specifications; and
- conducting post-occupancy evaluation of projects.

Many architects specialise in particular types of work such as domestic, low-rise commercial, high-rise commercial, industrial or heritage buildings. They also need to keep up with changing trends in the construction industry and the community. They have considerable contact with the public.

Personal Requirements

- interest in design
- creative flair
- able to analyse problems logically
- good communication skills

Education and Training

To register as an architect you usually need to complete a Bachelor degree specialising in architecture (usually 3 years in length), then a further 1-2 years for a Masters degree. The course you study needs to be recognised by the Architects Accreditation Council of Australia (AACA) as meeting the academic requirements for registration as an architect (their website has a full list of courses in Victoria). Completion of the VCE, including English Units 3 and 4, is normally required for entry to degree courses. In some instances, attendance at an interview, the passing of a selection test and the payment of fees may also be required.

Alternative entry may be available. Contact the relevant institution for details.
Additional Information
There are three requirements for registration as an architect:

- Completion of a degree in architecture which is approved by the Architects Registration Board, or equivalent qualifications recognised by the Board
- At least 2 years of full-time work experience with a registered architect
- Passing the Architectural Practice Examination conducted by the Architects Registration Board.

Contact – Architects Registration Board of Victoria

Employment Opportunities
After their initial training, architects are usually employed by private architectural firms. Some are employed in State and Federal government departments and local councils. Others work in property development companies, banks and large manufacturing firms. With experience, architects may move to senior positions in larger firms and government bodies, while others may set themselves up in private practice.

The demand for architects is affected by factors such as the rate of economic growth, population growth, level of investment in housing and construction, and government policy on issues such as interest rates.

Architectural Drafter
Architectural drafters may also be known as building associates, architectural draftspersons or architectural technicians when working under the direction of an architect. When not working under an architect's supervision, they are known as building drafters, drafting officers or building designers.

Architectural drafters carry out technical support functions in architecture by preparing drawings and estimates to implement architects' and others' sketch plans.

Architectural drafters perform a range of tasks including:

- preparing architectural and working drawings showing plans, elevations, sections, materials, finishes and other aspects such as layouts, plumbing, drainage, car parking and landscaping;
- calculating the quantity and quality of materials needed, material and labour costs, and timeframes;
- interpreting client briefs and preparing and developing sketch plans for client approval;
- helping to prepare building specifications to suit individual clients;
- representing or assisting architects on building sites to ensure plans and specifications are followed;
- liaising with local governments; and
- examining relevant codes and by-laws in the course of undertaking project documentation.

Architectural drafters spend some time outdoors inspecting sites.
Personal Requirements
• able to visualise ideas in three dimensional form
• interest in technical drawing
• neatness and patience for producing accurate work
• some artistic talent in freehand drawing

Education and Training
To become an architectural drafter in Victoria you need to complete an accredited course in design or drafting such as the one listed. The entry requirements for this course are usually completion of the VCE, including English Units 3 and 4 and Maths. You may also enter the course with relevant employment experience. Contact the relevant institutions for details.
• Diploma of Building Design and Drafting

Additional Information
To be an architectural drafter in Victoria you must be registered as a building practitioner with the Building Practitioners Board. Completion of the diploma course is required for registration. This course is also recognised by the Institute for Drafting and Design Australia, and the Australian Institute of Architects.

Contacts - Building Designers Association of Victoria, Australian Manufacturing Workers Union (AMWU) and the Australian Institute of Architects.

Employment opportunities
Architectural drafters are employed by private architectural, building and land development companies, and by government departments involved in public works, housing and electricity. The demand for architectural drafters depends on the level of activity in the building industry. This is affected by the rate of economic growth, the level of investment in properties and housing, government policy on interest rates and population growth and the demand for office space.

Backhoe Operator
Backhoe operators drive backhoes and operate attachments to excavate, break and level earth, rock and other material. They may perform a range of tasks including:
• examining plans or obtaining instructions from supervisors and selecting or changing attachments to the backhoe to suit the job at hand;
• operating the backhoe;
• breaking up paving, rock and similar material by operating pneumatic breakers or rock breakers;
• backfilling holes with rock and earth, using front end loader buckets to push, scrape up and dump material;
• servicing equipment and making minor adjustments and repairs when necessary; and
• maintaining duty of care for other users and working to occupational health and safety requirements.

Backhoe operators work on construction, landscaping, mining and demolition sites. Backhoe operators may work in dusty, hot and noisy conditions.

Personal Requirements
• able to follow instructions precisely
• able to work as part of a team
• physically fit

Related Jobs
Excavator Operator; Bulldozer Operator; Grader Operator; Scraper Operator
Education and Training
No specific educational qualifications are required for entry to this occupation. Training for backhoe operators is usually provided on the job by the employer, when a person starts as a labourer with a construction company and then moves on to gain experience in operating the equipment. Up to two years’ experience is needed to become competent. Accredited training is also available.

Additional Information
Contacts – Licensing Section, Victorian WorkCover Authority, Construction, Forestry, Mining and Energy Union (CFMEU), Civil Contractors Federation (CCF).

Employment Opportunities
Most backhoe operators work for building and construction companies or for excavating and land development firms. They are also employed by Government departments. Opportunities vary according to the degree of activity in the building industry and earthmoving projects such as dam and road building.

Boilermaker
(Engineering Tradesperson – Fabrication)
Boilermakers mark off, cut, shape, assemble and fix metal to produce or repair ships, boilers, storage tanks and other containers that have to withstand pressure. They may perform tasks including:
• determining the requirements and the steps needed to do the job, by interpreting scale-drawing dimensions to full size;
• cutting marked metal sections using hand tools or flame cutting torches, or by setting up and operating metalworking machines such as guillotines and shearing machines;
• shaping and bending sections and pipes using hand and machine tools such as vices, hydraulic presses and rolling machines or by forging;
• assembling parts and structures by welding, bolting or riveting, and if large, with the aid of cranes and other equipment; and
• programming and operating other types of cutting machines such as numerically controlled profile machines.

Structural steel workers lay out, line up, fit, assemble and join iron and steel in the making or repair of towers, bridges, structural supports and girders. They may perform tasks including:
• studying engineering drawings and other specifications to find out where parts go and how they fit together;
• heating the metal in furnaces and then shaping it with air powered rams; and
• repairing structures on-site by unbolting or flame cutting faulty sections, replacing the worn parts of bolts and installing new sections.

Pressure welders assemble, weld and repair pressure vessels such as storage tanks, pipelines and gas cylinders to a special test standard. They may perform tasks including:
• studying engineering drawings and other specifications;
• flame cutting;
• selecting welding methods suitable for the type and thickness of metal and welding surfaces to be joined; and
• cleaning and smoothing welds by filing, chiselling or grinding, and checking welds for precision.

Boilermakers may specialise as boilermakers/
welders or boilermakers/marker offs. Most boilermakers train in both boilermaking and structure fabrication and so may also be involved in fitting, assembling and joining aluminium and steel in the construction or repair of towers, bridges, structural supports, girders and ships. Boilermakers may work indoors in large workshops or on-site during shipbuilding or tank and pipeline construction.

**Personal Requirements**
- physically fit with a high degree of manual dexterity
- able to read technical drawings and visualise the shape of an article
- strength to handle materials, tools and machines

**Related Jobs**
Blacksmith (Engineering Tradesperson – Fabrication); Fitter (Engineering Tradesperson – Mechanical); Moulder/Coremaker (Engineering Tradesperson – Fabrication); Sheetmetal Worker (Engineering Tradesperson – Fabrication); Shipwright; Welder (Engineering Tradesperson - Fabrication).

**Education and Training**
To become a boilermaker you need to complete an apprenticeship, which includes on- and off-the-job training. Apprentice boilermakers would be required to undertake trade classes in core metal and engineering subjects offered at a number of Victorian TAFE locations.

No minimum educational standard is required for entry into apprenticeships, but most people entering this trade have undertaken Year 11 or higher. Contact the relevant institutions for details.

**Additional Information**
Where opportunities arise, employees will be able to progress to their desired classification level by completing the necessary on- and off-the-job training requirements to the prescribed skill level and competency standard.
Contact – Australian Manufacturing Workers Union (AMWU).

**Employment Opportunities**
Most boilermakers work in private industry in heavy engineering factories. Some are employed by motor vehicle manufacturers, shipyards and electricity and gas supply authorities. Demand for this occupation is influenced by the manufacturing industry, the level of production and export of metal and manufactured goods and new development projects in heavy engineering and steel construction.

**Bricklayer**
Bricklayers work with clay bricks, pre-cut stone, concrete bricks and so on, to construct and repair veneer and full brick construction, partitions, arches and other structures. They may perform tasks including:
- working from plans and specifications;
- sealing foundations with damp-resistant materials;
- spreading layers of mortar to serve as a base and binder for bricks in rows, designs or shapes, and spreading mortar between joints;
- repairing and maintaining clay bricks, cement block/bricks and related structures;
- operating brick cutting machines; and
- erecting scaffolding (subject to licence requirements in some states).

Bricklayers work outdoors and may have to
work at heights, or in tunnels and shafts. They usually work in teams and may be employed by bricklaying subcontractors or building and construction companies. They may also work as self-employed tradespeople. Bricklayers may have some contact with the public.

**Personal Requirements**
- able to work with hands
- able to follow plans
- able to work at heights
- physically fit and healthy

**Education and Training**
To become a bricklayer you usually need to complete an apprenticeship which includes on- and off-the-job training. Although no minimum educational standard is required for entry into trade training, most applicants have completed Year 10 or equivalent. Completion of a pre-apprenticeship course can decrease the length of the nominal time contract of training for the traditional apprenticeship. Apprentices may be employed in a contract of training before enrolling at a TAFE location.

- Certificate II in Building & Construction Fitout and Finish (Bricklaying)
- Certificate III in Building & Construction Fitout and Finish (Bricklaying)
- Apprenticeship in Bricklaying

**Additional Information**
Contacts - Housing Industry Association, Master Builders Association of Victoria (MBAV), CFMEU (Construction Division).

**Employment Opportunities**
Most bricklayers are either self-employed or work for bricklaying subcontractors. A few are employed in the brickmaking and steel industries building furnaces. Employment prospects for this occupation are largely determined by the level of activity in the building industry. Opportunities exist for experienced tradespeople to be promoted to supervisory positions. By undertaking further studies at TAFE, experienced tradespeople can also advance to positions within the building industry such as clerk of works, building inspector, building technician or registered builder.

**Builder (Professional)**
Professional builders are responsible for the overall time, cost and quality management of commercial buildings. They look after the materials, equipment and supervision of labour in the construction of buildings such as houses, factories, office blocks, schools, hospitals and large housing developments. Professional builders perform tasks including:
- planning construction methods and procedures;
- coordinating the supply of labour and materials;
- supervising construction sites and directing site managers and subcontractors to ensure standards of building performance, quality, cost schedules and safety are maintained;
- studying building contract documents and negotiating with building owners and subcontractors;
- controlling payment to subcontractors by valuation of completed works;
- ensuring that building regulations, standards and bylaws are enforced in building operations; and
- consulting with architects, engineers and other technical workers to ensure that design intentions are met.

Professional builders may specialise as
contracts administrators, construction managers, project managers or quantity surveyors. Many professional builders work in private organisations such as large construction and development companies or consultancies. Some are employed by government departments, while others are self-employed building contractors.

**Personal Requirements**
- well-developed communication skills
- personal drive, initiative and resourcefulness
- management and leadership ability
- problem solving ability

**Related Jobs**
Architect; Building Contractor; Building Inspector; Building Surveyor; Building Construction Supervisor; Quantity Surveyor/Construction Economist.

**Education and Training**
Entry to this job usually requires completion of a relevant building course plus industry experience with a registered builder. Entry to the following courses requires completion of Year 12/VCE. Other prerequisite subjects are normally required for entry to degree courses. Alternative entry may be available. Contact the relevant institution for details.
- Bachelor of Construction Management
- Bachelor of Applied Science in Construction Management
- Bachelor of Property and Construction
- Bachelor of Building Engineering

**Additional Information**
Completion of the above degree courses enables membership of the Australian Institute of Building. To be self-employed as a professional builder you need to be registered with the Building Practitioners Board. The Board assesses each registration application on merit, but qualified builders normally require 3-5 years experience while builders with no qualifications require 10 years experience with a registered builder. Contact - Building Practitioners Board or the Victorian Building Authority.

**Employment Opportunities**
Most professional builders work in private organisations such as large construction and development companies or consultancies. Some are employed by government departments while others are self-employed. Demand fluctuates depending on the state of the building industry and availability of work in both public and private sectors.

**Builder’s Labourer**
Builder’s labourers assist tradespeople on building and construction sites by doing a range of unskilled and semi-skilled manual labouring jobs. They may perform tasks including:
- unloading, carrying and stacking building materials and placing tools and equipment in position;
- digging trenches for footings and services using hand tools and jackhammers if necessary;
- helping to erect and dismantle scaffolding (subject to certification), ramps, catwalks, barricades and warning lights;
- mixing, pouring and spreading concrete; and
- cleaning surfaces for painters.
Builder’s labourers may specialise by working
with particular tradespeople as a trades assistant, such as bricklayer’s labourer or carpenter’s assistant. They may also become specialist construction workers such as steelfixers, doggers, riggers, scaffolders or concrete workers.

On completion of a job, builder’s labourers have to apply to new sites for their next job. If they work for a building or bricklaying subcontractor, new work sites may be organised for them. Builder’s labourers work with other tradespeople on building and construction sites. They mostly work outdoors.

**Personal Requirements**
- physically fit
- able to work as part of a team
- able to work at a constant pace
- like outdoor work
- able to follow precise directions

**Education and Training**
There are no specific educational requirements for entry to this job. Training is given on the job. Your chances of finding a job may be improved if you have formal qualifications.

**Additional Information**
Contacts - Licensing Section, Victorian Workcover Authority; CFMEU (Construction Division).

**Employment opportunities**
Builder’s labourers are employed by building and construction firms and subcontractors. Demand fluctuates depending on the state of the building industry and availability of work in both public and private sectors.

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**Building Contractor**
Building contractors coordinate the construction of dwellings and other buildings. Building contractors may perform tasks including:
- examining and interpreting clients’ plans or arranging the drawing of plans to meet building regulations;
- submitting tenders (offers to do jobs at a stated price), quotes or prices for a project to clients;
- arranging submission of plans to local authorities for approval and arranging inspections of building work;
- organising subcontractors to carry out all stages of building, and negotiating rates of pay;
- calculating quantities of material required for building projects, and ordering these from building suppliers, or advertising for tenders;
- supervising the work of subcontractors to ensure buildings are of an acceptable standard and are proceeding according to schedule; and
- undertaking some of the building work personally.

**Personal Requirements**
- well developed communication skills
- management and leadership ability
- able to interpret plans and drawings

**Education and Training**
Enter to this job requires completion of a building trade apprenticeship followed by extensive experience in the building industry. All building contractors involved in housing and commercial construction must be approved by the Building Practitioners Board.
Entry to the following courses requires completion of VCE, possibly including prerequisite studies. Alternative entry may be available. Contact the relevant institution for details.
- Associate Diploma of Applied Science (Building Construction)
- Diploma of Building Design and Drafting

Additional Information
Contacts - Housing Industry Association; Master Builders Association of Victoria (MBAV); Building Practitioners Board; Victorian Building Authority.

Employment Opportunities
In the housing industry it is possible for tradespeople with experience to become self-employed as registered builders or subcontractors. Demand for building contractors depends on the general level of economic activity, particularly in the construction industry.

Building Inspector
Building inspectors/development officers (building) enforce, advise on and interpret laws and regulations controlling building construction. They may perform tasks including:
- providing advice and assistance to builders and owners before finalisation and lodgement of plans so that potential problems can be avoided;
- assessing building plans submitted for approval and establishing that buildings or structures to be erected or altered conform with building regulations and codes of practice;
- inspecting buildings during the progress of the work to make sure plans, specifications and regulations are being followed and that proper methods and materials are used;
- assessing the building’s suitability for issue of a certificate of occupancy;
- giving evidence in court when prosecutions are necessary for breaches of building regulations;
- inspecting existing buildings to assess conditions; and
- giving advice on building matters.

Building inspectors/development officers (building) visit building sites to ensure that construction complies with building regulations.

Personal Requirements
- good organisational skills
- practical approach to problem solving
- able to interpret plans and drawings

Related Jobs
Building Contractor; Building Surveyor; Building Construction Supervisor; Builder – Professional.

Education and Training
Entry to this job requires a building qualification plus building industry experience. Entry to the diploma course requires Year 12/VCE. Alternative entry may be available. Contact the relevant institution for details.
- Diploma of Building Surveying

Additional Information
Building inspectors must be registered with the Building Practitioners Board as a building inspector (municipal or private). A minimum of 3 years experience in a building trade or profession is required for registration. At least 1 year of this experience must be directly related to building inspection. Contact – Australian Institute of Building Surveyors; Building Practitioners Board; Victorian Building Authority.
Employment Opportunities

Building inspectors are employed as municipal inspectors and by Federal and State Government departments involved in building regulation. They are also employed by private construction companies. The demand for building inspectors depends on activity in the building industry.

Building Surveyor

Building surveyors enforce, advise on and interpret laws and regulations controlling building construction and safety. They may perform duties including:

• providing advice and assistance to builders and owners before finalisation and lodgement of plans so that potential problems can be avoided;
• assessing building plans submitted for approval to ensure they conform with building regulations and codes of practice;
• inspecting buildings during construction to ensure that proper methods and materials are used, paying particular attention to conformity with building regulations;
• giving evidence in court when prosecutions are necessary for breaches of building regulations;
• giving advice on building matters;
• issuing building permits; and
• issuing compliance certificates on completion.

Personal Requirements

• well-developed communication skills
• management and leadership skills

Related Jobs

Architect; Building Inspector; Builder – Professional; Civil Engineer; Survey Drafter.

Education and Training

Entry to this job is by registration with the Building Practitioners Board as a building surveyor (municipal or private). People seeking registration must have a degree in building surveying that is recognised by the Board, and at least 4 years of experience in the design, supervision or execution of building projects. At least 2 years of this experience must be in an area directly related to building surveying. Entry to the degree course requires Year 12 / VCE, including Units 3 and 4 English, Maths and Units 1 and 2 Physics and Chemistry. Contact institutions for specific subject prerequisites.

• Bachelor of Technology (Building Surveying)

Additional Information

Contacts – Australian Institute of Building Surveyors; Building Practitioners Board; Victorian Building Authority.

Employment Opportunities

Building surveyors find employment as municipal building surveyors and as private consultant building surveyors throughout the building industry. The need for and growth rate of the profession is directly related to the level of activity in the building sector.

Building Technician

Building technicians are house builders, supervisors and foremen/women involved in the construction and maintenance of domestic buildings and some commercial projects. Building technicians may perform tasks including:

• constructing domestic buildings such as houses;
• providing skilled assistance to builders and construction managers by interpreting
and carrying out directions for planning and organising building projects;
• interpreting building plans, regulations and codes of practice to direct progress of the work, ensuring that specifications and regulations are followed and proper methods and materials are used;
• calculating costs and estimating completion times to prepare tenders (bids for contract work), and supporting contract bids and variations;
• directing and recording building progress and variations from design drawings or specifications; and
• negotiating with subcontractors and reporting to builders and architects.

Building technicians may also work as project planners, estimators, project administrators or as technical sales representatives. They sometimes work as building inspectors, ensuring that construction is going to plan, or as site managers on large commercial projects. They need a thorough understanding of building construction and materials, as well as relevant regulations and by-laws. Building technicians usually work on-site.

Personal Requirements
• good organisational skills
• practical approach to problem solving
• able to interpret plans and drawings

Related Jobs
Builder – Professional; Building Contractor; Building Surveyor; Civil Engineering Associate; Quantity Surveyor/Construction Economist.

Education and Training
Entry to this occupation normally requires a trade qualification or relevant industry experience. Alternative entry may be available. Contact the relevant institution for details.

Additional Information
Building technicians may need to be registered with the Building Practitioners Board. People who have many years experience in the building industry may be able to register as a building technician. Contact – Building Practitioners Board; Victorian Building Authority.

Employment Opportunities
Building technicians are employed by building and construction companies involved in commercial and industrial projects and larger scale housing developments. They may also be employed by suppliers of building materials and subcontracting companies. Some building technicians are self-employed contractors. The demand for building technicians depends on the level of activity in the building industry.

Bulldozer Operator
Bulldozer operators drive bulldozers, using a blade and other attachments to gouge out and move materials in construction, forestry, mining and other projects. They may perform tasks including:
• preparing and operating equipment to move or push soil, rock, trees or other materials;
• operating special attachments when moving large amounts of soil;
• carrying out basic maintenance, adjustments and repairs to equipment; and
• working to occupational health and safety requirements.

Bulldozer operators work in conditions which can be hot, muddy, dusty and noisy. However, some dozers have cabs which are soundproofed and air conditioned.

Personal Requirements
• able to follow instructions precisely
• able to work as part of a team
• physically fit
Related Jobs
Backhoe Operator; Excavator Operator; Grader Operator; Scraper Operator.

Education and Training
No specific educational qualifications are required for entry to this occupation. Training for bulldozer operators is usually provided on-the-job by the employer, where a person commences as a labourer with a construction company and then moves on to gain experience in operating the equipment. About two years experience is needed to become competent. Accredited training is also available.

Additional Information
Contacts – Licensing Section Victorian WorkCover Authority; Construction Forestry Mining Energy Union (CFMEU); Civil Contractors Federation (CCF).

Employment Opportunities
Most bulldozer operators work for building and construction companies or for excavating and land development firms. They are also employed by Government departments on construction sites which may be located in the city, suburbs or country. Opportunities vary according to the degree of activity in the building industry.

Cabinetmaker
Cabinetmakers make or repair furniture of solid timber, flat panel or timber-based products, and fit and assemble prepared components for the domestic, office, commercial and shopfitting sectors of the industry for both freestanding and fitted furniture. Cabinetmakers who work in factories usually make articles that are designed by other people and are produced in large numbers. They perform tasks including:

- selecting and preparing timber and manufactured board, and marking out, cutting and shaping pieces using saws, chisels, planes, power tools and woodworking machines;
- trimming and gluing joints and fitting parts together to form sections of furniture;
- polishing furniture;
- installing completed products;
- repairing damaged furniture and cabinets; and
- preparing drawings from specifications or determining job requirements by examining drawings and specifications.

Cabinetmakers may specialise in particular items such as the reproduction of antique furniture, kitchen fittings, bedroom suites, office furniture, dining suites, shopfitting and occasional furniture.

Personal Requirements
- manual dexterity
- capable of understanding written instructions
- able to work to a high level of accuracy
- able to make mathematical calculations
- free from allergies to dust

Related Jobs
Carpenter/Joiner; Furniture Polisher; Wood Carver; Wood Machinist.

Education and Training
Entry to this occupation is through an apprenticeship or contract of training. Although no minimum educational standard is required for entry into the apprenticeship, most people entering this trade have completed Year 11.

- Certificate II in Furnishing (Furniture Production) Traineeship
• Certificate II in Furnishing (Furniture Manufacturing Pre-Apprenticeship)
• Certificate III in Furnishing (Cabinetmaking)

Additional Information
Contacts - CFMEU, Federated Furnishing Trade Society Division; Victorian Light Manufacturing and Forest Industry Training Board.

Employment Opportunities
Most cabinetmakers are employed by firms manufacturing household and commercial furniture. They are normally employed in quantity production work, but some are engaged in making custom built and high quality furniture. There are also openings for cabinetmakers with large building companies in their joinery shops, with caravan manufacturers and in shop fitting. Increasing numbers are becoming self-employed as specialised subcontractors to the large furniture firms.

Employment prospects depend upon:
• The level of building commencements and renovations;
• The level of retail furniture sales;
• The use of semi-skilled workers in the production of furniture;
• The volume of furniture being imported into Australia; and
• The development and use of more technologically advanced and sophisticated equipment.

Carpenter and Joiner
Carpenters and joiners construct, erect, install, finish and repair wooden and metal structures and fixtures used on the inside and outside of buildings, both for residential and commercial constructions. Carpenters may also work on large concrete, steel and timber structures such as bridges, dams, power stations and civil engineering construction. Carpenters may perform tasks including:
• setting out an outline of the building on the ground with string and pegs to allow for excavations;
• erecting the floor and wall framework (timber or metal), pitching the roof, erecting suspended ceilings and laying timber floors;
• reading plans and specifications;
• installing metal and timber windows and sashes, and metal and timber doors;
• constructing and erecting prefabricated units, eg cottages and houses.

Joiners may perform tasks including:
• manufacturing items such as window frames, sashes and doors;
• manufacturing architectural joinery and staircases;
• interpreting working drawings or plans; and
• selecting materials and marking out components required for specific designs.

Carpenters work on building sites, construction and civil engineering projects, and in maintenance in large factories and hospitals. They may work outdoors when erecting the framing for buildings, or indoors when finishing interior fixtures or maintaining existing buildings. They may have to travel between sites.

Joiners are usually employed by firms that specialise in joinery work, and they work mainly indoors.

Personal Requirements
• able to work with hands
• a sense of balance and able to work at heights (for carpenters)
• some maths skills
• good health and eyesight
• must like working in a team
• good communication skills
Related Jobs
Cabinetmaker; Wood Machinist.

Education and Training
Entry to this occupation is through an apprenticeship. Although no minimum educational standard is required for entry into trade training, most applicants have completed Year 10 or higher. Costs, duration, entry requirements and accreditation arrangements vary.

- Carpentry and Joinery (Pre-apprenticeship)
- Certificate II in Building and Construction – Fitout and Finish (Carpentry)
- Certificate III in Building and Construction – Fitout and Finish (Carpentry)
- Carpentry and Joinery (Apprenticeship)

Additional Information
Completion of a pre-apprenticeship course can decrease the length of the nominal time contract of training for the traditional apprenticeship. Carpenters and joiners may either be employed in a contract of training before enrolling at a college, or complete a pre-apprenticeship course before entering a contract of training. Contacts - CFMEU; HIA; MBAV.

Employment Opportunities
Carpenters work in:
- building and construction companies;
- small firms which carry out contract building work;
- Federal and State government departments;
- their own businesses (and employ other workers).

Joiners work mainly in joinery firms, in joinery workshops of timber merchants and for building sub-contractors. Some are self-employed. Employment prospects depend on the level of activity in the building construction industry. This is affected by government policy on interest rates, spending on major projects and the availability of finance to homebuyers. With further training and experience carpenters and joiners can become clerks of works, building forepersons, building construction managers, building inspectors, technical teachers, estimators, building contract administrators or purchasing officers, and more.

Civil Engineer
Civil engineers plan, design, construct, operate and maintain roads, bridges, dams, water supply schemes, sewerage systems, transportation, harbours, dockyard facilities, airports, railways, factories and large buildings. Important subdivisions of civil engineering include structural engineering, highway engineering, local government engineering and public health engineering. Civil engineers may also deal with the planning and management associated with water and waste treatment and public health engineering, and may perform tasks including:

- investigating sites to determine the most suitable foundation for a proposed construction;
- researching and advising on the best engineering solution to match a client’s needs and budget;
- producing detailed designs and documentation for the construction and implementation of civil engineering projects;
- establishing detailed programs for the coordination of site activities;
- assisting government bodies in preparing yearly works programs within set budgets (eg. car parks, drainage, roads, aerodromes), or preparing engineering calculations required for the design of projects and supervising the drafting;
• researching, advising and planning the control and minimisation of air, water and solid waste pollution, and the management of water;

• researching and advising on environmental issues for infrastructure development. This can include selection and design of service corridors (road, power, communications), sustainable development (land use studies), soil erosion, and social, economic and aesthetic impacts;

• supervising the testing and commissioning of completed works;

• analysing and interpreting reports on loading, labour, productivity, quality, materials and performance; and

• arranging for geological and geophysical investigations and carrying out feasibility studies.

Civil engineers usually work in specific areas such as structural, water resources, soil and foundation, transport, town planning, or construction. They may work in offices or spend much of their time on-site. They may be required to work long hours and must be capable of meeting strict deadlines while working under minimal supervision on major projects. They liaise with various professional, skilled and semi-skilled people. Civil engineers may specialise as:

Structural engineers, to:
• design the framework of buildings, towers, bridges, water treatment structures, tunnels and other structures to ensure strength and rigidity; and

• study developments of new materials and methods and their impact on design and construction.

Materials and testing engineers, to:
• conduct research, development tests and evaluation of the quality or suitability of materials and products related to projects;

• coordinate and direct the research, development and testing of materials such as asphalt, concrete, steel, cement, timber and plastics, considering factors such as stresses and strains, estimated load, water pressures, wind resistance and temperature fluctuations; and

• advise contractors and others on materials most suited to meet individual construction problems.

Highways engineers, to:
• specialise in analysing population and growth statistics and traffic patterns and volume to project future requirements;

• consult with government officials and other specialists to design efficient and safe traffic systems; and

• study roadway and embankment design, the geometry of highway interchanges and the maintenance of facilities such as culverts and overpasses.

Airport engineers, to:
• specialise in preparing designs for airports, hangars and control towers;

• supervise the construction, maintenance and repair of runways, taking into consideration factors such as weight, size and speed of aircraft; and

• advise contractors on technical problems during construction.

Geotechnical/soil engineers, to:
• inspect proposed construction sites to analyse and determine the general type and characteristics of the soil;

• conduct drilling and sampling programs to establish soil and foundation conditions at the construction site;
• prepare reports of test results and make recommendations for the solution of engineering problems identified in test reports; and
• prepare specifications of soil mixtures for use in roads, embankments and other construction, and calculate and advise on the required slope of cuttings and the thickness of soil dams and retaining walls.

Other specialised areas include Railway, Pipeline Irrigation/drainage, Hydraulic/water resources, Harbour and Local Government.

**Personal Requirements**

• able to identify, analyse and solve problems
• able to communicate well, both orally and in writing
• computing and design skills
• practicality and creativity
• able to work without supervision
• able to accept responsibility
• knowledge of other engineering disciplines eg. quantity surveying

**Related Jobs**

Agricultural Engineer; Architect; Civil Engineering Associate; Environmental Engineer; Mechanical Engineer; Mining Engineer.

**Education and Training**

Entry to this job requires a Bachelor of Engineering majoring in Civil Engineering, which enables you to become a graduate member of the Institution of Engineers Australia. Entry to degree courses requires the VCE, including English Units 3 and 4 and other prerequisite studies including Maths and Physics or Chemistry. Mature age and special entry provisions may also be available. Some universities credit a TAFE associate diploma course toward a Bachelor of Engineering degree course. You will need to check with the relevant institution.

• Bachelor of Engineering courses with a major in Civil Engineering

These courses are generally taken over four years or the equivalent part-time. The following courses in Building also have an engineering focus:

• Bachelor of Civil Engineering (Construction Stream)
• Master of Engineering in Construction
• Bachelor of Building Engineering
• Masters/Graduate Diploma in Building Services Engineering

**Additional Information**

Contacts – Association of Professional Engineers; Scientists and Managers, Institution of Engineers Australia; Institute of Public Works Engineering Australia.

**Employment Opportunities**

Civil engineers are employed by government departments and instrumentalities, municipal authorities, civil engineering contractors and consulting engineers. Consulting and contracting engineers often travel – both interstate and overseas. It may be necessary for some civil engineers to change residence every few years as their work takes them from one major engineering site to another. There are also opportunities for research in industrial, government and university research establishments. Employment prospects depend on the level of design and construction activity in the government and private sectors. As more than 50 per cent of civil engineers are employed by local, State or Federal governments, the level of government funding for capital works is a major influence on demand.
Concrete Worker

Concrete workers place, spread, compact, finish and cure concrete for buildings, roads, tunnels, bridges and marine structures, using hand tools, vibrators, pumps, trowelling machinery and other power tools. For most jobs, concrete is mixed at a pre-mix concrete supplier’s factory and delivered to the site in a pre-mix concrete truck. There is a growing industry in pre-cast concrete, where concrete elements are cast and cured in factories and then transported to the site for erection. Concrete workers may perform tasks including:

• mixing cement, gravel, sand and water etc. to manufacture concrete on-site;
• moving concrete into position by means of a concrete pump;
• placing concrete into the formwork, making sure that it is spread and levelled, then compacted using vibrators;
• operating paving and trowelling machines to float, trowel and polish the surface of large areas of concrete;
• cutting joints into hardened concrete; and
• mixing and applying pigments when a coloured surface is required.

Concrete workers may specialise as concrete finishers or concrete slab layers. They may also work in tilt-up construction, which involves laying concrete and finish flat on site. Concrete workers usually work outside on construction sites which may be dusty and noisy. Much of their time is spent standing or kneeling and they may also have to work at heights or underground in tunnels. Concrete workers may be self-employed; they travel from job to job and usually begin work very early in the morning.

Personal Requirements

• physical fitness and strength as the work involves heavy lifting

Related Jobs

Builder’s Labourer; Road Worker.

Education and Training

There are no specific educational requirements for entry to this occupation. Training is generally provided on-the-job. Qualifications may help you gain a job in this field. There are no entry requirements for these courses.

• Short Courses

Additional Information

Contact – Construction, Forestry, Mining Energy Union (CFMEU).

Employment Opportunities

Concrete workers are employed by building companies, local government authorities and building subcontractors. They may be self-employed. Employment prospects depend on activity in the building industry which, in turn, is affected by the general state of the economy.

Construction Economist/Quantity Surveyor

Construction economists, also known as quantity surveyors, prepare cost estimates, and monitor and control actual expenditure. They do this for construction projects such as office blocks, retail and residential developments, factories and hospitals, civil engineering projects such as railways and bridges, and other industrial and resources projects. They may perform tasks including:

• managing costs of a construction project from start to finish;
• working with architects, engineers, builders, contractors, suppliers and project owners to measure and evaluate project costs;
• estimating the cost of construction, establishing a budget and examining whether the proposed construction methods will be economical and suitable. This is achieved by studying architectural and engineering drawings and specifications, using knowledge of building construction methods, materials and labour costs;
• preparing a Bill of Quantities which lists in detail all the individual work components required to construct the project, such as descriptions of the quantity of materials and labour required and their location in the project;
• preparing monthly cash-flow forecasts for clients;
• undertaking asset management studies, eg. replacement cost, valuation of complex or specialist structures and tax depreciation schedules; and
• acting as consultants to business and government.

Construction economists/quantity surveyors usually work in offices. They also visit building sites, clients and design teams.

Personal Requirements
• able to analyse problems and produce logical solutions
• capacity for intense concentration over long periods
• able to communicate ideas and information in clearly written reports
• able to work accurately with figures
• able to work closely with others
• knowledge of computer applications

Education and Training
The minimum requirement for entry to this occupation is a degree or diploma in Quantity Surveying and registration with the Building Practitioners Board as a Quantity Surveyor. For entry to degree courses, the minimum educational requirement is the satisfactory completion of VCE, including English Units 3 and 4.

• Degree Courses
• Bachelor of Construction Management
• Bachelor of Architecture/Bachelor of Construction Management

Additional Information
People seeking registration as a Quantity Surveyor must have a degree or diploma in Quantity Surveying which is recognised by the Board, and at least one year of practical experience. Graduates of these courses may also satisfy the entry requirements to the Australian Institute of Quantity Surveyors.

Contacts – Australian Institute of Quantity Surveyors.

Employment Opportunities
Construction economists/quantity surveyors are employed by firms of construction economists/quantity surveyors, architects, engineers or builders, in private practice or government departments. Demand for construction economists/quantity surveyors depends on activity in the building industry, particularly in the commercial development area, and on the level of investment in major engineering projects. It is affected by factors such as government policy on interest rates and government funding for major projects.

Crane Operator
Crane operators operate mobile or stationary cranes to lift, move and place objects at locations such as construction sites, wharves and shipyards. Crane operators may operate a variety of cranes such as: gantry cranes, which are used to move shipping containers; tower cranes, which are erected and dismantled on-site; overhead cranes in factories, workshops and timber mills; and mobile cranes, which are
usually truck-mounted. They may perform tasks including:

- checking the condition of the ground (e.g. building site) before setting up the crane;
- placing correct equipment under outrigger pads of the crane;
- checking that the crane is level on the outriggers before attempting to lift and place a load;
- ensuring that cranes are ready to use by checking controls, instruments and gauges;
- moving the crane and positioning the hook so that doggers can attach loads, slings, shackles and chains; and
- maintaining cranes by inspecting them for defects or wear, and lubricating ropes and winches.

Crane operators on building and construction sites work in conditions which can be hot, dusty and noisy.

**Personal Requirements**

- able to concentrate
- able to follow verbal instructions
- mechanical aptitude
- able to visually judge distances
- comfortable working at heights
- able to work as part of a team
- good coordination skills and eyesight

**Related Jobs**

Builder’s Labourer; Dogger; Forklift Operator; Rigger.

**Education and Training**

There are no specific educational standards required for entry to this job. Training is covered by national competency standards, which means that crane operators must hold a Certificate of Competency issued by WorkSafe Australia. To get a Certificate of Competency, applicants must be at least 18 years of age, undertake supervised, accredited training and then apply to a registered assessor who is authorised to carry out Certificate of Competency assessments. A Certificate of Competency may also be granted to people who can show that they have equivalent qualifications, or prior learning and experience.

- Tower Crane Operation course

### Additional Information

**Contacts** - Licensing Section, Victorian WorkCover Authority; CFMEU.

**Employment Opportunities**

Crane operators are employed by building and construction companies and also by manufacturing and engineering firms, iron and steel foundries and timber yards. They work on building sites and at factories and wharfs. A few crane operators set up their own businesses. Demand for crane operators is fairly low, but employment is generally affected by the level of activity in the building and construction industry.

**Dogger**

Doggers (or Dogmen) apply slings and direct the movement of loads handled by cranes in locations such as manufacturing plants, construction and mining sites and the maritime industry. They may perform tasks including:

- checking loads to be moved, estimating size, shape, weight and centre of gravity, and ensuring that loads do not exceed lifting capacities of cranes;
- attaching lifting devices to hoisting equipment and items to be moved, using clamps, hooks, bolts and knots;
- choosing and applying slings or other grappling devices, covering sharp corners with padding to prevent damage to slings;
signalling crane or winch operators to lift loads clear of obstructions, watching for people or objects in the path of the load;
• where the load is not visible to the crane driver, using hand signals, whistle signals or two way radios; and
• working both in and out of view of crane operators.

Another closely related occupation is that of crane chaser. Crane chasers generally perform the same duties as doggers, working in view of crane operators at all times, but this can differ from state to state. Crane chaser, under national certification standards, is now combined with the dogger classification.

Personal Requirements
• good hearing and vision
• able to judge distances
• able to work at heights

Education and Training
A dogman must hold certificates of competency from Victorian WorkCover Authority unless they are working under the direct supervision of another Certificate of Competency holder. These certificates are valid in all States and Territories. Applicants for certificates of competency must be at least 18 years of age.

To qualify for a Certificate of Competency, applicants must usually complete an assessment of competency by an accredited assessor. Certificates may also be granted to people who can show that they have equivalent qualifications, or prior learning and experience. Training for doggers is usually provided on-the-job by the employer. Contact the Victorian WorkCover Authority for information on the regulations covering this occupation.
• Dogging

Additional Information
Contacts - Licensing Section, Victorian WorkCover Authority; CFMEU.

Employment Opportunities
Opportunities for doggers depend on the state of the building and construction industry, as most employers are large construction and crane-hiring firms. Public sector (ie. Federal and State government) employment is declining as contract labour becomes more common. When the building industry is healthy, opportunities become available for doggers to advance to positions such as crane operator or rigger.

Electrical Engineer
Electrical engineers specify, design, develop and supervise the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, supply and use of electricity for business, industrial and domestic purposes. They may perform tasks including:
• planning and designing power stations and generating equipment;
• supervising construction plans and specifications and drawing up contract documents;
• using CAD (Computer Assisted Design) to assist in the design and drawing of complicated electrical systems;
• deciding on the type and arrangement of circuits, transformers, circuit-breakers, transmission lines, control equipment and other equipment;
• making or improving products such as electric motors, parts, equipment and appliances;
• writing, preparing and interpreting specifications, drawings, standards and regulations about electric power equipment and its use;
• checking completed works to make sure they meet specifications and safety standards;
• designing, testing and installing control and signalling devices for road, rail and air traffic; and
• planning and designing telecommunications equipment and networks.

Electrical engineers may specialise as electrical maintenance engineers, electrical power engineers, electrical design engineers, communications engineers or computer engineers, or they may specialise in areas such as the design and operation of power plants, electric generators, metal refining, rolling mills, motors and transformers, researching new applications of technology, or production machinery. Electrical engineers work with senior administrators, civil and mechanical engineers, computer scientists and various workers in the business, building and construction industries. They advise employers, associates or clients and consult with scientists, industrial designers and architects.

**Personal Requirements**

• able to identify, analyse and solve problems
• able to communicate well, both orally and in writing
• computing and design skills
• practicality and creativity
• able to work without supervision
• able to accept responsibility

**Related Jobs**

Civil Engineer; Electrical Engineering Associate; Electrical Engineering Technician; Electronics Engineer; Mechanical Engineer.

**Education and Training**

Entry to this occupation requires the completion of a Bachelor of Engineering. Satisfactory completion of VCE, including English Units 3 and 4, is required for entry to degree courses. Additional prerequisite studies are required. There may be provision for mature age and special entry to some courses. A range of institutions in Victoria offer courses leading to the degree of Bachelor of Engineering with a major study in electrical engineering.

• Bachelor of Engineering
• Bachelor of Engineering (Electrical and Computing)
• Bachelor of Engineering (Electrical)
• Bachelor of Engineering (Electrical and Electronic)

**Additional Information**

These degrees are recognised by the Institution of Engineers Australia for admission as a Graduate Member. Contacts - Engineers Australia; Association of Professional Engineers, Scientists and Managers of Australia.

**Employment Opportunities**

Employment opportunities exist with Federal and State government departments and authorities, radio and television stations, private manufacturing industries in fields such as material processing and manufacture and supply of electrical and power electronic equipment, consulting engineers and the building industry. Demand for electrical engineers depends on the level of activity in the economy, particularly in the manufacturing sector.
Electrical Fitter

Electrical fitters are mainly engaged in making, fitting and repairing electrical machines, instruments or appliances. They may perform tasks including:

- reading mechanical drawings, electrical wiring diagrams or specifications;
- making or altering metal parts, assembling parts and checking that they fit and are lined up properly;
- selecting and cutting wires or cables, stripping insulation from wire ends and connecting wires or cables to terminals or connectors according to wiring diagrams;
- positioning and assembling parts on-site; and
- operating and maintaining machine tools such as lathes, drilling machines, welding and heating equipment and hoists.

Electrical fitters may specialise as switchboard builders, armature winders who wind or rewind electrical motors and generators, or electrical instrument fitters who test, repair and maintain electrical measuring equipment used in industry.

Personal Requirements

- normal colour vision
- manual dexterity
- diagnostic ability
- able to colour code

Related Jobs

Electrical Engineering Associate; Electrical Engineering Technician; Electrical Linesperson; Electrical Mechanic; Electronics Engineering Technician.

Education and Training

At present, entry to this occupation is by way of an apprenticeship or contract of training. Applicants for this course must first be apprenticed to an employer. It is recommended that Year 11 be completed because of the mathematics and theory requirements of electrical studies. Adult apprenticeships are available to semi-skilled workers wishing to enter this trade. The amount of training to be completed will be determined in each case by the Office of Training and Tertiary Education. This will be based on the employee's work experience and level of training.

- Certificate I in Electrical
- Certificate III in Electrical – Electrician

Additional Information

Contacts - Air Conditioning & Mechanical Contractors Association of Victoria (AMCA); CEPU Electrical Trades Union (Victorian Branch).

Employment Opportunities

Many electrical fitters are employed in factory workshops which make or repair electrical machinery and equipment. Employment opportunities are also available in government and semi-government organisations. Completion of post-apprenticeship qualifications may enable advancement to training, supervisory or management positions. Demand for electrical fitters is largely determined by activity levels in construction, the manufacturing of electrical appliances and equipment, and also the manufacturing of electrical motors and industrial electrical equipment.

Electrical Mechanic (Electrician)

Electrical mechanics install, maintain and repair electrical wiring systems and electric heating and lighting in houses, factories, shops, substations and other premises. They may perform tasks including:

- reading wiring diagrams to plan layout of wiring systems, eg. switchboards, power outlets, lights and switches;
• installing insulated cables and connecting supplies, outlets and other fittings using hand or power tools;
• connecting ends of installed cables to circuit breakers, transformers, motors, heaters and other electrical equipment to complete circuits;
• testing circuits and appliances;
• connecting systems to power supplies; and
• installing electrical equipment such as storage heaters, water heaters, electric signs, switchboards, motors and other electrical equipment.

After satisfactorily completing an appropriate business course and/or examination, electrical mechanics may specialise as electrical contractors who order materials, organise staff to meet customer needs and carry out other tasks associated with running a business. Electrical mechanics need to work neatly as it is usually expected that wiring circuits will not be visible.

Personal Requirements
• manual dexterity
• normal colour vision
• diagnostic ability

Related Jobs
Electrical Engineer Associate; Electrical Engineering Technician; Electrical Fitter (Engineering Tradesperson – Electrical); Electronics Serviceman; Instrument Fitter (Engineering Tradesperson - Electrical).

Education and Training
At present, entry to this occupation is by way of an apprenticeship or contract of training. Although no minimum educational standard is required for entry into this apprenticeship, most people entering this trade have undertaken Year 11 or higher. Upon completion of the trade training modules of the apprenticeship course it is necessary to undertake and pass licensing examinations in order to be issued with an Electrical Mechanics Licence.
• Certificate I in Electrical
• Certificate III in Electrical – Electrician

Adult apprenticeships are also available to semi-skilled workers wishing to enter this trade. The amount of training to be completed will be determined in each case by the Office of Training and Tertiary Education. This will be based on the employee’s work experience and level of training.

Additional Information
Contact - CEPU Electrical Trades Union (Victorian Branch).

Employment Opportunities
Many electrical mechanics are contractors working for themselves, or are employed by electrical and data contractors. Large manufacturing firms also employ electrical mechanics, usually on maintenance work. Most electrical mechanics are employed in the construction, manufacturing and transport sectors. A number of electrical mechanics also work for Federal and State Government departments and government bodies. Demand for electrical mechanics is largely determined by activity levels in the building sector and the demand for electricity and transport services.

Excavator Operator
Excavator operators drive heavy excavation equipment to excavate, move and load earth, rock or rubble.

They may perform tasks including:
• operating equipment and excavating earth, rock or rubble, working from drawings and markers, or as directed by supervisors and engineers;
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• servicing equipment by cleaning, lubricating and refuelling it, adjusting brakes, belts and cables and replacing blades, bolts, cables, cutting edges, sheer pins and teeth; and
• maintaining duty of care for other users and working to occupational health and safety requirements.

Excavator operators work in conditions which can be hot, dusty, muddy or noisy but most earthmoving machinery have cabs which are soundproofed and air conditioned.

Personal Requirements
• able to follow instructions precisely
• able to work as part of a team
• physically fit

Related Jobs
Backhoe Operator; Bulldozer Operator; Grader Operator; Scraper Operator.

Education and Training
No specific educational qualifications are required for entry to this occupation. Training for excavator operators is usually provided on-the-job by the employer, where a person commences as a labourer and then moves on to gain experience in operating the equipment. About 2 years experience is needed to become competent. Accredited training is also available.

• Earthmoving

Contacts – Licensing Section, Victorian WorkCover Authority; Construction, Forestry, Mining and Energy Union (CFMEU); Civil Contractors Federation (CCF).

Employment Opportunities
Most excavator operators work for building and construction companies or for excavating and land development firms. They are also employed by Federal and State Government departments. Opportunities vary according to the degree of activity in the building industry and earthmoving projects such as dam and road building.

Fibrous Plasterer
Fibrous plasterers make, apply and fix the internal linings of commercial and domestic buildings. They may perform tasks including:
• measuring room walls, working out plasterboard layout, and installing insulation and moisture barriers;
• cutting plasterboard, lifting and positioning panels and nailing, screwing or securing them with glue to walls and ceilings, or to wooden strips called battens;
• preparing corner beading panel mouldings, ceiling centres and other plaster fittings;
• spraying fibrous materials over surfaces to be covered; and
• making fibrous plaster sheets and moulds in factories.

Fibrous plasterers may specialise as fixers, installing fibrous plaster sheets and cornices in buildings; sheet hands, making fibrous plaster sheets; or mould hands, making plaster moulds. Fibrous plasterers work in dusty conditions. They may have contact with the public.

Personal Requirements
• able to work with your hands
• able to work at heights
• able to do neat, accurate work

Related Jobs
Painter and Decorator; Plasterer – Solid; Tiler – Wall and Floor.
Education and Training
Entry to this occupation is by way of an apprenticeship. There are pre-apprenticeship courses available. There are no formal education requirements to gain entry into these courses, though preference is given to applicants sponsored by employers. These courses may be used to gain credit for apprenticeship courses. Although no minimum educational standard is required for entry into trade training, most applicants have completed Year 11.
- Pre-Apprenticeship in Fibrous Plastering
- Certificate II in Building and Construction – Fitout and Finish (Fibrous Plastering)
- Apprenticeship in Fibrous Plastering

Additional Information
Contacts – HIA; CFMEU (Plaster Industry Workers Division).

Employment Opportunities
Fibrous plasterers are employed by plastering subcontracting firms and in companies which manufacture plaster products. The demand for fibrous plasterers depends mainly on activity in the building industry, particularly the housing sector. Factors which affect the building industry and new housing projects, such as government policy on interest rates, affect the demand for fibrous plasterers.

Forklift Operator
Forklift operators operate forklifts to shift and stack bales, cartons, containers, crates, and pallets of goods, in areas such as warehouses and timber yards. They may perform tasks including:
- lifting, stacking and unstacking articles and materials using trucks equipped with fork attachments which are operated hydraulically;
- moving raw materials and finished goods to processing or dispatch areas of factories;
- loading transport vehicles, ensuring loads are evenly and securely placed;
- servicing and making minor adjustments to the forklift; and
- keeping a record of daily operations.

Forklift operators usually work indoors but occasionally they are required to work outside. They may be required to work shifts. Forklift operators may have some contact with the public.

Personal Requirements
- coordinated and able to judge distances
- safety conscious
- you may need to undergo a medical examination, eyesight and hearing tests in some cases

Related Jobs
Crane Operator; Storeperson; Truck Driver.

Education and Training
Forklift operators must hold a Certificate of Competency from the Victorian WorkCover Authority. Training for forklift operators can be carried out both on- or off-the-job. In Victoria there are a number of registered forklift training providers. Costs, duration, entry requirements and training locations vary. Applicants for Certificates of Competency must be at least 18 years of age and able to provide a Notice of Satisfactory Assessment issued by an authorised certificate assessor.
- Forklift Operating

Additional Information
Contacts - Licensing Section, Victorian WorkCover Authority; Transport Training Victoria; National Union of Workers.
Employment Opportunities
Forklift operators work in many types of manufacturing industries, transport and distribution companies, warehouses, and rail, dock and transport terminals. Federal and State Government departments also employ forklift drivers. Promotion to positions such as supervisor may be available in larger firms.

Glass and Glazing Tradesperson
Glass and glazing workers cut, shape and install the glass used in windows (including shopfronts), doors, walls, mirrors, display cabinets and furniture. They can also do decorative work such as stained glass and feature mirrors. They may perform tasks including:

• interpreting drawings and plans or measuring the space to work out how much glass is needed;
• cutting, drilling and notching holes in glass with diamond-tipped cutters and drills;
• removing broken glass and mirrors and preparing surfaces for reglazing;
• smoothing and polishing edges on a grinding or bevelling wheel;
• fitting glass;
• assembling and securing parts of pre-made glass units such as shop fittings, display cases and shower enclosures;
• installing metal window and door frames into which glass panels are fitted, eg. shower screens and sliding doors; and
• making decorative edges on glass and mirrors.

Glass and glazing tradespeople travel to building sites and homes in the course of their work. Those who work in the emergency glass repair field are required to work irregular hours and at weekends. They have a high level of contact with the public, builders and other tradespeople. The work falls into three areas: cutting the glass, bevelling or smoothing edges, and fitting or glazing it into the prepared openings. Most glass and glazing tradespeople tend to specialise in one of these areas.

Flat glass tradespeople measure, cut, fit, finish and install glass in windows, doors, walls, mirrors, display cabinets and other furniture. Glaziers/structural glass tradespeople cut, fit and install glass in windows, skylights and display units or fit to prepared surfaces such as interior walls. This can be done in a factory if fitting glass into prefabricated products, or on-site in the case of new construction or repair. Furniture/millworking tradespeople install glass during assembly of prefabricated wood or metal products such as doors, window sashes, partitions and cabinets.

Glass bevellers apply decorative or protective edge treatment to glass, or bevel or smooth edges of mirrors or other flat glass items, using grinding wheels or abrasive belts. Other treatment may include drilling holes, end notching, cut outs and finger slots.

Glass cutters cut glass sheets by hand or machine to obtain sections of prescribed dimensions or shape, or to remove blemishes. Glass embossers engrave designs into glass by using acid, by grinding or by sandblasting. After the design has been made, the operator removes residues, protective tapes and coatings and cleans the glass.

Glass silverers select, polish and scrub glass for mirror making. This includes the silvering process, plus cleaning and protecting from moisture.

Leadlighters design, construct and install leadlights.

Personal Requirements
• steady hands necessary for precise work
• able to work at heights
• able to calculate and measure accurately
• good hearing for glazing work.

Related Jobs
Cabinetmaker; Carpenter/Joiner.

Education and Training
Entry to this occupation is usually through a contract of training or by completion of relevant studies. Trainees must be employed before enrolling in TAFE trade courses. Most people entering a contract of training have undertaken Year 11 or higher or have completed a pre-training course. Adult trainees must be employed in the area already and be over 21 years of age. Entry to the course requires you to have good literacy and numeracy skills.
• Certificate III in Furnishing – Glass and Glazing

Additional Information
Contacts - Victorian Glass Merchants Association; CFMEU (Federated Furnishing Trade Society of Australasia); Australian Glass Workers Union (Victorian Branch).

Employment opportunities
Glass and glazing workers are employed by glass merchants, glaziers, building firms and glass manufacturing companies. Some are also self-employed. There are opportunities for advancement from the position of tradesperson to leading hand, supervisor, estimator, salesperson and management.

Grader Operator
Grader operators drive graders to spread and level materials on construction projects. They may perform tasks including:
• levelling surface soil, gravel, stone or other material by making repeated passes over working areas and observing surveyors’ pegs or hand signals from other workers;
• digging out ditches by tipping blades on angles and driving graders parallel to ditches;
• breaking up old paving or road beds with attachments such as scarifiers; and
• servicing equipment by cleaning, lubricating and adjusting and repairing as necessary.

Grader operators work in conditions which can be dusty and noisy, however, most earth moving machines have cabs which are soundproofed and air conditioned.

Personal Requirements
• able to follow instructions precisely
• able to work as part of a team
• physically fit

Related Jobs
Backhoe Operator; Bulldozer Operator; Excavator Operator; Scraper Operator.

Education and Training
No specific educational qualifications are required for entry to this occupation. Training for grader operators is usually provided on-the-job by the employer, where a person commences as a labourer with a construction company and then moves on to gain experience in operating the equipment. About two years experience is needed to become competent. Accredited training is also available.
• Earthmoving

Additional Information
Contacts – Licensing Section, Victorian Workcover Authority; Construction, Forestry, Mining, Energy Union (CFMEU); Civil Contractors Federation (CCF).
Employment Opportunities
Most grader operators work for building and construction companies or for excavating and land development firms. They are also employed by Federal and State Government departments and local government. Opportunities vary according to the degree of activity in the building industry and earthmoving projects such as dam and road building.

Landscape Architect
Landscape architects plan and design land areas for projects such as parks, schools, hospitals, roads, malls, plazas, sports complexes, holiday resorts, hotel complexes, shopping centres, airports, housing subdivisions, national parks, playgrounds and commercial, industrial and residential sites. Landscape architecture combines creative design with a knowledge of materials and techniques used in landscape construction and engineering and an understanding of natural and social systems. Landscape architects may perform tasks including:
- studying and discussing designs, costs and construction of projects with clients;
- consulting architects, engineers and other professionals and gathering information on factors such as historical and natural conservation requirements, soil structure, drainage, existing and proposed buildings and sun and shade movements;
- drawing up site plans outlining the development of the site, discussing with clients and seeking approval;
- preparing specifications, arranging cost estimates, listing building materials required and detailing working drawings of the site, showing features such as location of buildings, roads and walkways, land contours and drainage systems, soil conservation measures and the vegetation to be planted or retained;
- supervising site work; and
- advising on landscape problems concerned with environmental planning.

Landscape architects may specialise in particular projects such as parks, playgrounds, roads or public housing. They may also specialise in particular types of services such as regional planning and resource management, site selection, cost studies or site construction. Landscape architects may work independently or with other professionals such as architects, engineers and town planners.

Personal requirements
- analytical and planning ability
- interest in and talent for design
- creative flair
- good communication skills
- an interest in the natural environment

Related Jobs
Architect; Quantity Surveyor/Construction Economist; Town Planner.

Education and Training
The minimum requirement for professional entry to this occupation is the completion of an accredited degree course in landscape architecture. Successful completion of the VCE, including English Units 3 and 4 with a grade average of at least D, is required for entry to the degree course. Alternative entry may be available. Contact the institutions for details.

Applicants to the Bachelor of Landscape Architecture are required to sit a selection test and attend a selection interview. Students are also required to complete 9 months of practical experience before graduating. This degree is accredited by the Australian Institute of Landscape Architects (AILA).
- Bachelor of Landscape Architecture
Additional Information
To work as a landscape architect it is necessary that a person becomes an Associate member of the AILA. Associate membership of the AILA is available to graduates of the Bachelor of Landscape Architecture at RMIT University and the master of Landscape Architecture by coursework at the University of Melbourne. Graduates are also required to pass additional professional practice examinations conducted by the AILA, and have some appropriate work experience. Contact – The Australian Institute of Landscape Architects.

Employment opportunities
Landscape architects work in landscape architects’, architects’, civil engineering and town planning offices, major building development companies, with government and semi-government instrumentalities and on the staff of tertiary institutions. They may work in a wide range of roles including planning, policy-making, detailed design, contract management and landscape management.

Locksmith
Locksmiths evaluate security requirements and install and maintain locks and related security equipment. Locksmiths may perform tasks including:

- determining security requirements through on-site inspection and risk assessment by customer consultation;
- designing or recommending appropriate systems such as safes, strongrooms, master key systems, alarms or door and window locks;
- installing, replacing and maintaining locking systems, alarms and access control systems;
- cutting new or duplicate keys using keycutting machines or by hand;
- opening locked safes, doors or padlocks by manipulation when keys have been mislaid;
- repairing, servicing, recoding and fitting keys to automotive locks;
- selling locks, safes and associated hardware;
- designing and constructing master key systems manually or by computer; and
- designing and installing electronic alarm systems.

Locksmiths may specialise in lock manipulation, security alarm systems, safe work, key manufacture and identification, door closer work and master key systems. Locksmiths work with minimal supervision and may spend some time travelling from job to job. They may work irregular hours.

Personal requirements
- honest and trustworthy
- manual dexterity
- good hand-eye coordination
- good oral and written communication skills
- safety conscious
- good personal presentation

Education and training
Entry to this occupation is generally by completion of an apprenticeship. Although no minimum educational standard is required for entry into apprenticeships, most employers prefer the successful completion of Year 12. Pre-apprenticeship courses are also available.
- Locksmithing Apprenticeship

Additional Information
Contacts – The Australian Industry Group Training Centre; Master Locksmiths Association of Australasia.
Employment opportunities
Most locksmiths either work in locksmithing businesses or are self-employed. Demand for locksmiths is partly related to the levels of activity in the building, construction and renovation sectors. Demand could also be affected by the level of security awareness in the community.

Mechanical Engineer
Mechanical engineers oversee all aspects of the design, development, installation, operation and maintenance of machinery. They conduct research to solve practical engineering problems and improve efficiency. Mechanical engineers are involved in a wide range of industries including aviation, power generation, manufacturing, refrigeration and air conditioning, transportation and mechanical handling. They may perform tasks including:
- designing new machines, equipment or systems;
- researching areas such as the use and application of different types of fuel and energy, materials handling, heating and cooling processes and environmental controls;
- undertaking the design and construction of resource development projects;
- supervising and managing the working of manufacturing process plants such as vehicles and electrical appliances, coal handling installations, power stations and sewerage and water supply pumping stations;
- specifying, selecting, installing and managing the maintenance of factory production and machinery;
- setting up work control systems such as the testing of equipment to ensure that standards of performance, quality, cost and safety are met; and
- acting as consultants, studying possible changes or improvements and estimating costs of products for clients.

Mechanical engineers may specialise in areas such as research and development, engineering design, production, and plant and maintenance. They frequently work closely with other professionals, at times pooling expertise on particular projects (e.g., with architects in designing air conditioning plants). Mechanical engineers work mainly in power, manufacturing and processing industries. They may work in production plants, in offices and outdoors when involved in construction projects.

Personal Requirements
- able to identify, analyse and solve problems
- good written and oral communication skills
- computing and design skills
- practicality and creativity
- able to work without supervision
- able to accept responsibility

Related Jobs
Aerospace Engineer; Chemical Engineer; Civil Engineer; Electrical Engineer; Industrial Engineer; Mechanical Engineering Associate.

Education and Training
A Bachelor of Engineering is required to enter this career. After completing a Bachelor of Engineering you may be able to gain admission as a Graduate Member of Engineers Australia. Entry requirements for a Bachelor of Engineering are satisfactory completion of Year 12/VCE with a grade average of C in English and Specialist Maths and either Chemistry or Physics. Contact relevant institutions for more details.
- Bachelor of Engineering (Mechanical)
Additional Information
Contact – Engineers Australia.

Employment Opportunities
Mechanical engineers are employed in a wide range of industries and government bodies as design engineers, as well as in production, manufacture and maintenance engineering. Demand for mechanical engineers is largely determined by activity in the manufacturing sector.

Metal Trades Assistant
Metal trades assistants assist metal tradespeople (or engineering tradespeople) by performing routine tasks. They may perform tasks including:

- assisting tradespeople by positioning and holding metal stock or products to enable work to be carried out;
- handing tools to tradespeople, and holding tools not immediately required;
- performing assembly and dismantling operations, such as screwing or bolting;
- transporting tools, materials and workpieces to and from sites or workbenches;
- operating power hammers, presses or other cutting and shaping tools and machines; and
- cleaning and preparing working surfaces.

Metal trades assistants may specialise as assistants to boilermakers, fitters, metal forgers, or metal moulders. The work involves standing and lifting.

Personal requirements
- manual dexterity
- an interest in working with metal
- able to work in a team
- physically fit

Related Jobs
Boilermaker (Engineering Tradesperson – Fabrication); Fitter (Engineering Tradesperson – Mechanical); Heat Treater; Metal Machinist (Engineering Tradesperson Mechanical); Metal Press Operator; Tool and Die Setter.

Education and training
There are no minimum educational requirements; however, most employers require the completion of Year 10. Courses are available to school leavers preferably with Year 10 to Year 12. Applicants for courses must be over 15 years of age. Alternative entry may be available.

Additional Information
Contacts – AMWU; Engineering Skills Training Board.

Employment Opportunities
Metal trades assistants are employed in the manufacturing and construction industries. The introduction of new technology in the manufacturing sector has resulted in fewer employment opportunities for trades assistants. Where opportunities arise, employees will be able to progress to their desired classification level by completing the necessary on- and off-the-job training requirements to the prescribed skill level and competency standard. Demand for metal trades assistants depends on activity levels in the manufacturing and construction sectors.

Occupational Health and Safety Officer
Occupational Health and Safety (OH&S) officers coordinate an organisation’s health and safety programs and provide advice on accident prevention and occupational health to all levels of management and employees. OH&S officers have a key role in implementing processes in the workplace to identify hazards, assess risks to health and safety from these
hazards, and have appropriate safety controls put in place. OH&S officers may perform tasks including:

- promoting occupational health and safety within the organisation and developing safer and healthier ways of working;
- inspecting and testing machinery and equipment to ensure it meets appropriate safety regulations;
- checking workplaces to ensure that protective clothing is being used according to regulations and that dangerous materials are correctly stored;
- ensuring that the organisation is aware of and complies with all relevant legislation in relation to the use of its plant equipment and substances as well as in all workplace activities;
- supervising the investigation of accidents and unsafe working conditions;
- conducting training sessions on health and safety practices and legislation;
- identifying potential accident and health hazards and implementing appropriate corrective measures;
- coordinating emergency procedures, mine rescues, fire fighting and first aid crew; and
- developing occupational health and safety policies, procedures, manuals, etc.

OH&S officers may specialise as ergonomists or occupational/industrial hygienists. Ergonomists investigate the design and use of equipment and systems and examine their suitability for human operators. They may also advise on psychological factors affecting work performance.

Occupational/industrial hygienists identify and investigate problems of occupational/industrial hygiene (chemical and biological) hazards in the workplace. They use scientific equipment to measure and control hazardous substances.

**Personal Requirements**

- a mature approach when dealing with people
- able to work individually or as part of a team
- good communication and interpersonal skills
- integrity and honesty

**Related Jobs**

Human Resources Officer/Personnel Officer; Industrial Relations Officer; Training Officer.

**Education and Training**

Successful completion of a certificate, diploma or degree with a major study in Occupational Health and Safety is the minimum requirement for entry to this job. The more senior technical positions such as safety engineers, safety managers and chief safety officers usually require a tertiary qualification as a minimum, such as a degree in mechanical or electrical engineering, and may, in some instances, require postgraduate training. The normal requirement for entry to TAFE certificate courses is Year 11. Satisfactory completion of the VCE, including English Units 3 and 4, or a trade background and relevant industrial experience, is required for entry to university degree courses.

- Certificate III in Health (Occupational Health and Safety)
- Diploma of Health
- Bachelor of Occupational Health and Safety

**Additional Information**

Contacts - Human Factors and Ergonomics Society of Australia; Victorian WorkCover Authority; trade unions and employer associations.
Employment Opportunities

OH&S officers may work in factories, industrial plants, construction sites or mines. They are employed in both the public and private sectors at the technical level. In large workplaces personnel departments may employ a number of OH&S officers, while in small organisations the personnel officer often combines the duties of occupational health and safety officer with other duties. Ergonomists may be employed by large organisations but can also work in research or as private consultants, usually in the human resource area. Demand is influenced by the general level of economic activity, government funding, occupational health and safety trends and union pressure.

Painter and Decorator

Painters and decorators apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate interior and exterior surfaces of domestic, commercial and industrial buildings and other structures. There are several categories of painting, including architectural painting, which involves the internal or external painting of domestic homes, and commercial and industrial painting, which is the painting and preservation of industrial structures and equipment. Painters and decorators may perform tasks including:

- working out the quantity of materials needed for a job by taking surface measurements or by looking at job specifications or drawings;
- erecting scaffolding, cradles and ladders, and placing dropsheds to protect areas from paint spattering;
- removing old paint or paper by sanding, scraping etc and using steam strippers to remove wallpaper;
- preparing surfaces by fixing woodwork, filling and sealing holes, cracks and joins;
- selecting or preparing paints to match colours by the addition of tinters;
- brushing, rolling or spraying the paints, stains, varnishes and other finishes;
- spraying paint surfaces using a spray gun or a range of specialised equipment; and
- applying decorative paint finishes such as stencils, colour glaze, graining, marbling and lettering.

Painters and decorators may work alone or as members of a team. They often work from ladders and scaffolding and do a lot of bending and stretching.

Personal Requirements

- reasonable level of physical fitness
- a good head for heights
- normal colour vision

Related Jobs
Plasterer – Fibrous; Screen Printer; Signwriter; Visual Merchandiser.

Education and Training
Entry to this occupation is by completion of a pre-apprenticeship course to gain a Certificate II in Building and Construction (Painting and Decorating), or a contract of training involving completion of a traditional apprenticeship.

- Certificate II in Building and Construction – Fitout and Finish (Painting and Decorating)
- Certificate III in Building and Construction – Fitout and Finish (Painting and Decorating)
- Apprenticeship in Painting and Decorating

Additional Information
Contacts - CFMEU (Construction Division); Master Painters Association of Victoria (MPAV).

Employment Opportunities
Painters and decorators work for painting and decorating firms and some Federal and State Government departments and instrumentalities.
concerned with public works, housing and railways. Some painters and decorators are self-employed. Advancement to supervisory positions is also possible.

**Plumber**

Plumbers lay out, test and maintain pipes, fixtures, metal roofing, fittings, gas meters and regulators. They install equipment such as boilers, pumps, heating and cooling systems, natural gas appliances, water tanks and solar water heating systems. Plumbers may perform tasks including:

- preparing and/or studying drawings and specifications;
- finding and marking position for connections, then cutting holes through walls and floors to accommodate pipes, measuring pipes and marking cutting or bending lines;
- cutting, threading and bending pipes, assembling and installing piping, valves and fittings, joining pipe sections and securing pipes;
- installing plumbing fixtures; and
- maintaining and repairing plumbing systems.

The term “plumber” is often used in a general sense to cover a wide range of work including water supply and sanitary systems, drainage, gasfitting, LP gas, roof plumbing, sprinkler systems, irrigation systems and associated work in heating and ventilation systems. Some categories of work such as gasfitting and LP gas are specialist areas and a plumber must be specifically licensed to operate in these fields. In other cases a plumber may be licensed to perform a limited range of services.

Mechanical Services contractors are large employers of plumbers, employing approximately three times as many plumbing employees on commercial sites as general plumbing contractors. Plumbers working in the Mechanical Services sector are involved in the installation and environmental management of air conditioning units/technology and can progress to design, site supervision and project management roles. Subject to licensing restrictions, plumbers may perform all of these tasks or specialise in one area.

Drainers install, maintain and repair pipes in storm water or sanitation systems and drains, and install septic tanks, holding wells, sullage pits and absorption tracks.

Gasfitters install, maintain, test and repair gas lines, meters, regulators, units and appliances. Heating and ventilation plumbers install and service heating and cooling systems. Roofing plumbers install and fix roofs, flashings, gutters and downpipes. Sprinkler fitters install and maintain fire protection systems.

Irrigation installers plan, design and install large watering systems for projects such as golf courses and parks.

**Personal Requirements**

- able to work with hands
- able to work at heights and in various weather conditions
- physically fit

**Related Jobs**

Carpenter/Joiner; Concrete Worker; Refrigeration and Air Conditioning Associate.

**Education and Training**

At present, entry to this occupation is via an apprenticeship or contract of training. Although no minimum educational standard is required for entry into apprenticeships, most people entering this trade have completed Year 11 or higher.

- Certificate II In Building and Construction – Fitout and Finish (Plumbing)
• Apprenticeship in Plumbing and Gasfitting
• Plumbing, Gasfitting and Draining Registration and Licence Course
• Certificate IV in Plumbing – Services Design
• Certificate IV in Plumbing – Services Supervision

Additional Information
Apprentices may be contracted to a single company, or they may be contracted through the group apprenticeship scheme conducted by the Master Plumbers’ and Mechanical Services Association of Australia (MPMSAA), or the Air Conditioning and Mechanical Contractors Association (AMCA). Apprentices contracted to the group scheme are released to employers for a period of 1 week to 12 months depending upon the employer’s need. The scheme is designed to enable apprentices to gain practical experience with a number of plumbing firms.

Plumbers must be registered with the Plumbing Commission. Registration is provided in seven separate areas of plumbing: duct fixing; gasfitting; mechanical services; roofing; sanitary plumbing; water supply; and drainage. To qualify for registration in any class of plumbing an applicant would normally have completed the prescribed on- and off-the-job training requirements of the four year apprenticeship in plumbing and gasfitting. Registered plumbers who do not hold endorsements must work under the supervision of a plumber, licensed (endorsed) in the classes of plumbing being performed. Postgraduate courses are available that allow plumbers to specialise in certain areas. Check with relevant institutions for details.

Contacts - Air Conditioning and Mechanical Contractors Association (AMCA); Master Plumbers & Mechanical Services Association of Australia (MPMSAA); CEPU Plumbing Division.

Employment Opportunities
Most plumbers are employed by plumbing firms that do small domestic plumbing and repair work. Many are employed by large plumbing firms, and some work directly for the building industry on new constructions. Many plumbers are self-employed. Plumbers may also work for State Government departments concerned with public works. The demand for plumbers depends on the level of activity in the building industry.

Quantity Surveyor
see Construction Economist

Refrigeration and Air Conditioning Mechanic
Refrigeration and air conditioning mechanics may assemble, install, service and repair industrial, commercial and domestic refrigeration and air conditioning systems in homes, shops, factories, office buildings and hospitals.

When carrying out installation work, refrigeration and air conditioning mechanics work mainly on large commercial and industrial units that have to be put together and installed part by part. Domestic units come already assembled and usually do not require the tradespeople’s services for installation. Refrigeration and air conditioning mechanics may need to be skilled in pipefitting, welding and electrical wiring. They may perform tasks including:

• following blueprints and specifications to install units part by part and bolt them down;
• subject to licensing requirements, installing parts such as compressors, motors, condensers, evaporators, switches and gauges and copper lines for steam, gas, refrigerant, compressed air, fuel, oil and chilled water;
• attaching piping to refrigeration systems to form a complete system;
• working with electricians, pipe fitters and carpenters, installing ducting for air conditioning;
• removing test gas or fluid using vacuum pumps and filling with refrigerant; and
• servicing and repairing faulty industrial and household refrigerators and air conditioning units.

Refrigeration and air conditioning mechanics may have to work extended hours to fix breakdowns and carry out emergency repairs.

**Personal requirements**
- able to work with hand and power tools
- interest in learning to read technical drawings such as circuit diagrams
- able to work patiently, systematically and thoroughly
- normal colour vision
- able to work as part of a team
- good communication skills

**Related Jobs**
Electrical Mechanic; Mechanical Engineering Technician; Motor Mechanic.

**Education and Training**
Entry to this job is by way of an apprenticeship or contract of training. Although no minimum educational standard is required for entry to apprenticeships most people have undertaken Year 10 or higher.

- Certificate I in Electrical – Pre-Apprenticeship

**Additional Information**
Adult apprenticeships are available to semi-skilled workers wishing to enter this trade. The amount of training to be completed is determined in each case by the Office of Training and Tertiary Education. This is based on the employee’s work experience and level of training.

**Contacts - Air Conditioning and Mechanical Contractors Association of Victoria (AMCA); Australian Institute of Refrigeration, Air Conditioning Heating Incorporated; Australian Manufacturing Workers Union (AMWU); Engineering Skills Training Board.**

**Employment opportunities**
Most refrigeration and air conditioning mechanics work for private companies that install and maintain refrigeration and air conditioning in hotels, shops, factories, office buildings and so on. There are also some opportunities with government agencies. Demand depends on general economic conditions, particularly in the building industry. Opportunities are available for advancement to positions such as supervision, service manager and technical sales. The workforce is distributed throughout the state, in major population centres, and there are opportunities for self-employment. With experience and further study, competent tradespeople may upgrade their qualifications to the technician, associate, technologist or engineer level.

**Rigger**
Riggers assemble and install rigging gear such as cables, ropes, pulleys and winches to lift, lower, move or position machinery, structural steel or other heavy objects. Riggers may perform tasks including:

- examining objects to be moved, estimating their size, shape and weight and deciding on the type of equipment necessary;
- erecting cranes and mobile crane booms, and increasing the height of tower cranes by bolting component parts in place and rigging cables;
- splicing ropes and cables to make slings and tackle;
- erecting structural steel for buildings or plants under construction;
• erecting precast concrete panels used on the facade of buildings, etc; and
• ensuring that safety requirements are met at all times.

Riggers mainly work outdoors on construction sites but can also work on ships, in factories, in mines and in setting up stages in the entertainment industry.

Personal Requirements
• physically fit, alert and agile
• able to work at heights
• able to use hand tools
• able to work as part of a team

Related Jobs
Builder's Labourer; Dogger; Scaffolder.

Education and Training
Training for a rigger is covered under national competency standards set by WorkSafe Australia. People seeking to obtain the Certificate of Competency in Rigging must undertake supervised, accredited training and then apply to a registered assessor who is authorised under the WorkSafe Australia regulations to conduct competency assessments.

All applicants for the Certificate of Competency in Rigging must be at least 18 years of age, pass a medical examination and hold a Certificate of Competency in Dogging. Individuals with prior learning and experience or equivalent qualifications can also apply for certification. Training for riggers is usually provided on-the-job by employers. Entry to the following courses require applicants to be 18 years of age, to have completed a Dogger or Crane Chaser course and to be employed in an industry associated with rigging.
• Rigging – Basic
• Rigging – Intermediate
• Rigging – Advanced

Additional Information
Contacts - Licensing Section, Victorian WorkCover Authority; CFMEU.

Employment Opportunities
Riggers work on construction sites and are employed directly by a building and construction company or by a subcontractor. Public sector (ie. Federal and State government) employment is declining as contract labour becomes more common. Mobility between associated occupations such as crane operator and scaffold is possible, provided the relevant certificate of competency is obtained. Since most riggers work on large construction sites, the demand for them is closely tied to the general state of the building industry.

Roof Tiler
Roof tilers cover structures with roof tiles, slates or shingles to form waterproof surfaces and may perform tasks including:
• carrying out risk assessment;
• erecting ladders and tile elevators;
• attaching battens across the roof rafters on which the tiles will be placed;
• overlapping successive layers of tiles, sizing and cutting roofing material to fit around vents, chimney edges, hips and valleys;
• fixing ridge caps and gable ends with cement; and
• laying aluminium or steel tiles, stone slates, or wooden shingles.

Tilers may specialise in tiling new roofs, repairing existing roofs or removing old roofs and replacing them. Roof tilers’ work involves a lot of bending, climbing and lifting. They work outdoors in all weather conditions.
Personal Requirements

• a good sense of balance and coordination
• able to work with hands
• able to work at heights

Related Jobs
Tiler – Wall and Floor.

Education and Training
Entry to this occupation is by way of an apprenticeship or contract of training. Although no minimum educational standard is required for entry to apprenticeships, most people entering this occupation have undertaken Year 10 or higher. Apprentices must be employed before enrolling for trade classes and they must be at least 15 years of age.

• Apprenticeship in Roof Slating and Tiling

Additional Information
Contact - CFMEU (Construction Division).

Employment Opportunities
Many roof tilers are self-employed or work for small companies which supply and fix roofs. They are subcontracted to roofing manufacturers. Many tilers and most slaters are directly employed by manufacturing companies. Tilers are also employed by local government bodies or by State Government departments concerned with public works. The demand for roof slaters and tilers depends on the level of activity in the building industry, which is affected by such factors as government policy on interest rates, spending on major projects and the availability of finance to home buyers.

Scaffolder
Scaffolders erect and dismantle scaffolding to provide work platforms on building or industrial sites, or for temporary structures such as stages, seating and catwalks. They may perform tasks including:

• fitting together steel pipes, support braces and clamps to form bases for scaffolds;
• lifting and positioning sections of scaffolding and bolt pipes and tubes together to build up scaffolding;
• placing planks over horizontal bars to create platforms;
• checking levels in scaffolding structures; and
• dismantling scaffolding at the completion of a job.

Scaffolders mostly work outdoors at a variety of locations and in all weather conditions.

Personal Requirements

• must be at least 18 years of age
• physically fit, alert and agile
• able to work at heights
• a sense of balance
• able to use hand tools
• able to work in a team

Related Jobs
Builder’s Labourer; Dogger; Rigger.

Education and Training
There are no specific educational requirements for employment in this field. However, to get a scaffolding licence, which is recognised nationally and allows you to work unsupervised, you will need to be employed in the industry and complete the following training courses. There are no minimum education requirements for entry into the Basic Scaffolding Certificate course, however, you must successfully complete each level before moving on to the next stage.

• Scaffolding – Basic
• Scaffolding – Intermediate
• Scaffolding – Advanced
Additional Information
Contacts - Licensing Section, Victorian WorkCover Authority; CFMEU.

Employment Opportunities
Scaffolders may be employed directly by building and construction companies or by sub-contractors. With sufficient industry experience, and the appropriate certificate of competency, scaffolders may become riggers. The demand for scaffolders is dependent on the level of activity in the building industry. Work is also generated from other areas requiring scaffold erection such as entertainment, some types of building maintenance and cleaning work.

Scraper Operator
Scraper operators drive scrapers to pick up, haul, deposit and level earth on construction sites such as airport runways, landscaping and bulk earthworks projects. They may perform tasks including:
- driving machines to scrape surfaces to a given depth and collecting earth, controlling the depth of scraper blades and raising and closing buckets;
- dumping and spreading earth following the guidance of surveyors’ pegs; and
- servicing and making minor repairs to equipment.

Scraper operators work outside in all weather conditions and often in isolated locations. Work conditions may be dusty and noisy, however, most earthmoving machines have soundproofed and air conditioned cabs.

Personal Requirements
- able to follow instructions precisely
- able to work as part of a team
- physically fit

Related Jobs
Backhoe Operator, Bulldozer Operator, Excavator Operator, Grader Operator.

Education and Training
No specific educational qualifications are required for entry to this occupation. Training for scraper operators is usually provided on the job by the employer, where a person commences as a labourer with a construction company and then moves on to gain experience in operating the equipment. About 2 years experience is needed to become competent. Training is also available.
- Earthmoving

Additional Information
Contacts - Licensing Section, Victorian WorkCover Authority; Construction, Forestry, Mining and Energy Union (CFMEU); Civil Contractors Federation (CCF).

Employment Opportunities
Most scraper operators work for building and construction companies or for excavating and land development firms. They are also employed by Federal and State Government departments to work on construction sites. Opportunities vary according to the degree of activity in the building industry and earthmoving projects such as dams and road building.

Sheetmetal Worker (Engineering Tradesperson – Fabrication)
Sheetmetal workers mark out, cut, shape and join sheetmetal using hand and power tools, or assemble and install sheetmetal products. Sheetmetal workers (first class) are qualified tradespeople, while sheetmetal workers (second class) usually train on the job. They may perform tasks including:
- selecting metal stock and checking sizes, gauges and other dimensions of material;
• shaping and forming cut material into products by operating sheetmetal shaping, forming, cutting and joining machines such as brake presses, folding, bending and riveting machines, guillotines, drills or spot-welders;
• joining parts by riveting, bolting, welding, brazing or soldering and drill mounting holes in products and in surfaces on which items are to be mounted;
• checking products or parts against specifications using templates and measuring instruments, and repairing those that are faulty or damaged;
• specialising in the manufacture or assembly and installation of heating ducts, ventilation shafts, air conditioning, furnace designs and metal partitions;
• repairing worn or damaged copper articles; and
• setting up and programming Computer Numerically Controlled (CNC) machines.

Sheetmetal workers work in workshops or factories and often need to bend, crouch or climb. There is some outdoor work at on-site installations, and sometimes they work at heights.

Duct workers and guillotine operators are specialisations of second class sheetmetal workers, as are metal bending machine operators/sheetmetal rolling machine operators.

Personal requirements
• physically fit with a high degree of manual dexterity
• able to read technical drawings and visualise the shape of an article
• strength to handle materials, tools and machines

Related Jobs
Aircraft Maintenance Engineer; Boilermaker (Engineering Tradesperson – Fabrication); Metal Machinist (Engineering Tradesperson – Mechanical); Metal Trades Assistant; Shipwright; Vehicle Body Maker.

Education and Training
To become a first class sheetmetal worker requires the completion of an apprenticeship or contract of training. This includes on- and off-the-job training. No minimum educational standard is required for entry into this apprenticeship. Special and mature age entry may be possible. To become a second or third class sheetmetal worker requires no minimum educational requirements. Formal training leads to a nationally-recognised qualification known as the Engineering Production Certificate. Course content and duration vary according to the individual requirements of the workplace. Accredited in 3 levels, the Engineering Production Certificate provides credit transfer into trade and technician level training.

Additional Information
Contact – AMWU

Employment Opportunities
Most sheetmetal workers are employed in private firms making metal products such as ducts for air conditioning. A smaller number work in aircraft workshops making and repairing aircraft frames and other aircraft parts. Some are employed by Federal and State government authorities concerned with transport and electricity. Demand for sheetmetal workers depends on the level of activity in the construction and manufacturing sectors.
Signwriter

Also known as sign industry workers, signwriters design, manufacture and paint signs for displays, buildings, boats and other structures.

Sign manufacture consists of the design, manufacture and installation of all facets of internal and external advertising. Signwriters may perform tasks including:

- selecting suitable materials for signs such as timber, plastic, metal or glass;
- preparing surfaces by filling holes, sanding and cleaning, and then mixing the paint, poster colour or varnish;
- sketching letters or drawing with a template (pattern), painting the background if required and then the sign; and
- designing and creating murals, screen prints, gold leaf work and custom vehicle art.

Signwriters work both indoors and outdoors and spend some time on ladders or scaffolding. They may be required to work in confined spaces and in uncomfortable positions, and they may need to use toxic substances. With the increasing use of computerised manufacture of signs, computing skills are becoming more important.

Personal Requirements

- interest and ability in drawing and design
- able to work at heights
- good eyesight with normal colour vision

Related jobs

Graphic Designer; Painter and Decorator; Screen Printer.

Education and Training

Entry to this occupation may be by way of an apprenticeship. Although no minimum educational standard is required for entry into apprenticeships, most people entering this trade have undertaken Year 11 or higher. Apprentices must be employed before enrolling at a TAFE college for trade classes. Pre-apprenticeship courses are also available. Entry into these courses has no specific educational requirements, but you will need to possess an artistic ability, and may be required to sit an aptitude test and/or attend an interview.

- Pre-Apprenticeship in Sign Industry
- Apprenticeship in Sign Industry

Employment Opportunities

Signwriters are employed in small signwriting and sign production firms, large organisations which produce a wide range of signs, and Federal and State Government departments. Many are self-employed. Signwriters work mainly in the city and suburbs, though opportunities exist in large country centres. It is possible to gain promotion to supervisory and TAFE instructor positions.

Factors affecting the demand for signwriters include the level of activity in the retail, real estate and manufacturing industries, the number of new businesses and projects requiring signage, and the advertising and signage budgets of companies and government departments.

Solid Plasterer

Solid plasterers apply decorative and protective coverings of plaster, cement or similar materials to the interiors and exteriors of buildings. They may perform tasks including:

- plumbing and straightening corners, angles, wall and ceiling surfaces;
- mixing and applying coats of plaster, cement or similar materials to walls and ceilings, levelling and smoothing using trowels to obtain an even thickness;
• fixing precast cornices and panel mouldings, ceiling centres and other plaster fittings; and
• erecting scaffolding (subject to licence requirements in some states) and trestles.

Solid plasterers work alone or in groups of two or three, indoors and outdoors.

**Personal Requirements**
- able to use hand tools
- interest in learning to work from plans
- able to work at heights
- good health and stamina and free from allergies to materials used

**Related Jobs**
Painter and Decorator; Plasterer – Fibrous; Tiler – Wall and Floor.

**Education and Training**
Entry to this occupation is by way of an apprenticeship. Pre-apprenticeship courses are available. No formal education is needed to gain entry into pre-apprenticeships, but preference is given to applicants sponsored by employers. These courses may be used to gain credit for apprenticeship courses. Although no minimum educational standard is required for entry into trade training, most applicants have completed Year 11.

- Apprenticeship in Solid Plastering

**Additional Information**
Contact – CFMEU (Plaster Industry Workers Division).

**Employment Opportunities**
Most solid plasterers work for firms which sub-contract plastering work within the building industry. They may also be employed by large building companies, State Government departments and some local government bodies, and some are self-employed.

Employment opportunities depend on the level of activity in the building industry. Restoration of older houses and public buildings may create sustainable demand for plasterers.

**Stonemason**

Stonemasons cut and shape hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental masonry (stonework for cemeteries).

Stonemasons may perform tasks including:
- cutting and shaping stone using machine or hand tools;
- cutting and polishing granite and marble for use in construction, such as kitchen benchtops and bathroom vanity units;
- designing, cutting and carving monumental masonry using a range of tools;
- cutting lettering into stonework with handheld tools or sandblasting equipment;
- constructing walls using stone slabs and large masonry slab blocks;
- laying stone paving, granite or marble floor tiles; and
- repairing and replacing stonework on old buildings, churches and monuments.

In some states, stonemasonry is divided into various occupations, the major ones being stonemason machinist (stone sawyer and polisher), lettercutter and stone fixer. Stonemasons often work in a noisy environment.

**Personal Requirements**
- able to work at heights
- able to work with your hands
- self-motivated
- aptitude in technical drawing and computer knowledge is an advantage
Related Jobs
Bricklayer; Carpenter/Joiner; Tiler – Wall and Floor.

Education and Training
Entry to this occupation is by way of an apprenticeship. This involves both on- and off-the-job training.
• Apprenticeship in Stonemasonry

Additional Information
Contact – CFMEU

Employment Opportunities
This is a small specialised trade. Most stonemasons work in the renovation and maintenance of old buildings or in monumental masonry. The use of masonry in construction has largely been superseded by modern techniques.

Wall and Floor Tiler
Wall and floor tilers lay ceramic, clay, slate, marble, glass and other types of tiles on external and internal walls and floors to provide protective and decorative finishes. Much of the work is undertaken on new buildings, including houses, shops, offices, factories and swimming pools, but wall and floor tilers also renovate existing buildings. They may perform tasks including:
• preparing wall and floor surfaces by removing old tiles, grout, cement and adhesive;
• filling all holes and cracks, and then cleaning surfaces;
• setting tiles in position;
• using tile-cutting tools to cut and shape tiles for edges, corners, or around obstacles such as fittings and pipes;
• preparing grout, wiping it into joints between tiles, removing excess, cleaning and polishing tiles; and
• laying floors of cement, granolithic, terrazzo or similar composition.

Wall and floor tilers sometimes work in confined areas and in areas which require much bending and kneeling. They lift and carry cement and stacks of tiles. They sometimes work at heights and use ladders or scaffolding. Most tilers work in small teams and move frequently from one job location to another.

Personal Requirements
• able to work at heights
• able to work with your hands
• able to complete simple calculations
• able to work accurately and neatly

Related Jobs
Floor Finisher and Coverer; Plasterer – Fibrous; Tiler – Roof.

Education and Training
Entry to this occupation is by way of an apprenticeship or contract of training. Although no minimum educational standard is required for entry into apprenticeships, most people have undertaken Year 11 or higher. Apprentices must be employed before enrolling for trade classes. The duration of the apprenticeship can vary with the introduction of competency-based training.
• Certificate II in Building and Construction – Fitout and Finish (Wall and Floor Tiling)
• Certificate III in Building and Construction – Fitout and Finish (Wall and Floor Tiling)
• Apprenticeship in Tile Laying (Wall and Floor Tiles)

Additional Information
Contact – CFMEU.

Employment Opportunities
Most wall and floor tilers are either self-employed or work for small privately owned firms which work on contract. A few are employed by firms manufacturing tiles. These are located mainly in cities and wherever large
scale building projects are under construction. With the necessary trade experience and capital, a tradesperson may become self-employed. Demand for this occupation is dependent on the level of activity in the building industry.

**Welder (Engineering Tradesperson – Fabrication)**

Welders construct or repair metal products by joining parts either manually (using one of several welding processes) or by machine. These parts are used to complete structures and equipment (e.g., ships, bridges, pipelines, vehicles, domestic appliances). The work varies according to the level of skill, qualification, and experience of the welder – either first, second or third class welders. They may perform tasks including:

- cleaning and preparing metal surfaces for welding by flame-cutting, heat-cutting, beveling, grinding or filing;
- cutting metal shapes using flame-cutting torches;
- preheating thick materials to required temperatures;
- fitting attachments, connecting hoses to gas tanks or welding leads, and connecting power sources to the equipment used in welding operations;
- either manually or by operating machine controls, guiding torches or electrodes along lines of weld;
- cleaning and smoothing welds by filing, chiselling, grinding or polishing; and
- setting up welding machines for other operators.

First class welders may specialise as special class welders, welding a range of metals. Second class welders may specialise as arc welders, gas-shielded arc welders, metal-inert gas welders, plasma-arc welders, braziers, or gas cutter welders. Welders work in workshops or production areas. Their work is at times done in confined spaces.

**Personal requirements**

- physically fit with a high degree of manual dexterity
- interest in learning to read technical drawings
- able to work with machinery

**Related Jobs**

Blacksmith (Engineering Tradesperson – Fabrication); Boilermaker (Engineering Tradesperson – Fabrication); Sheetmetal Worker (Engineering Tradesperson – Fabrication); Vehicle Body Maker.

**Education and Training**

Skilled first class welders receive their training by completing an apprenticeship as an Engineering Tradesperson (Fabrication). Second and third class welders generally receive their training on-the-job as production employees. This training can be supplemented by undertaking the Engineering Production Certificate course which is conducted either on-the-job or at a training provider. Courses are available at a range of levels for people seeking employment in the production or trade-related areas of the metal and engineering industry. These include off-the-job training for apprentices or further training for experienced tradespeople. Welding courses are being offered under the national metal and engineering curriculum.

**Additional Information**

Contacts – AMWU; Engineering Skills Training Board.
Employment Opportunities

Welders are employed in a wide range of manufacturing and production areas such as structural steel fabrication, pressure vessel manufacture, ship building, maintenance work and on-site construction activities. These activities are generally carried out close to capital cities or larger country centres. However, large engineering, mining and pipeline projects often require welders to work in remote locations.

Both State and Federal Government departments also employ welders in areas such as defence industries, transport, communication and infrastructure developments.

Demand for welders depends on the level of activity in the manufacturing, construction and major project areas.
CHAPTER

How training is organised
**Registered Training Organisations**

A Registered Training Organisation (RTO) is a body registered by a state or territory recognition authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Quality Training Framework.

Training organisations can register as RTOs to deliver and provide training products and services. They can be TAFE colleges and institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies and other organisations meeting the registration requirements.

**They can seek to be registered to deliver:**

- Training and assessment and issuance of qualifications based on National Training
- Skills recognition services (assessment only) and issuance of qualifications and Statements of Attainment.

RTOs use Training Packages to devise detailed training programs, providing for the differing needs of both employers and trainees.

**Group Training Organisations**

Group Training Organisations (GTOs) employ apprentices and trainees and hire them out to other businesses, called host employers, while they do their training. GTOs act as the primary employer, managing the training of the apprentice/trainee and taking responsibility for all paperwork for wages, allowances, workers compensation, superannuation, sick and holiday pay and other benefits.

In many instances, these host employers would not have been able or willing to employ an apprentice in their own right. There are around 30 GTOs in Victoria. Most are RTOs. A GTO also manages any additional care and support necessary to achieve the successful completion of the training contract. They create extra employment opportunities for apprentices and trainees that otherwise might not have existed, including rotating apprentices and trainees among several host employers to ensure the continuity of their Training Contract, but also to provide a range of different training experiences.

Importantly, GTOs can also provide opportunities in apprenticeships and traineeships for those disadvantaged in the job market.

The Group Training Association of Victoria Incorporated is an umbrella organisation of which most GTOs are members.
Apprenticeships

An apprenticeship is a training agreement between an employer and an employee, in which the employer provides systematic training and the apprentice agrees to learn the occupation/trade.

Apprentices may be of any age (above 15 years) and may already hold a qualification. Training can be developed to suit the specific needs of business and may be provided totally on-the-job or with a combination of on- and off-the-job programs. At the end of the training period, the apprentice gains a nationally recognised qualification.

User Choice

User choice enables businesses and individual apprentices to select a training provider that best meets their needs. Clients can work with the training providers on the timing, location and mode of delivery, trainer/facilitator, how the training is evaluated, and, as training packages become available, the selection, content and sequencing of units of competence. The providers that are chosen by clients will receive government funding.

VET in schools

Vocational Education and Training (VET) in Schools combines nationally recognised training with the Victorian Certificate of Education (VCE). VET in Schools has been developed to ensure secondary students have access to vocational education and training programs as part of their senior secondary studies. This improves their access to a range of post-school pathways and enables them to meet the demand in the Victorian economy for a highly skilled and prepared work force. VET in Schools includes VET in the VCE and School-Based Australian Apprenticeships. Students are able to use these studies as a means of progressing to university, TAFE, employment, and combinations of these.
VET in Schools has been developed to ensure secondary students have access to vocational education and training programs as part of their senior secondary studies.
Schools can offer senior secondary students programs selected from the range of industry areas approved by the Victorian Curriculum and Assessment Authority (VCAA).

Successful completion of a VET in the VCE program provides students with:

- Two qualifications: a VCE issued by the VCAA and a VET Certificate issued by an RTO
- Two Statements of Results issued by the VCAA giving details of units completed in the VCE and modules/units of competence completed in the VET qualification
- An enhanced Equivalent National Tertiary Entrance Rank (ENTER) which can improve access to further education
- The ability to move into further vocational education and training courses
- Workplace experience including structured workplace training

Students value the VET in the VCE program because it allows them to combine general and vocational studies, which for many provides a practical focus and gives them direct experience of business and industry. Employers value the program for a wide range of reasons, including its contribution to the development of entry level skills for their industry. It provides students with a practical and focussed introduction to workplace requirements and enables employers to use the program for selection purposes.

VCE VET Building and Construction

The VCE VET Building and Construction program leads to the awarding of a Certificate II in Building and Construction. It has been approved by the VCAA as appropriate for delivery within a school’s VCE program. This program provides three pathways in Bricklaying, Carpentry and Painting and Decorating.

Each stream comprises 12 core modules and either four or five trade-specific modules, depending upon the stream. When a stream has been successfully completed, a student will have completed two thirds of the relevant Certificate II in Building and Construction. Students wanting to complete the entire pre-apprenticeship certificate will need to undertake modules beyond the requirements of the VCE VET program.
School-Based Apprenticeships

This program allows senior secondary students doing the VCE to start part-time paid work and training to achieve a nationally recognised qualification in their chosen field. School-Based Apprenticeships involve a VCE program delivered by the school, along with part-time paid work and a structured training program delivered in partnership between an RTO and the workplace. The training program is based on the competency standards applicable to the new apprenticeship. Under these arrangements the student is both a secondary student and an employee. Employers are encouraged to verify that appropriate employment and industrial relations arrangements are in place.

The Victorian Certificate of Applied Learning (VCAL)

The Victorian Certificate of Applied Learning (VCAL) is a hands-on option for Year 11 and 12 students. The VCAL gives you the opportunity to gain practical work-related experience, as well as literacy and numeracy skills.

The VCAL is available in more than 200 secondary colleges, TAFEs and Adult Community Education (ACE) Centres around Victoria. As with the other VET options, it is a recognised qualification and those who successfully complete it receive a certificate and a Statement of Results detailing the areas of study completed. One of the benefits of the VCAL is its flexibility, which allows you to design a study program to suit your interests and learning needs. You can select fully accredited modules and units for the following strands:

- Literacy and numeracy skills
- Work-related skills
- Industry-specific skills
- Personal development skills

The programs are made up of accredited VCE and VET units and modules that meet national and state quality requirements, as well as units in accredited work-related skills and personal development skills.
Chapter 5

Pathways

If you are studying the VCAL at senior level and decide that you might be interested in going on to university, check with your careers counsellor, as some universities will consider students with a VCAL senior certificate for admission.

However, entry straight from school is not the only route to university. Some people study a VET course at TAFE, perhaps leading to a Diploma or Advanced Diploma, and then decide that they would benefit from a university course. VCAL would be a good start along this pathway.

The VCAL provides practical work-related experience and a qualification that will be recognised by TAFE institutes and employers. Together these will help you move from school into work, an apprenticeship or traineeship and/or further training at TAFE and/or university.

Alternatively, if you start studying for your VCAL in Year 11 and successfully complete it, you may consider going on to a higher level of VCAL in Year 12. Or you might decide university is the right choice for you after all, and transfer to the VCE. If you do, any VCE studies successfully completed as part of your VCAL program will count towards your VCE.

For further information on specific pathways, contact:

**VET in Schools**
**Victorian Curriculum and Assessment Authority**
41 St. Andrews Place
East Melbourne 3002
Telephone 9651 4300 Fax 9651 4324
E-mail: vet.vcaa@edumail.vic.gov.au
Internet: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

Trade Unions

Trade Unions involved in the Victorian building industry play a vital role in seeing that the apprentices and youth of the industry receive a high level of training, and good conditions. Representatives from building trade unions work with the Victorian Trades Hall Council and appropriate training providers to provide high quality strategic planning advice on skills formation issues for the building industry.

Construction unions regard the development of skills and training as essential for establishing worthwhile careers in one of Australia’s most important industries.
People looking to make a new career or enhance an existing one in the Victorian building and construction industry have many training courses to choose from.
The information in this chapter on training courses is indicative of the range of courses available for the job descriptions outlined in Chapter 4. It is not possible for this guide to provide information on all training courses available, so the following listings are indicative only. As you will see, there is literally something for everyone, so readers are encouraged to contact the various training providers, educational institutions and agencies listed in Chapter 7 to access the complete spectrum of courses.

All new vocational education and training qualifications are issued under the titles Certificates I to IV, Diploma and Advanced Diploma, which are part of the Australian Qualifications Framework (AQF). Pre-apprenticeships are now a pre-requisite in most trades, particularly Certificate II, with some students undertaking the Victorian Certificate of Applied Learning (VCAL) one day a week for two years during high school (see Chapter 5 for more). All new higher education qualifications are issued under the titles Bachelor Degree, Graduate Certificate, Graduate Diploma, Masters Degree and Doctoral Degree, which are part of the AQF.

There are a variety of ways in which time and cost may be minimised in training programs; credit transfers, exemptions or Recognition of Prior Learning.
There are a variety of ways in which time and cost may be minimised in training programs including:

- Credit Transfers granted on completion of certain other training programs
- Exemptions granted on the basis of previous courses studied
- Recognition of Prior Learning (RPL) granted for competencies gained as a result of previous study, work or relevant life experience
- Pathways linking various levels of study between certain training organisations and some higher education institutions.

Individual training providers listed are the best source of information about the availability or otherwise of each of these options. Certificate I courses can lead to basic employment and preparatory skills, broad based induction skills and/or workplace skills at a basic level, among others.

By comparison, the outcomes of a Diploma level course include the self-directed application of skills and knowledge with substantial depth in some areas. Outcomes may also include personal responsibility in undertaking complex operations or in organising others. The outcomes at each progressive level of the AQF reflect a higher degree of breadth, depth, autonomy and complexity.

- Certificate I to IV level courses vary in length and could nominally be expected to involve the equivalent of between two and 12 months study.
- Diploma courses could nominally be expected to involve the equivalent of two years full time study.
- Advanced Diploma courses could nominally be expected to involve the equivalent of three years full time study.
Pre-apprenticeship Program for the Bricklaying Industry (Incorporating modules taken from Certificate II in Building & Construction [Bricklaying] – Pre-apprenticeship)

Overview: The pre-apprenticeship program in bricklaying has an emphasis on providing hands-on learning opportunities. Students will undertake specific modules required by the bricklaying industry, including training in hand skills, trade terminology and the use of various products, including clay bricks and concrete masonry.

Qualifications and Recognition: Upon successful completion of this course, students are eligible to receive a statement of attainment for Stage One of the Certificate II in Building and Construction (Bricklaying) - Pre-apprenticeship and receive credits towards apprenticeship programs in the bricklaying field.

Career Opportunities: Students who have successfully completed this course will find a range of career and employment opportunities in the building and construction industry. Most students find employment as bricklaying apprentices - others pursue different career opportunities in the trade.

Selection Criteria: Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students may also be required to undertake an aptitude test to determine their suitability for the training program. Sponsored applicants must supply a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course. Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course.

Course Structure: To successfully complete Stage One of the Certificate II in Building and Construction (Bricklaying) – Pre-apprenticeship, students will be required to complete all modules: Workplace safety and industry induction; Calculations for the building industry; Communications for the building industry; Bricklaying hand tools; Bricklaying basic skills; Bricklaying veneer construction principles; Masonry blockwork.

Further Study: Students who have successfully completed this course can enter the building and construction industry as an apprentice and are eligible to receive credits for underpinning knowledge and skills, after demonstrating that competency has been reached.

Certificate II in Building & Construction (Carpentry) – Pre-apprenticeship

Overview: This course is designed for people entering the building and construction industry who wish to become carpenters, but also offers students the opportunity to gain experience across other building trades. Through the program, students gain experience in the use of hand and portable power tools, levelling, sub floor framing, wall and roof-framing, scaffolding, door hanging, wet area installations, basic stair building and material calculation.

Qualifications and Recognition: Upon successful completion of this course, students are eligible to receive the Certificate II in Building and Construction (Carpentry) - Pre-apprenticeship and receive credits towards apprenticeship programs in the carpentry field.
Career Opportunities: Students who complete this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. Most students will find employment as carpentry apprentices, while others may pursue different career opportunities in the trade.

Selection Criteria: Students who are motivated to pursue apprenticeship opportunities within the carpentry industry, or Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year) are eligible to apply. Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. They will also be required to undertake an aptitude test to determine their suitability for the training program. Sponsored applicants must supply a letter from an employer, confirming the employer's intention to apprentice the applicant subject to the applicant's satisfactory completion of the course. Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course.

Course Structure: To successfully achieve the Certificate II in Building and Construction (Carpentry), students will be required to complete all modules, which include: Workplace safety and industry induction; Workplace procedures for environmental sustainability; Basic first aid; Building structures; Communications for the building industry; Introduction to scaffolding; Quality principles for the building industry; Safe handling and use of plant and power tools; Workplace documents and plans; Carpentry hand tools; Carpentry power tools; Basic setting out; Sub-floor framing; Wall framing; Roof framing; External cladding; Installation of window and door frames; Interior fixing; Introduction to demolition; Formwork for concreting.

Further Study: Students who have successfully completed this course may be eligible to complete the Certificate III in Building and Construction (Carpentry), which entitles the holder to trade accreditation.

Certificate II in Building & Construction (Wall & Ceiling Lining) – Pre-apprenticeship

Overview: This course is designed for people who want to explore the career and employment opportunities in the building and construction industry, in particular the plastering trade. Students also have the opportunity to gain practical experience for a period of the course.

Qualifications and Recognition: Upon successful completion of this course, students are eligible to receive the Certificate II in Building and Construction (Wall & Ceiling Lining) and receive credits towards apprenticeship programs in fibrous plastering.

Career Opportunities: Graduates of this course can pursue a range of employment and career opportunities in all aspects of the plastering industry, from housing to commercial and industrial.

Selection Criteria: There are no formal entry requirements, but preference will be given to applicants who have successfully completed VCE Year 11. Applicants will be required to attend an interview, at which they must demonstrate motivation to complete the course and an aptitude for the program. Sponsored applicants must supply a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course. Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course.
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Course Structure: To successfully achieve the Certificate II in Building and Construction (Wall & Ceiling Lining), students will be required to complete all modules, including one elective module. Core Modules include: Wall and ceiling hand tools; Wall and ceiling lining installation; Suspension systems; Specialist wall and ceiling lining materials; Introduction to plaster casting and run casting; Wall and ceiling lining stopping techniques; Archway construction; Basic rendering; Workplace safety and industry induction; Safe handling and use of plant and power tools; Workplace documents and plans.

Further Study: Students who have successfully completed this course, and go on to be employed as apprentices, are eligible to receive credits for underpinning knowledge and skills, after demonstrating that competency has been reached.

Certificate II in Furnishing (Flat Glass Working) – Pre-apprenticeship

Overview: This course aims to provide students with a broad range of skills that will assist them in gaining an apprenticeship within the glass and glazing industry.

Qualifications and Recognition: Upon successful completion of their pre-apprenticeship, students are eligible to receive the Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working).

Career Opportunities: Glass and glazing is a nationally recognised trade, and offers students a range of exciting career opportunities across the commercial and domestic glazing industry. Flat Glass workers carry out a variety of tasks with flat or sheet glass, across a wide range of industries including construction, automotive and furnishing.

Selection Criteria: Applicants will be required to demonstrate motivation to complete the course and an aptitude for the program. While there are no pre-requisites for this course, students will be expected to have appropriate literacy and numeracy skills to satisfactorily complete the course. Applicants apply directly.

Course Structure: To successfully achieve the Certificate II in Furnishing (Pre-apprenticeship – Flat Glass Working), students must complete all modules. Core Modules include: Introduction to the furnishing industry; Follow safe working policies and practices; Communicate in the workplace; Carry out measurements and calculations; Work effectively with others; Complete a basic glass & glazing project; Use glass & glazing sector hand and power tools; Apply first aid. Elective Modules: Process glass by basic machines; Glaze/ reglaze residential windows and doors.

Further Study: On completion of the pre-apprenticeship course, students may commence an apprenticeship within the furnishing or glass and glazing industries.

Certificate II in Building & Construction (Painting & Decorating) – Pre-apprenticeship

Overview: This course is designed for people interested in becoming apprentice painters and decorators within the building and construction industry. It also offers students the opportunity to gain experience in other building trades.

Qualifications and Recognition: Upon successful completion of this course, students are eligible to receive the Certificate II in Building and Construction (Painting and Decorating) and receive credits towards apprenticeship programs in the painting and decorating field.
Career Opportunities: This course should assist graduates in gaining employment as an apprentice painter and decorator.

Selection Criteria: Applicants will be required to demonstrate a motivation to complete the course and an aptitude for the program. Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year) can also apply. Sponsored applicants must supply a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course. Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course.

Course Structure: To successfully achieve the Certificate II in Building and Construction (Painting and Decorating) students will be required to complete all modules, which include: Workplace safety and industry induction; Workplace procedures for environmental sustainability; Basic first aid; Building structures; Calculations for the building industry; Introduction to scaffolding; Levelling; Workplace documents and plans. Painting and Decorating stream-specific modules include: Painting and decorating hand tools; Surface preparation; Paint principles; Colour theory and practice; Paint application; Timber staining and clear finishing principles. Assessment is based on competency, that is, the ability to demonstrate specific skills.

Further Study: Students who have successfully completed this course and gain employment under a contract of training will be eligible to complete the Certificate III in General Construction (Painting and Decorating), which entitles the holder to trade accreditation.

Certificate II in Plumbing (Pre-vocational) – Pre-apprenticeship

Overview: This course is designed to provide entry level training for students who intend to pursue employment and career opportunities within the plumbing industry.

Qualifications and Recognition: Upon successful completion of this course students are eligible to receive the Certificate II in Plumbing (Pre-vocational).

Career Opportunities: Students who complete this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. The majority of students will find employment as plumbing apprentices, and may specialise in fields such as mechanical or air conditioning.

Selection Criteria: Individuals with an interest in entering the plumbing industry, or those who have some knowledge of the plumbing trade and may be seeking to consolidate their knowledge or achieve accreditation can apply. Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students may also be required to undertake an aptitude test to determine their suitability for the training program. Applicants with previous study up to Year 11 are preferred.

Course Structure: To successfully achieve the Certificate II in Plumbing (Pre-vocational), students will be required to complete all modules including: Communications for the building industry; Career studies; Basic first aid; Workplace safety and environmental procedures; Calculations for the building industry; Building structures; Plumbing industry induction; Hand and power tools in the plumbing industry; Technical drawing and plan development for plumbing; Plumbing fixtures, fittings and appliances; Introduction to welding and cutting in the plumbing industry.
Further Study: Graduates of this course may apply for entry into related Certificate III courses and apprenticeships.

Certificate II in Building & Construction (Solid Plastering) – Pre-apprenticeship
Overview: Solid plastering deals with the application of gypsum and cement materials in a plastic state spread and formed to a desired finish. It is relevant to modern contemporary building, as well as restoration and heritage work. Solid plasterers are required to work on all types of internal and external finishes, therefore a great degree of skill and knowledge is required.

Qualifications and Recognition: This is a nationally recognised qualification that will assist students in obtaining an apprenticeship in Solid Plastering, or an affiliated trade. Students will receive credits for modules completed.

Career Opportunities: Solid plastering is an integral element in the modern-day construction process. Being a very visible element of any structure, it requires attention to detail and extensive job opportunities exist for individuals with the relevant training. Successfully completing this course will enhance opportunities to gain employment as an apprentice working in the solid plastering industry.

Selection Criteria: Students who are motivated to acquire the skills and knowledge necessary to pursue apprenticeship opportunities in solid plastering can apply for this course, as can individuals defined as mature age (at least 18 years of age and away from formal study for at least one year). Applicants are required to attend an interview and some applicants may be required to complete a brief test to determine their aptitude for the program. Sponsored applicants must supply a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course. Unsponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course.

Course Structure: For information on subject offerings, please contact your nearest TAFE. Further Study: Students who have successfully completed this course, and go on to be employed as apprentices, are eligible to receive credits for underpinning knowledge and skills, after showing competency has been reached.

Certificate II in Engineering Studies (Air conditioning) – Pre-apprenticeship
Overview: Air conditioning is an integral part of the modern-day construction industry, with the commercial sector of the industry having two components – air conditioning (treatment of air in buildings) and mechanical services (installation, replacement and servicing a wide range of industrial components and computer-based control systems). The importance of the industry is increasing as the design, installation and servicing of systems become more complex and sophisticated. This nationally accredited course runs for six months.

Qualification and Recognition: Students successfully completing this program will have opportunities to gain apprenticeships in the dynamic air-conditioning servicing industry. Individuals qualified as air-conditioning technicians may gain work servicing the cooling systems and ventilation systems incorporated in a range of commercial projects, from domestic to large-scale.
**Career Opportunities:** The course is supported by the Air Conditioning and Mechanical Contractors Association of Victoria (AMCA). AMCA member companies are responsible for 85 per cent of all air conditioning and mechanical services contracting in the non-residential construction sector and employ apprentices and licensed service technicians. Selection Criteria: The course is open to anyone who is interested in pursuing a career in the air conditioning industry and seeking practical skills and relevant industry work experience which will lead to an apprenticeship. Entry into the course is automatic, subject to availability of places. It is recommended that applicants have completed Year 11 or its equivalent, because of the Maths and English requirements of electrical studies.

**Course Structure:** To successfully achieve the Certificate II in Engineering Studies, students must complete all modules, which include: Apply principles of OH&S in the work environment; Apply basic fabrication techniques; Apply electrotechnology principles; Use computers in engineering; Basic engineering drawing; Basic computational principles in engineering; Using engineering concepts to manufacture components; Engineering materials; Producing components using metal fabrication and machining; Using refrigeration/air-conditioning principles.

**Further Study:** There are opportunities for graduates of the Certificate II in Engineering Studies to pursue further study at both Certificate II and III levels in engineering as an engineering apprentice.

**Certificate II in Engineering Studies – Pre-apprenticeship**

**Overview:** This course provides entry level training for students interested in pursuing a career in engineering. It is designed for direct entry to Certificate III in Engineering.

**Qualifications and Recognition:** Upon successful completion of the course, students are eligible to receive the Certificate II in Engineering Studies.

**Career Opportunities:** This course is intended to lead to an engineering apprenticeship in fitting and machining, production planning, supervising or mechanical engineering.

**Selection Criteria:** There are no entry requirements, but a minimum of Year 10 level education is recommended. Previous technical experience in engineering is not required.

**Course Structure:** To successfully achieve the Certificate II in Engineering Studies, students will be required to complete all core modules, and select one industry specific elective. Core modules include: Apply principles of OH&S in the work environment; Use hand tools; Use power tools hand held operation; Develop an individual career plan for the engineering industry; Apply electrotechnology principles in an engineering work environment; Produce basic engineering sketches and drawings. Electives include: Perform cutting, grinding and turning operations; Form, bend and shape engineering materials; Use fundamental refrigeration principles and processes to make refrigeration and/or air conditioning equipment operational; Perform basic welding and thermal cutting processes to fabricate engineering structures.

**Further Study:** Graduates of the Certificate II in Engineering Studies have the option to continue their studies into the Certificate III in Engineering Technology, or pursue apprenticeship opportunities within engineering.
Chapter 5  Preparatory Courses

**Certificate II in Engineering Production (Basic Welding Training Program)**

**Overview:** This course is designed to provide entry level training for students interested in pursuing careers in welding, metal fabrication, engineering or plumbing.

**Qualifications and Recognition:** Upon successful completion of the course, students are eligible to receive the Certificate II in Engineering Production.

**Career Opportunities:** Graduates can pursue a range of employment and career opportunities, including positions in welding, metal fabrication, engineering or plumbing fields.

**Selection Criteria:** Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

**Course Structure:** To successfully complete the basic welding training program, students will be required to complete all modules. Core Units include: Apply principles of OH&S in the work environment; Plan to undertake a routine task; Apply quality systems; Work with others in a manufacturing, engineering or related environment. Elective Units: Perform routine oxy acetylene welding; Perform brazing and/or silver soldering; Perform manual heating and thermal cutting; Perform sheet and plate assembly; Weld using powder flame spraying; Perform routine manual arc welding; Perform manual production welding; Interpret technical drawing.

**Further Study:** Graduates of this course may apply for entry into the Certificate IV in Engineering Technology (Welding Certification), traineeships or apprenticeship courses.

**Certificate II in Applied Design Furnishing Industry Program – Pre-apprenticeship**

**Overview:** This full-time course of approximately 12 weeks duration is designed for people entering the furnishing industry, or individuals seeking apprenticeships in related fields.

**Qualifications and Recognition:** Students completing the Certificate II in Applied Design may receive credits towards Certificate III level studies, or apprenticeships in furnishing courses from related trade areas.

**Career Opportunities:** This course will assist graduates in gaining employment in the furnishing industry, either as a production worker or an apprentice.

**Selection Criteria:** Students who have successfully completed secondary schooling to Year 10 or its equivalent, or individuals defined as mature age (at least 18 years of age and away from formal study for at least one year) can apply for this course. Applicants may be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course.

**Course Structure:** To successfully achieve the Certificate II in Applied Design, students will be required to complete all modules, including: Develop knowledge of design terminology and concepts for industry context; Follow design process in relation to own work; Follow safe working policies and practices; Use drawing techniques to represent the object or idea; Construct a timber furnishing product; Use furniture making sector hand and power tools; Join solid timber.
Further Study: Upon successful completion of the pre-apprenticeship, students will be eligible to commence a Certificate III in Furniture Making apprenticeship, through a contract of training with an employer or group training company.

Certificate II in Joinery/Shopfitting / Stairbuilding – Pre-apprenticeship
Overview: This course provides practical training in shopfitting, joinery and stairbuilding. It is suitable for those interested in or commencing a shopfitting, joinery and stairbuilding apprenticeship. The course covers basic hand tool skills, practical joinery skills, shopfitting, the safe use of power tools and project work, and includes the construction of doors, windows and stairways.

Qualifications and Recognition: Upon successful completion of this course, students are eligible to receive the Certificate II in Joinery/Shopfitting/Stairbuilding, and receive credits towards apprenticeship programs in the joinery field.

Career Opportunities: Students who complete this course will find a range of exciting career and employment opportunities available to them within the building and construction industry. The majority of students will find employment as apprentices in the joinery field, while others may pursue different career opportunities within the trade.

Selection Criteria: Applicants will be required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course. Students will also be required to undertake an aptitude and practical skills test to determine their suitability for the training program. Sponsored applicants must supply a letter from an employer, confirming the employer’s intention to apprentice the applicant subject to the applicant’s satisfactory completion of the course. Un-sponsored applicants do not need to provide a letter. Sponsorship by an employer is not a prerequisite for entry into this course.

Course Structure: To successfully achieve the Certificate II in Joinery/Shopfitting/ Stairbuilding (Pre-apprenticeship), students will be required to complete all modules including: Calculations for the building industry; Communications for the building industry; Drafting for the joinery/shopfitting/stairbuilding industry; Small plant and portable power tools for the joinery/shopfitting/stairbuilding industry; Form set outs and take-off quantities in joinery/shopfitting/stairbuilding; Hand tools for the joinery/shopfitting/stairbuilding industry; Static machines; Joinery/shopfitting/stairbuilding industry construction work process; Door and window construction; Aluminium fabrication; Shopfitting display units; Timber stair construction.

Further Study: Students who have successfully completed this course, and go on to be employed as apprentices, can complete the balance of their trade schooling during the first two years of their apprenticeship.
Certificate III in Furnishing (Leadlighting & Stained Glass)

Overview: This course provides comprehensive training for leadlighting and stained glass students in all practical and theoretical aspects of the industry.

Qualifications & Recognition: Upon successful completion of this course, students are eligible to receive the Certificate III in Furnishing (Leadlighting and Stained Glass).

Career Opportunities: Graduates of this course have the opportunity to be self-employed or work within a range of organisations. Employment opportunities within this field incorporate both domestic and commercial projects of varying scales.

Selection Criteria: Applicants are required to attend an interview, at which they must demonstrate their motivation to undertake and complete the course, and a level of literacy and numeracy sufficient to complete the coursework.

Course Structure: To successfully achieve the Certificate III in Furnishing (Leadlighting and Stained Glass), students will be required to complete all modules including: Follow defined OH&S policies and procedures; Carry out measurements and calculations; Use hand and power tools; Apply quality standards; Work in a team environment; Carry out interactive workplace communication; Introduction to furnishing industry production; Store and handle glass; Cut glass using freehand and templates; Transfer designs; Prepare cartoons and cutline drawings; Construct leadlight panels; Paint and stain glass panels; Apply patterns and designs to glass.

Further Study: Graduates of the Certificate III in Furnishing (Leadlighting and Stained Glass) have the opportunity to further their skills within associated trades through a range of certificate and short course programs.

Certificate III in Floor Covering & Finishing Apprenticeship Program

Overview: This course provides comprehensive training for floor covering and finishing apprentices in their selected discipline.

Qualifications and Recognition: Upon successful completion of the apprenticeship, a student will become a qualified tradesperson and eligible to receive the nationally accredited Certificate III in Floor Covering and Finishing.

Career Opportunities: This course provides an excellent introduction to the employment and career opportunities available within the floor covering and finishing industry. Selection Criteria: An apprentice must be at least 15 years of age. There is no maximum age for participants wishing to enrol in this course. Entry into this course is automatic for apprentices. Individuals with substantial industry experience who are not qualified will be required to attend an interview. Apprentices and employers must obtain and complete a Training Contract.

Course Structure: This program is delivered both on and off the job. This method of delivery ensures apprentices develop the most up to date knowledge and skills required in the workplace. To successfully achieve the Certificate III in Floor Covering and Finishing, apprentices must complete all core and mandatory units, and the specified number of electives. Mandatory Core Units: Follow safe working policies and practices; Communicate in the workplace; Carry out measurements and calculations; Work effectively with others. Mandatory General Units: Read and
interpret work documents; Estimate and cost job; Handle dangerous goods/hazardous substances. Mandatory Specialist Units: Use flooring sector hand and power tools; Prepare timber sub-floor; Prepare monolithic sub-floor; Install soft underlays and carpet gripper strips. Elective Specialist Units: Install conventional unjoined carpet floor coverings; Lay flat resilient flooring; Install pre-finished and manufactured/engineered timber flooring; Repair timber flooring; Prepare timber floors for finish coating.

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs to enhance their skills and knowledge. A wide range of business, building and manufacturing courses are offered.

Certificate III in General Construction (Bricklaying/Blocklaying) Apprenticeship Program

Overview: This course provides comprehensive training for bricklaying apprentices, and covers all practical and theoretical aspects of the trade.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in General Construction (Bricklaying/Blocklaying).

Career Opportunities: Trained apprentices enjoy a range of career and employment opportunities within the building and construction industry, including the opportunity to run their own business.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training can apply. Providing there are vacancies, entry into the course is automatic for apprentices. Apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to an Australian Apprenticeships Centre (AAC).

Course Structure: To successfully achieve the Certificate III in General Construction (Bricklaying/Blocklaying), students are required to complete all modules which include: Carry out OH&S requirements; Lay bricks and blocks - walls and corners; Use simple levelling devices; Construct masonry blockwork; Carry out basic setting out; Carry out veneer construction; Plan and organise work; Carry out measurements and calculations; Carry out general demolition; Install door frames; Carry out solid brick construction; Construct arch masonry - semi & segmental; Read and interpret plans; Erect and dismantle restricted height scaffolding; Construct masonry steps and stairs; Lay multi-thickness wall and piers; Construct curved wall. Electives include: Construct corbels and decorative brickwork; Construct fireplaces and chimneys; Install glass blockwork.

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Some institutions also offer the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Certificate III in General Construction (Carpentry - Framework, Formwork, Finishing) Apprenticeship Program

Overview: This course provides comprehensive training for carpentry apprentices, and covers all practical and theoretical aspects of the trade. Carpentry apprenticeships run for a period of four years.
Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in General Construction (Carpentry - Framework, Formwork, Finishing).

Career Opportunities: This course provides an excellent pathway to employment and career opportunities for qualified carpenters in the building and construction industry.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training can apply. Providing there are vacancies, entry into the course is automatic for apprentices. Apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to an Australian Apprenticeships Centre (AAC).

Course Structure: To successfully achieve the Certificate III in General Construction (Carpentry - Framework, Formwork, Finishing), students will be required to complete all modules, which include: Carry out workplace communication; Read and interpret plans; Carry out measurements and calculations; Erect and dismantle restricted height scaffolding; Finish eaves; Install exterior cladding; Construct timber external stairs; Install external or internal doors; Construct wet area construction/installation; Fix timber mouldings; Erect door jamb/frame (Build-in Unit); Fix linings and Panelling. Other Skills: Operate Elevated Work Platforms (EWP); Use explosive power tools.

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Some institutes also offer the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.

Certificate III in General Construction (Wall & Ceiling Lining) Fibrous Plastering Apprenticeship Program

Overview: This course provides comprehensive training for fibrous plastering apprentices, incorporating a range of practical and theoretical aspects of the trade.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch.

Career Opportunities: Trained apprentices have a range of employment and career opportunities available to them. These include roles within the building and construction industry, and the opportunity to run their own business.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training, can apply. Applicants for adult apprenticeships must be at least 21 years of age, employed in the industry and have at least three years’ current plastering experience. Providing there are vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field. Apprentices and employers must obtain and complete a training agreement.

Course Structure: To successfully achieve the Certificate III in General Construction (Wall and Ceiling Lining) students must be able to demonstrate competency in all core modules and a minimum of two elective modules. Core Module include: Carry out interactive workplace communication; Carry out OH&S requirements; Plan and organise work; Read and interpret plans; Carry out
measurements and calculations; Use simple levelling devices; Carry out fire-rated wall and ceiling construction; Install suspended ceiling (tiles, partitions and strips). Elective Modules: Apprentices are required to complete two modules from the electives listed below, and are advised to consult with their employer before selecting: Construction/installation; Install pre-cast decorative mouldings; Install cast plaster blockwork; Install acoustic and thermal insulation.

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more.

Certificate III in General Construction (Wall & Floor Tiling) Apprenticeship Program

Overview: This course provides comprehensive training for tile laying apprentices and covers all practical and theoretical aspects of the trade. Tile laying apprenticeships run for four years. Apprentices who have successfully completed the Certificate II in Building and Construction (Wall and Floor Tiling) – Pre-apprenticeship program will receive credits towards their apprenticeship training and have the length of their apprenticeship reduced by six months. Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in General Construction (Wall and Floor Tiling).

Career Opportunities: Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to start their own business.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. Applicants for adult apprenticeships must be at least 21 years of age, be employed in the industry, and have at least three years’ current tiling experience. Providing vacancies exist, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field.

Course Structure: To successfully achieve the Certificate III in General Construction (Wall and Floor Tiling) students must be able to demonstrate competency in all core modules and a minimum of two elective modules. Core Modules include: Carry out interactive workplace communication; Carry out OH&S requirements; Plan and organise work; Read and interpret plans; Carry out measurements and calculations; Use hand and power tools; Use small plant and equipment; Erect and dismantle restricted height scaffolding; Use simple levelling devices. Elective Modules: Apprentices are required to complete two modules, and are advised to consult with their employer before selecting: Carry out decorative mosaic tiling; Tile pools and spas; Lay and repair marble wall and floor tiling.

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more. Some institutes offer the opportunity to study degree programs in Advanced Building Technology, and receive credits for studies already undertaken.
**Certificate III in Roof Tiling & Slating Apprenticeship Program**

**Overview:** This course provides comprehensive training for roof tiling and slating apprentices across all practical and theoretical aspects of the roof slating and tiling industry. Roof tiling and slating apprenticeships run for a period of three years.

**Qualifications and Recognition:** Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprenticeship Administration Branch.

**Career Opportunities:** Trained roof tiling and slating apprentices have a range of employment opportunities available to them. These include employment within the building and construction industry, and self employment.

**Selection Criteria:** Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. Providing there are vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field. To apply, apprentices and employers must obtain and complete a Training Agreement. On enrolment, the employer, the apprentice and the institute must complete a training program, which must be undertaken within three months of the apprentice commencing employment.

**Course Structure:** To successfully achieve the Certificate III in Roof Tiling and Slating, students must complete all modules: Cape Cod and Mansard roof; Carry out OH&S; Facades, Lay Back Gables & Dutch Gable roofs; Gable and Hip roof; Hip and Valley roof combinations; Introduction to roof tiling and slating; Irregular roofs; Roofing features and construction techniques (special roof construction); Roof openings; Specialised roofing practices.

**Further Study:** Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design & technology, and more.

**Certificate III in Engineering – Commercial Air Conditioning Apprenticeship Program**

**Overview:** This course provides broad based training in the skills and knowledge required for employment as an air conditioning service technician. The commercial sector of this industry has two components – air conditioning (the treatment of air conditioning systems within buildings) and mechanical services (installation, replacement and servicing of a wide range of industrial equipment and computer based control systems). Apprentice service technicians are trained in a broad range of technologies that are required for the installation and maintenance of such equipment.

**Qualifications and Recognition:** The Certificate III in Engineering is recognised in the Federal Metals Industry Award and relates directly to the C10 classification of Engineering Tradesperson Level 1. It is accepted by industry sectors and government.

**Career Opportunities:** Demand for air conditioning service technician apprentices is very strong. The importance of this industry sector is increasing as design, installation and servicing of air conditioning systems become more complex. Completing an apprenticeship is the pathway to pursuing a highly rewarding career in an industry with both strong demand and increasingly sophisticated technology.
Selection Criteria: To complete the Certificate III in Engineering – Commercial Air Conditioning, a student must have entered into a contract of training with their employer, as an apprentice. Apprentices and employers must obtain and complete a training agreement.

Course Structure: The program is separated into modules of learning. This enables the course to be delivered in a flexible learning format. Students will perform given tasks within a module to a set standard, to ensure graduates are competent in the skills required. Modules include: Perform brazing and/or silver soldering; Interpret technical drawings; Install pipe work and pipe work assemblies; Undertake commissioning procedures for plant and/or equipment; Install refrigeration and air conditioning plant and equipment; Fault find/repair electrical equipment/components up to 1000 volts A.C./1500 volts D.C; Service and repair domestic and light commercial refrigeration and air conditioning equipment; Maintain and repair central air handling systems; Refrigeration/HV AC electronic controls.

Further Study: After completion of Certificate III students can undertake further study to specialise in a particular field, or may seek to advance their studies within engineering to an advanced diploma level.

Certificate III in Electrotechnology (Electrician) - Apprenticeship Program for the Electrical Industry

Overview: This course is a prerequisite for the unrestricted Electrical Wiring Licence exam and provides the background knowledge and skills required for successful work in the electrical industry.

Qualifications and Recognition: After successful completion of this course, students will be eligible to receive the Certificate III in Electrotechnology (Electrician). In completing this training, apprentices will be eligible to sit for the unrestricted Electrical Wiring Licence exam, which will enable them to operate as a licensed electrician.

Career Opportunities: A licensed electrician is able to work on all types of electrical installations, including the wiring of all commercial, residential and industrial installations. They also have the responsibility for the maintenance of electrical equipment throughout the industry.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the electrical industry, and who need to commence their apprenticeship training can apply for this course. Entry into the course is automatic, subject to availability of places. It is recommended that applicants have completed Year 11 or its equivalent, due to the Maths and English requirements of electrical studies. Apprentices and employers must obtain and complete a training agreement.

Course Structure: To successfully achieve this qualification, students must complete a series of units and demonstrate competence in the skills involved. Core Units include: Participate in electrical work and competency development activities; Apply OH&S practices in the workplace; Dismantle, assemble and fabricate electrotechnology components; Solve problems in extra-low voltage single path circuits; Solve problems in multiple path DC circuits; Fix and secure equipment; Lay wiring/cabling and terminate accessories for extra-low voltage circuits; Find and repair faults in electrical apparatus and circuits. Elective Units: Provide quotations for installation or service jobs; Use basic computer applications relevant to a workplace.

Further Study: There are opportunities for further study at Certificate IV level or higher for graduates of the Certificate III in Electrotechnology (Electrician).
Chapter 5  
Courses for Skilled Jobs

Certificate III in Furniture Finishing (Apprenticeship Program)

Overview: This course provides comprehensive training for a tradesperson working in the furniture finishing sector. Furnishing apprenticeships are for a period of four years.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Furniture Finishing.

Career Opportunities: This course is an excellent introduction to employment within the furnishing industry.

Selection Criteria: Although not compulsory, successful completion of Year 10 is recommended. Individuals employed as apprentices within the furniture polishing trade. To apply, apprentices and employers must obtain and complete a training agreement.

Course Structure: To successfully achieve the Certificate III in Furniture Finishing, students will be required to complete all modules. Core and specialist units include: Follow safe working policies and practices; Communicate in the workplace; Carry out measurements and calculations; Use furniture finishing sector hand and power tools; Dismantle/re-assemble furniture; Remove surface coating; Prepare surfaces for finishing; Apply surface coatings by spray gun; Apply stains, fillers and bleach; Read and interpret work documents; Estimate and cost job; Handle dangerous and hazardous goods. Elective Units: Apply surface coatings by hand; Enhance finishes; Apply graining and decorative finishes; Apply traditional French polish techniques.

Further Study: Certificate III graduates may choose to undertake the Certificate IV in Furniture (Furniture Production).

Certificate III in Furniture Making (Cabinet Making) - Apprenticeship Program

Overview: This course provides comprehensive training for furnishing apprentices, and has been developed in consultation with the furnishing industry. A furnishing apprenticeship is over a period of four years.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch, and the Certificate III in Furniture Making. Career Opportunities: This course is an excellent introduction to employment opportunities within the furnishing industry.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the furnishing industry, and who need to commence their apprenticeship training can apply. Providing vacancies exist, entry into the course is automatic for apprentices. Although not compulsory, successful completion of Year 10 is recommended.

Course Structure: To successfully achieve the Certificate III in Furniture Making (Cabinet Making), students will be required to complete all modules. Core and Specialist Units: Follow safe working policies and practices; Communicate in the workplace; Carry out measurements and calculations; Use furniture making sector hand and power tools; Assemble furnishing components; Hand-make timber joints; Set up, operate and maintain basic static machines; Apply manufactured board conversion techniques; Construct furniture using leg and rail method; Prepare surfaces for finishing. Elective Sector Specialist Units: Six elective sector specialist units selected from the Furniture Making Inventory in accordance with the general structuring rules.
Further Study: Graduates may choose to undertake the Certificate IV in Furniture (Furniture Production).

Certificate III in Off-site Construction (Joinery – Timber/Aluminium/Glass) - Apprenticeship Program
Overview: This course provides comprehensive training for joinery apprentices in all practical and theoretical aspects of joinery, stairbuilding and shopfitting, incorporating the applications of materials, such as timber, glass and aluminium. Joinery apprenticeships are conducted over a period of four years.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprenticeship Administration Branch.

Career Opportunities: This course provides an excellent introduction to the employment and career opportunities within the building construction industry.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training can apply for this course. Apprentices can apply for acceptance into this course. Preference will be given to students who have completed a pre-apprenticeship program in a related field.

Course Structure: To successfully achieve the Certificate III in Off-site Construction (Joinery – Timber/Aluminium/ Glass), students will be required to complete all modules including: Read and interpret plans; Use small plant and equipment; Assemble simple partition frames; Remove/replace door and window furniture, Prepare for off-site manufacturing process; Set up use and maintain static machinery; Identify window and door construction; Setting out of windows and doors; Manufacture components for door and window frames, doors and sashes; Assemble (door/ windows); Identify stair construction and the factors governing stair design; Set out stairs; Manufacture stair components – straight flighted stairs; Assemble and install stairs; Prepare for construction process (carpentry).

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design and technology, and more.

Certificate III in Off-site Construction (Stairs) - Apprenticeship Program
Overview: This course provides comprehensive training for apprentices in all practical and theoretical aspects of joinery and stairbuilding. Stairbuilding apprenticeships are conducted over a period of four years.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprenticeship Administration Branch.

Career Opportunities: This course provides an excellent introduction to employment and career opportunities within the building and construction industry.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training can apply for this course. Apprentices can apply for acceptance into this course. Preference will be given to students who have completed a pre-apprenticeship program in a related field.
Course Structure: To successfully achieve the Certificate III in Off-site Construction (Stairs), students will be required to complete all modules including: Set out stairs; Manufacture stair components - straight flighted stairs; Assemble and install stairs; Shift materials manually; Set out and level; Assemble fabricated components; Apply and trim decorative finishes; Measure with graduated devices; Manufacture and install continuous handrail and special stair components; Manufacture stair components - curved and geometric stairs.

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design and technology, and more.

Certificate III in Plumbing Apprenticeship Program

Overview: This course provides comprehensive training for all plumbing and gasfitting apprentices, and covers the practical and theoretical aspects of the industry. Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive the Certificate III in Plumbing and a Certificate of Completion, issued by the Apprenticeship Administration Branch.

Career Opportunities: Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to run their own business.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. Providing there are vacancies, entry into the course is automatic for apprentices. TAFEs may give preference to students who have successfully completed a pre-apprenticeship program in a related field. Apprentices and employers must obtain and complete a training agreement which is forwarded to an Australian Apprenticeships Centre (AAC). On enrolment, the employer, the apprentice and TAFE must complete a training program. This must be done within three months of the apprentice commencing employment.

Course Structure: To successfully achieve the Certificate III in Plumbing, students must be able to demonstrate competency in all core modules, and in a minimum of two elective modules. Introductory skills include: Industry induction, welding and cutting, building construction, pipes and tubes, disposal system joints, fixing devices, simple waste pipes, electric welding, fixtures and valves, and sheetmetal practices; Water Supply; Drainage; Sanitary; Gasfitting; Roofing; Mechanical Services. Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work-related projects. On completion of the Certificate III, students are required to sit an external exam on the practical aspects of the course.

Further Study: Graduates of this course may expand their skill base and qualifications by completing one or all of the following: Welding certificates or a range of plumbing fee-for-service courses.
Certificate III in General Construction (Solid Plastering) - Apprenticeship Program

Overview: This course provides comprehensive training for solid plastering apprentices in all practical and theoretical aspects of the trade. Solid plastering apprentices run for four years.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch.

Career Opportunities: Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to run their own business.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. Providing there are vacancies, entry into the course is automatic for apprentices. Preference may be given to students who have successfully completed a pre-apprenticeship program in a related field. Apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to an Australian Apprenticeships Centre (AAC).

Course Structure: To successfully achieve the Certificate III in General Construction (Solid Plastering), students must be able to demonstrate competency in all core modules and a minimum of three elective modules. Core Modules include: Carry out interactive workplace communication; Carry out OH&S requirements; Read and interpret plans; Erect and dismantle restricted height scaffolding; Handle construction materials and safely dispose of waste; Carry out general demolition; Restore and renovate solid plasterwork.

Elective Modules include: Install pre-cast decorative mouldings; Install cast plaster blockwork; Construct plaster mouldings; Carry out conite construction.

Further Study: Upon successful completion of the Certificate III, graduates may enter into further programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design and technology, and more.

Certificate III in Stonemasonry (Monumental/Installation) - Apprenticeship Program

Overview: This course provides comprehensive training for stonemasonry apprentices, and covers both practical and theoretical aspects of the stonemasonry trade. Stonemasonry apprenticeships run for four years.

Qualifications and Recognition: Upon successful completion of their apprenticeship, students are eligible to receive a Certificate of Completion, issued by the Apprentice Administration Branch.

Career Opportunities: Trained apprentices have a range of employment and career opportunities available to them. This includes roles within the building and construction industry, or the opportunity to commence their own business.

Selection Criteria: Individuals who have a current training agreement with a registered employer from the industry, and who need to commence their apprenticeship training. Providing there are vacancies, entry into the course is automatic for apprentices. To apply, apprentices and employers must obtain and complete a training agreement. This agreement is forwarded to an Australian Apprenticeships Centre (AAC).
Course Structure: To successfully achieve the Certificate III in Stonemasonry (Monumental/Installation), students must be able to demonstrate competency in all core modules and nine elective modules. Core Modules include: Carry out interactive workplace communication; Carry out OH&S requirements; Plan and organise works; Read and interpret plans; Carry out measurements and calculations; Carry out excavation and install support; Prepare for the construction process (Stonemasonry); Identify and use stone products; Carry out load slinging of off-site materials; Lay stone; Dress and mould stone; Split stone manually. Elective Modules include: Renovate and restore stonework; Construct stone arches; Inlay lead to stone; Lay stair and floor surfaces; Set out and cut letters in stone; Plan monumental construction.

Further Study: Upon successful completion of the Certificate III, graduates may enter into programs in Advanced Building Technology at a diploma level in fields such as surveying, drafting, design and technology and more.

Doggings
Overview: This course provides training for doggers - people who safely direct and position loads using whistle signals while out of sight of crane operators. It is designed to meet the requirements of the unit of competency A Dogging from the Certificate III in General Construction. The course covers regulations, safety requirements, selection and inspection of equipment, and crane types and their application in industry.

Qualifications and Recognition: This course offers two levels of qualification: First level - upon successful completion of this course, students will receive a statement of attainment for the unit of competency Dogging from the Certificate III in General Construction, provided they pass the written and practical assessment. Second level - upon successful completion of a written and practical assessment, students are eligible to receive a Certificate of Competency issued by the Victorian Workcover Authority (VWA).

Career Opportunities: Holders of doggers certificates may work in areas where cranes or lifting equipment are used, including building and civil construction sites, and transport depots.

Selection Criteria: Individuals interested in acquiring the skills and knowledge required to safely operate as a Dogger. VWA Certificates of Competency can be issued to those over 18 years of age only. Key criteria include English language skills, sufficient to understand written and verbal safety instructions and an ability to recognise own and others’ limitations in work situations.

Course Structure: All training is supported by a theoretical component delivered early in the program. The course contains one unit of competency: Dogging Assessment - Assessment is based on competency, that is, the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects.

Further Study: A Dogger certification can lead to further skilled training for qualifications in basic rigging.

Course in Earthmoving
Overview: This course provides training in the safe operation of earthmoving equipment. It covers regulations, safety requirements, working around construction sites, basic maintenance/daily checks, familiarisation of controls and the use of equipment for lifting. The course provides the opportunity to develop basic operational skills in Front End Loader (wheel and track); Excavator; Backhoe; and Skid Steer Loader.
Qualifications and Recognition: This program has been developed in association with industry, and will enable individuals to receive a certificate of completion for the Course in Earthmoving. Upon successful completion of a written and practical assessment, students are also eligible to receive an Equipment Operator OH&S Competency Qualification.

Career Opportunities: Holders of this certificate can seek work in the civil construction industry as operators of equipment such as front end loaders, backhoes and excavators.

Selection Criteria: English language skills, sufficient to understand written and verbal safety instructions; Ability to read and understand written instructions relating to the safe operation of earthmoving equipment; and an ability to recognise own and others’ limitations in work situations. Individuals interested in acquiring the skills and knowledge required to safely operate earthmoving plant and equipment may apply. It is recommended that applicants have some degree of car/truck driving experience, or some experience in operating earthmoving plant/equipment. Equipment Operator OH&S Competency Qualification can only be issued to those over the age of 18.

Course Structure: All training is supported by a theoretical component delivered early in the program.

Further Study: An extensive range of programs and short courses for professional development within the building and construction industry, and in other areas of professional practice is available.

Course in Rigging (Basic/Intermediate)

Overview: This course provides training for riggers who are responsible for safely erecting and dismantling building framework. It is designed to meet the requirements of the unit of competency Undertake Rigging from the Certificate III in General Construction. The course covers regulations, safety requirements, tools and equipment, planning of rigging operations, rigging materials, movement of plant and equipment, splicing, lashings, knots, hitches, reeving, winding, slinging and load selections. The course is applicable to erection of steel structures, tilt slabs and cantilevered crane loading platforms, placing of precast concrete, and erection and inspection of mast climbers. The course also covers the rigging of cranes and hoists, dual lifting and demolition.

Qualifications & Recognition: Upon successful completion of all elements of competency, students will receive a Statement of Attainment for the unit of competency BCG3042A Undertake Rigging from the Certificate III in General Construction (similar level to ‘Rigging – Intermediate’), provided they pass the written and practical assessment. This course offers two levels of the Victorian Workcover Authority (VWA) Certificate of Competency. Upon successful completion of a written and practical assessment, students are eligible to receive a Certificate of Competency issued by VWA for: Rigging – Basic; and Rigging – Intermediate.

Career Opportunities: Holders of rigging certificates can seek work as riggers in a variety of industries where rigging activities occur.
Selection Criteria: The successful completion of Elevated Work Platform (EWP) training or an EWP Certificate of Competency would be an advantage to applying for this course. VWA Certificates of Competency can be issued only to those over 18 years of age. English language skills sufficient to understand written and verbal safety instructions, the ability to recognise own and others’ limitations in work situations and a Certificate of Competency for Dogging issued by VWA or equivalent are required.

Course Structure: All training is supported by a theoretical component delivered early in the program. The course contains one unit of competency: Undertake Rigging. The unit of competency Undertake Dogging is a prerequisite for this course. Assessment is based on competency; that is the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. To be eligible for a VWA Certificate of Competency, a VWA practical and written test must be completed. The VWA assessment is generally conducted in the week following the course.

Further Study: Holders of the Rigging - Basic and Intermediate certificates can proceed to the Rigging - Advanced course. Programs and short courses for professional development within the building and construction industry and other areas of professional practice are available at most TAFEs.

Course in Scaffolding (Basic/Intermediate)

Overview: This course provides training for scaffolders, whose primary role is to safely erect and dismantle scaffolding. It is designed to meet the requirements of the Course in Scaffolding. The course covers erecting, dismantling, altering and repairing tube and coupler scaffolding, as well as cantilevered crane loading platforms and mast climbers.

Qualifications and Recognition: This course offers two levels of qualification: First level - upon successful completion of this course, students will receive a Statement of Attainment for the unit of competency Erect and Dismantle Scaffolding - Basic from the Certificate III in General Construction, provided they pass the written and practical assessment. Second level - upon successful completion of a written and practical assessment, students are eligible to receive a Certificate of Competency issued by the Victorian Workcover Authority (VWA).

Career Opportunities: Holders of scaffolding certificates can seek work in the construction industry involving the erection and dismantling of scaffolding.

Selection Criteria: Individuals interested in acquiring the skills and knowledge required to safely operate as a scaffolder may apply. The VWA Certificates of Competency can be issued to those over 18 years of age only. Key criteria include English language skills, sufficient to understand written and verbal safety instructions and the ability to recognise own and others’ limitations in work situations.

Course Structure: All training is supported by a theoretical component delivered early in the program. Students will be required to demonstrate competency in Scaffolding - Basic, before proceeding to the Intermediate level program. Scaffolding – Basic: Erect and Dismantle Scaffolding – Basic. Assessment is based on competency, that is, the ability to demonstrate specific skills, and a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects. To be eligible for a VWA Certificate of Competency, the VWA practical and written test must be completed.

Further Study: Most TAFEs offer an extensive range of programs and short courses for professional development within the building and construction industry, and in other areas of professional practice.
Certificate IV in Building & Construction (Building)

Overview: This accredited course is designed to meet the needs of builders and managers of small-to-medium building businesses. A builder is the person who coordinates the construction of a building, taking responsibility for the overall completion of the job, including selecting contractors, overseeing work and its quality, and liaising with the client. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority.

Qualifications and Recognition: Upon successful completion, students are eligible to receive Certificate IV in Building and Construction (Building). This qualification is nationally recognised in accordance with the Australian Qualification Framework and is supported by the Victorian Building Practitioners Board (BPB).

Career Opportunities: This course is recognised by the BPB as an equivalent qualification for registration as a domestic builder.

Selection Criteria: Candidates must have three years’ relevant hands-on experience in domestic building or an allied field, and must be able to use a computer and internet. They must complete an application questionnaire before enrolling.

Course Structure: Students must complete 15 units of competency. There are 12 core competencies and three electives to be covered. Core units include: Apply building codes and standards to the construction process for low-rise building projects; Manage occupational health and safety in the building and construction workplace; Select and prepare a construction contract; Identify and produce estimated costs for building and construction projects; Plan building or construction work; Conduct on-site supervision of the building and construction project; Apply structural principles to residential low-rise constructions; Apply structural principles to commercial low-rise constructions; Manage finances. Elective Units are: Establish business and legal requirements; Undertake financial planning; Resolve business disputes.

Further Study: Graduates of the Certificate IV in Building and Construction (Building) may progress into further study, including the completion of Diploma of Building and Construction (Building).
Diploma of Building & Construction (Building)

Overview: This course provides students with the professional skills and knowledge required for the management, supervision and administration of residential, industrial and commercial building projects. This qualification has been designed to mainly meet the needs of builders. A builder is the person who coordinates the construction of a building, taking responsibility for the overall completion of the job, including selecting contractors, overseeing the work and its quality, and liaising with the client. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the state or territory.

Qualifications and Recognition: Following completion of this course, students are eligible to receive the award qualification Diploma of Building and Construction (Building). The Diploma is nationally recognised and is supported by the Building Practitioners Board (BPB), the Australian Institute of Builder (AIB), and the Housing Industry Association (HIA).

Career Opportunities: Graduates of this course may progress into a diverse range of managerial, supervisory and construction business opportunities. Typically, employment and career opportunities may include: planning and scheduling; onsite management and supervision; local, national and international construction management; specialist construction roles in quality assurance and safety; and Building Practitioner registration with three year, post-qualification industry experience, as determined by the BPB.

Selection Criteria: Students must have successfully completed VCE or its equivalent. They can also be mature age (defined at least 18 years of age and away from formal study for at least one year. In addition to their VTAC application, applicants may need to attend a formal interview and assessment task. In this process, they are required to demonstrate their understanding of the industry, their aptitude for the program, and any supportive work experience or previous study. Application is through VTAC.

Course Structure: Students must complete all competencies, and will be progressively recognised for the level of qualification completed. This includes, in Year One: Apply building codes and standards to the construction process for medium-rise building projects; Apply structural principles to the construction of medium-rise buildings; Apply principles of OH&S risk management; Apply site surveys and set out procedures to medium-rise building projects; and Manage construction work/projects. Year Two includes: Supervise the planning of on-site medium-rise building or construction work; Manage project quality and risk; and Manage building or construction, environmental management practices and processes.

Further Study: Graduates of the Diploma of Building and Construction (Building) may have the opportunity to articulate into a university degree program.
Diploma of Engineering – Advanced Trade

Overview: This course is primarily designed to provide advanced and additional welding skills to people who hold Engineering Trade qualifications. The course is offered flexibly on a part-time basis and an Engineering Tradesperson will need to allow approximately two years to achieve the complete qualification.

Career Opportunities: There is a widely recognised shortage of competent welders. The successful completion of this training has the potential to allow you to gain employment and obtain advancement in a range of industries.

Selection Process: No selection process required.

Course Structure: The welding units of competency available cover the processes of manual metal arc, gas metal arc, gas tungsten arc, oxy acetylene, submerged arc, brazing and soldering. The competencies are offered at routine, advanced and code standard levels. In addition the course offers units that support the welding function such as OH&S, quality, cutting and using hand tools. Statements of Attainment will be issued upon successful completion of units. The course may also be undertaken by people who do not hold trade qualifications. To gain the Diploma of Engineering – Advanced Trade – Welding, such people will need to undertake a set number of hours of training, less any credit that may be provided for any existing qualifications and informal prior learning.

Further Study: The successful completion of a prescribed range of these units, together with any acknowledgement of existing qualifications and any informal prior learning, will allow students to attain a Diploma of Engineering – Advanced Trade – Welding.

Diploma of Building Design & Technology (Incorporating Certificate IV in Residential Drafting)

Overview: This program provides students with the professional skills and knowledge required for the design and drafting of residential, industrial and commercial buildings. The emphasis is on the design process, presentation and production of working drawings, both manually and using Computer Aided Design (CAD).

Qualifications and Recognition: Upon successful completion of the first year of the course students are eligible for the Certificate IV in Residential Drafting. After completing the second year, students are eligible to receive the Diploma of Building Design and Technology. This diploma is nationally recognised and supported by the Building Practitioners Board (BPB), the Housing Industry Association and the Building Designers Association of Victoria. Further academic study is also available by completing the Advanced Diploma level. This additional year offers students knowledge and skills for wider employment opportunities, and articulation prospects towards university degree programs.

Career Opportunities: Graduates of this program will be able to progress to managerial positions within a building or architectural drafting office. Career opportunities exist throughout the building industry in a range of senior roles, including: Assisting in planning and design; Assisting in initial building design; Working drawings; and Assisting in gathering information to produce concept drawings.
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Selection Criteria: Students who have successfully completed VCE, or its equivalent; or Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year). In addition to their VTAC application, applicants may need to attend a formal interview and possible assessment task. In this process, they are required to demonstrate their understanding of the industry, their aptitude for the program, and any supportive work experience or previous study. Applicants must apply through VTAC.

Course Structure: Students must complete all modules, and will be progressively recognised for the level of qualification completed. Year One modules include: Drafting Office Administration; Residential Construction Technology; Site Survey and Drawing; Projected Presentation; Residential Materials; 2D – CAD; Environmental Sustainable Building; Residential Design Single- and Two-Storey design; Sketch Presentation; Timber Framing Design. Year Two includes: Drafting Office Project Administration; Commercial Construction; Technology; Services Commercial Buildings; 3D CAD; Digital Renderings; Commercial Documentation. Elective Modules: May include: Architectural History; Mathematical Concepts; Structural Design 1 and 2 Storey Class 1 and 10 Buildings; Digital Animation Architectural 3D Models; Customise CAD Software.

Further Study: Graduates of the Diploma of Building Design and Technology may have the opportunity to articulate into a university degree program.

Advanced Diploma of Building Surveying (Incorporating Diploma of Building Surveying)

Overview: This program provides students with the professional skills and competencies required for building inspection work and surveying related to residential, industrial and commercial buildings. The program will provide a diverse range of experiences in building theory, regulatory laws and practice. Students may be required to attend site visits, study tours, etc as part of their program.

Qualifications and Recognition: After completing the first year, students are eligible to receive the Diploma of Building Surveying. After completing the second year, students are eligible to receive the Advanced Diploma of Building Surveying. This diploma is nationally recognised and supported by the Building Practitioners Board, Australian Institute of Building Surveyors and Housing Industry Association.

Career Opportunities: Graduates of this program will be able to progress their careers towards managerial positions within the building and surveying profession. Graduates may also diversify into building construction management, which includes: Assisting in planning and design; Checking architectural drawings for regulatory correctness; Assisting in the issue of building permits; Participating in mandatory building inspection; and Assisting in building office administration duties.

Selection Criteria: Students who have successfully completed VCE, or its equivalent; or Individuals defined as mature age (at least 18 years of age and away from formal study for at least one year). Selection may be through an interview and test process (if appropriate). Applicants should demonstrate relevant work experience, an understanding of the program and industry area, and previous study. Applicants must apply through VTAC.
**Course Structure:** Students must complete all competencies, and will be progressively recognised for the level of qualification completed. Modules include: Assess the construction of domestic scale buildings; Evaluate materials for construction of domestic scale buildings; Produce working drawings for residential buildings; Apply legislation to urban development and building controls; Apply footing and geomechanical design principles to domestic scale buildings; Assess construction faults in residential buildings; Manage business document design and development; Maintain business technology; Utilise specialist communication skills; Develop, implement and promote effective communication techniques; Operate a personal computer. Assess structural requirements for buildings up to three storeys; Apply building codes and standards to buildings up to three storeys; Implement performance based codes and risk management principles for buildings up to three storeys; Manage human resources; Apply ecologically sustainable development principles to the built environment.

**Further Study:** Graduates of the Advanced Diploma of Building Surveying may have the opportunity to articulate into a university degree program.

**Bachelor of Applied Science (Built Environment)**

**Overview:** Individuals interested in pursuing managerial or supervisory careers in the building industry can benefit from completing this degree program. The program supports both individuals currently employed in the building industry and those who seek to enter it, enabling them to maximise their opportunities in the field. Developed in association with the building industry, this accelerated program enables individuals to achieve professional accreditation within the building industry sooner than through traditional four year qualification programs.

**Qualifications and Recognition:** On successful completion of the first three years of the degree, students will achieve the Bachelor of Applied Science (Built Environment).

**Career Opportunities:** Career opportunities that may be available to a graduate completing this degree with relevant experience include: building supervisor; building surveyor (NAF Level 2); contract administrator; building maintenance manager; project manager; project engineer; site administrator; site engineer; site supervisor; and superintendents’ representative.

**Selection Criteria:** In order to be admitted to the Bachelor of Applied Science (Built Environment) an applicant must meet the criteria of entry associated with one of the following categories:

- **Normal Entry:** An applicant may be admitted to the course after successful completion of the Victorian Certificate of Education (VCE) or its equivalent.
- **Advanced Standing:** An applicant may be admitted to the course with advanced standing on the basis of previous study associated with one of a number of specific areas including a diploma or advanced diploma level qualification within a field relevant to the building construction industry.
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- Special Entry: An applicant who does not meet the criteria identified in the above categories may be admitted to the course upon application. Applicants will be required to participate in an interview and demonstrate aptitude for the program.

Applicants requiring special entry must either have 10 years’ work experience in the building industry; or Certificate IV level qualifications in a building or allied trade, along with relevant work experience of four years or more. For full-time study, applicants must apply through VTAC.

Course Structure: Degree features include an innovative curriculum and delivery method of Problem Based Learning (PBL). The learning approach is student centred and encourages students to develop independent learning and problem solving skills. A combination of face-to-face and online tutorials is used for the delivery of the program. Active participation and ownership of the learning process is a unique hallmark of PBL, and a key teaching element of this program which takes place in five stages.

Further Study: The Bachelor of Applied Science (Built Environment) is an equivalent three year foundation degree. It provides entry to four professional specialisation degrees: Bachelor of Built Environment; Bachelor of Construction Management and Economics; Bachelor of Facilities Management; and Bachelor of Property Valuation. On successful completion of the three year foundation and one year specialised degrees, graduates will be awarded two qualifications.

Bachelor of Built Environment

Overview: This course is designed to further the qualifications achieved through the Bachelor of Applied Science (Built Environment) or equivalent. The primary focus of the Bachelor of Built Environment is on building surveying as a fourth year specialisation following the Bachelor of Applied Science (Built Environment) or an equivalent degree. Graduates will develop in-depth technical knowledge in building surveying and will be able to operate independently as a professional within this field. Its strong vocational and building discipline focus will assist graduates in meeting the academic requirements for membership of relevant professional bodies in the building sector. For further information refer to the Australian Institute of Building Surveyors (AIBS) website (www.aibs.com.au).

Qualifications and Recognition: Graduates who complete the further eight core units necessary, will be eligible to achieve the Bachelor of Built Environment. On completion of this degree students may seek membership of relevant professional bodies and/or institutions, such as the AIBS. Students may also continue their academic development by undertaking postgraduate or research studies.

Career Opportunities: Typical vocational roles that may be available to a graduate completing the Bachelor of Built Environment with relevant experience as Building Surveyor (NAF Level 1) include working for local councils, private firms, government departments, health authorities and fire services. Building surveyors are experts in a range of building legislation, technical codes and construction standards. They are responsible for ensuring that buildings are safe, accessible and energy efficient and have an impact on the design, planning and functionality of buildings.
Selection Criteria: In order to be admitted to the Bachelor of Built Environment an applicant must meet the criteria of entry associated with one of the following categories: Category 1 - Students who have successfully completed the Bachelor of Applied Science (Built Environment) or; Category 2 - Students who hold a bachelor degree in a building industry related field of study and with an appropriate level of construction industry knowledge and suitable work experience. Applicants would be assessed on a case-by-case basis. Applicants must have either successfully completed the Bachelor of Applied Science (Built Environment), or have been recognised as having an equivalent level of qualification and work experience.

Course Structure: To successfully achieve the Bachelor of Built Environment, students must complete all core subjects including: Advanced construction economics and feasibility; Urban development and planning; Risk assessment and management; Advanced building Surveying; Fire engineering fundamentals and modelling; Performance-based regulatory systems; Built environment research project.

Further Study: Applicants will be eligible to pursue numerous graduate study opportunities which may provide support to their desired career development.

Bachelor of Facilities Management

Overview: Facilities management is a relatively new field that demands a diverse knowledge set required in managing modern technology driven facilities, and the people and space used within them. Students enter this fourth year specialisation following successful completion of the Bachelor of Applied Science (Built Environment), or equivalent degree.

Qualifications and Recognition: On completion of eight core units, students are eligible to receive the Bachelor of Facilities Management. On completion of this degree students may seek membership of relevant professional bodies and/or institutions such as the Facility Management Association of Australia (FMAA). Students may also continue their academic development by undertaking postgraduate or research studies.

Career Opportunities: Graduates find rewarding careers in a wide range of fields, including facilities management, maintenance management, workplace logistics, strategic planning and space management, facilities investment such as corporate development, policies, long range planning analysis, procurement, disposal and investment planning, coordination of facility changes and relocation, furnishings and equipment inventory management, tenancy management, co-ordination with organisational resources including business operations, human resources, information technology, financial administration, sales and marketing, training and risk management and advanced research in the area of facility management.
**Selection Criteria:** Applicants must have either successfully completed the Bachelor of Applied Science (Built Environment), or have been recognised as having an equivalent level of qualification and work experience can apply. In order to be admitted to the Bachelor of Facilities Management an applicant must meet the criteria of entry associated with one of the following categories: Category 1 - Students who have successfully completed the Bachelor of Applied Science (Built Environment) or equivalent. Category 2 - Students who hold a bachelor degree in a building industry related field of study and with an appropriate level of construction industry knowledge and suitable work experience.

**Course Structure:** The facilities management concept; Facility life cycle performance; Intelligent services and space usage; Procurement management; Improving facility performance; FM information management; Risk assessment and management for facilities management (A); Risk assessment and management for facilities management (B).

**Further Study:** Applicants will be eligible to pursue numerous graduate study opportunities which may provide support to their desired career development.
CHAPTER 7

Industry contact details
Industry contact details

There are many organisations involved in all aspects of the Victorian Building and Construction industry, including a large number that exist to support the industry’s activities. They also play a significant role in the provision of training and other services for the benefit of people in the industry. This chapter contains listings of organisations under the headings:

- Industry Organisations
- TAFE and Tertiary Institutions
- Apprenticeship Information
- Government Agencies
- Trade Unions
- Group Training Organisations

Each section contains contact information, where possible an outline of the activities of the organisation or service and their role (if any) as training providers to the industry. Every effort has been made to ensure the information is correct but it is advisable to contact the individual organisations listed, as training is a dynamic and constantly changing area. For example, changes in names of campus locations, contact details and course offerings by TAFE institutions may best be checked through the Victorian Skills Gateway via the Department of Education website (www.edu.vic.gov.au).
Industry Organisations

Air Conditioning and Mechanical Contractors Association of Victoria Limited (AMCA)

AMCA represents and promotes the specific industrial and training needs of commercial mechanical services contractors and their employees. Its membership encompasses the majority of large commercial air conditioning contracting companies. AMCA provides quality training and skills recognition for managers and employees at all levels of the mechanical services sector. It is a nationally accredited RTO offering a range of accredited courses encompassing postgraduate, apprenticeship, traineeship and pre-apprenticeship levels.

AMCA Victoria also offers a comprehensive range of short courses to the existing industry workforce. These courses cover OH&S, Industrial Relations, Project Management, Site Supervision, Workplace Trainer and Assessor, Air Conditioning Balancing and Design. AMCA can also provide industry specific advice on:

- Career options and pathways
- Avenues for career advancement
- Employment opportunities
- Group Training Schemes for apprentices for the mechanical services sector.

The organisation has developed industry training resources specifically for the air conditioning and mechanical services sector. These are in video, CD ROM, and manual-based formats.

AMCA training is subsidised by funding grants from a number of state and federal government sources, as well as Incolink. Course fees are kept to a minimum. In most cases courses are free to AMCA members (administration fee applicable) while non-AMCA members are also welcome if places are available (full fees apply).

30 Cromwell Street, Burwood 3125
Telephone: 9888 8266
Fax: 9888 8459
Email: vicamca@amca.com.au
Internet: www.amca.com.au

Architects Registration Board of Victoria

Level 3, 372 Albert Street
East Melbourne 3002
Telephone: 9417 4444
Fax: 9417 4711
Email: registrar@arbv.vic.gov.au
Internet: www.arbv.vic.gov.au

Association of Wall and Ceiling Industries Vic Inc (AWCI)

The AWCI covers all sections of the plaster industry: manufacturing, supply, domestic and commercial contracting. Its role is to safeguard the rights and interests of member employers and contractors in the plaster and building linings industry. Through its information services AWCI keeps members aware of obligations and knowledge required to stay abreast of industry movements and trends.

Suite 4, 41 Glenhuntly Road, Elwood 3184
Telephone: 9531 4703 Fax: 9531 1120
Email: admin@awciv.com.au
Internet: www.awci.org.au
Association of Professional Engineers, Scientists and Managers of Australia (APESMA)

APESMA is the largest national non-profit organisation representing professional employees. It was founded in 1946 and represents 28,000 engineers, scientists, architects and other professionals.

163 Eastern Road, South Melbourne 3205
GPO Box 1272 Melbourne 3001
Telephone: 9695 8800
Toll free: 1300 853 352
Fax: 9696 9312
Email: info@apesma.asn.au
Internet: www.apesma.asn.au

Australian Brick & Blocklaying Training Foundation Ltd (ABBTF)

The primary purpose of the ABBTF is to facilitate the placement of suitable bricklaying apprentices with bricklayers and builders and to help see them through their apprenticeship qualification. In this way it contributes to building a skilled workforce for the brickmaking and building industry.

Once an employer has registered the Bricklayer Apprentice with ABBTF for subsidies, the employer can use ABBTF as an important ongoing resource.

ABBTF can provide support, information and direction to help the experience with an apprentice and to ensure his or her completion and full qualification in bricklaying i.e. the CPC30111 Certificate III in Bricklaying/Blocklaying.

ABBTF advice and services can include all or any of the following:

- ABBTF incentives and subsidies
- Government incentives and subsidies
- Pay rates and employer award obligations
- Training programs and availability
- TAFE and Registered Training Organisation locations
- Building industry trends
- Apprentice achievement awards and how to nominate
- Contacts to a network of industry bodies
- Apprentice career path
- Bricklayer pathway to be a builder or other roles
- Advice on how to retain an apprentice
- Finding a new apprentice
- Links to brick and block manufacturers
- Information on Group Training Organisations
- Other background information on brick and blocklaying.

ABBTF is also in regular contact with bricklayers and apprentices through e-newsletters, email, SMS, the post and through the retention and claims process.

Toll Free: 1300 66 44 96
Victoria
Suite 24B
479 Warrigal Road
Moorabbin 3189
Telephone: 03 9556 3030
Fax: 03 9556 3099
Internet: www.abbtf.com.au
The Australian Industry Group

The Australian Industry Group (Ai Group) is a leading industry association representing a range of industry sectors across Australia including: manufacturing, engineering, construction, defence, ICT, call centres, labour hire, transport, logistics, utilities, infrastructure, environmental products and services and business services.

Ai Group provides practical information, advice and assistance to members and ensures they have a voice at all levels of government by representing and promoting their interests on current and emerging issues. It has more than 300 staff and 400 apprentices through its training arm, Australian Industry Group Training Services, while its professional staff includes workplace relations advisers, lawyers and employment and business specialists who provide services to members in the areas of: workplace relations; legal; human resource management; occupational health and safety; workers’ compensation; the environment and energy; business growth and skills.

Ai Group has its head office in Melbourne and offices in major regional centres:

**Head Office**
20 Queens Road, Melbourne 3004
Telephone: 9867 0111
Toll free: 1300 783 844
Fax: 9867 0199
Internet: www.aigroup.asn.au

**Ballarat**
1021 Sturt Street, Ballarat 3350
Telephone: 5331 7688
Fax: 5332 3858
Email: kaym@aigroup.asn.au

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**Bendigo**
92 Willis Street, Bendigo 3550
Telephone: 5443 4810
Fax: 5443 9785
Email: jdannock@aigroup.asn.au

**Geelong**
La Carbine, 1 Yarra Street, Geelong 3220
Telephone: 5222 3144 / 5222 3287
Toll free: 1800 133 521
Email: tonyd@aigroup.asn.au

New course programs are developed each year, so for details contact the Ai Group office in your area or visit the Ai Group website www.aigroup.asn.au

**Australian Institute of Architects (AIA)**

Formerly the Royal Australian Institute of Architects (RAIA), the AIA is a national professional association consisting of more than 9,000 members across Australia and overseas. The Institute was formed in 1930 when state architectural Institutes combined to form a unified national association that exists to advance the interests of members, their professional standards and contemporary practice, and expand and advocate the value of architects and architecture to the sustainable growth of the community, economy and culture.

Essentially, the AIA is an organisation made up of members for the benefit of members. It provides support, education and information in a varied range of areas. Membership and involvement in the AIA plays an integral part in the working life of a practicing architect. It is the pre-eminent body representing architects collectively to government, industry and the community. The AIA conducts surveys and produces information on issues and trends of importance to the architectural profession such as market conditions, staffing levels and practice operating costs. An information and research service is available to members and reports may be purchased at discount rates.
Australian Institute of Architects
Victorian Chapter
1st Floor, 41 Exhibition Street,
Melbourne 3000
P O Box 18025 Collins Street,
East Melbourne 8003
Telephone: 8620 3866 Fax: 8620 3886
Email: vic@raia.com.au
Internet: www.architecture.com.au

Australian Institute of Building (AIB)
The AIB is an association of building professionals, associate professionals and technicians engaged in building practice, teaching or research. The institute encourages high professional standards through its membership admission requirements, rules of professional conduct and continuing professional development programs. Membership of the institute is for individuals, with commercial firms not represented. Members hold managerial, administrative, academic and technical positions in a wide range of building fields.

The AIB’s mission is to be the leading professional body in the building and construction industry, valued for its services to its members, reflecting its ideals for education, standards and ethics, and the source of authoritative and visionary comment on behalf of professionals in the industry.

The institute has about 3,000 members attached to state-based chapters and regional branches or resident overseas. The AIB national office is in Canberra. Grades of membership range from Student to Fellow with admission to membership or transfer between grades based on acceptable academic qualifications and experience. For this purpose the institute accredits courses in building studies at universities and TAFE institutions throughout Australia.

Australian Institute of Building
Victorian Office
332 Albert Street, East Melbourne 3002
Telephone: 3 9419 1353 Fax: 9419 0150
Email: vicbuild@aib.org.au
Internet: www.aib.org.au

Australian Institute of Building Surveyors (AIBS)
The AIBS is committed to serving the Australian community by advancing the science and practice of building surveying. It is the peak building surveying organisation in Australia.

The institute is a single organisation with state chapters forming part of its overall structure. Members have most of their contact through their local chapter and a national conference is held annually. In addition, annual general meetings are conducted by the national council and the state chapters.

The AIBS operates on two fronts to pursue its aim of promoting the professional standing of its members while advancing the integrity and efficiency of Australia’s building industry:

• At a national level, it consults regularly with leaders in government, industry and education to ensure that its members’ ideas and concerns are known and respected
• Through its State chapters, it facilitates a two-way flow of industry information through conferences, meetings, correspondence, publications, and constant encouragement for members to become involved in debate and the decision-making process.

The institute functions through a combination of paid administrative staff and voluntary work by national and State office bearers.
Australian Institute of Landscape Architects (AILA)
The Australian Institute of Landscape Architects is the professional organisation of those involved in the pursuit of landscape architecture. The organisation operates with a national office in Canberra and state secretariats.

Victorian Secretariat
Level 1, 41 Exhibition Street
Melbourne 3000
PO Box 18025, Collins Street East 8003
Telephone: 9016 0111 Fax: 8620 3886
Email: Victoria@aila.org.au
Internet: www.aila.org.au

Australian Institute of Quantity Surveyors (AIQS)
The AIQS is the regulatory body of the profession. The institute is a national organisation with chapters and divisions in all states and territories. It also has a strong overseas membership and is the Australian peak body to the International Cost Engineering Council and the Pacific Association of Quantity Surveyors.

Membership of the AIQS is restricted to those with appropriate educational qualifications and who have demonstrated the required level of professional competence after a statutory work experiences period. Corporate membership is open Quantity Surveyors, Building or Construction Economists, Cost Engineers, Cost Estimators and others with appropriate degree qualifications. Students and other related professionals are eligible for non-corporate membership.

The institute plays an important role in industry research through the collection of cost data and the publishing of the Current Construction Costs. It also publishes the Australian Standard Method of Measurement of Building Works, and co-operates with tertiary institutions on research programs.

Australian Institute of Quantity Surveyors
41 Exhibition Street
Melbourne 3000
Telephone: 9654 5279 or 8620 3867
Email: aqsvic@andrewsgroup.com.au or contact@aiqs.com.au
Internet: www.aiqs.com.au
Australian Institute of Refrigeration, Air Conditioning and Heating Inc
The Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH) is a specialist organisation for air conditioning, refrigeration, heating and ventilation professionals. Formed in 1920, AIRAH is recognised by government and industry bodies for its expertise across a wide range of issues in the area of engineering services for the built environment. AIRAH represents over 10,000 professionals across Australia.

Level 3/1 Elizabeth Street
Melbourne 3000
Telephone: 8623 3000
Fax: 9614 8949
Email: victoria@airah.org.au
Internet: www.airah.org.au

Australian Red Cross
Australian Red Cross First Aid Health and Safety offers a range of accredited First Aid training to both individuals and industry in Victoria. Courses can be tailored to clients’ needs and all participants can feel confident that they will have sufficient knowledge and experience to provide competent emergency care in a range of situations.

Victorian Office
23-47 Villiers Street, North Melbourne 3051
Telephone: 8327 7700 / 8327 7990
Fax (main): 8327 7711 Fax
(first aid): 8327 7747
First Aid Enrolments: 1300 367 428
Email: First.Aid@redcross.org.au
Internet: www.redcross.org.au

Regional
Red Cross has offices in regional Victoria at Bendigo, Ballarat, Warrnambool, Geelong and Wangaratta and also conducts first aid training in Bayswater North, Frankston, Ringwood and Greensborough. For First Aid training, telephone 1300 367 428.

Building Practitioners Board
The Building Practitioners Board is responsible for approximately 20,000 registrations of builders and building professionals in Victoria, and supervising and monitoring their conduct and ability to practice.

Goods Shed North
733 Bourke Street Docklands 3008
PO Box 536 Melbourne 3001
Telephone: 1300 815 127
Fax: 9618 9062
Email: bpb@buildingcommission.com.au
Internet: www.buildingcommission.com.au

Building Designers Association of Victoria (BDAV)
The Building Designers Association of Victoria Incorporated (BDAV) is a not-for profit industry association, representing building design and drafting professionals. It was founded in 1983 to promote and advance the profession of building design. The affairs of the Association are managed by a Committee of Management, all of whom are volunteers, running their own, or working within, building design practices. BDAV Members are involved in all aspects of the building design sector, covering the design of residential, commercial, industrial, institutional and all other types of buildings and structures. They work throughout Melbourne and country Victoria. Annual and General Meetings of Members are held during the year, close to the CBD, which provide information updates and networking opportunities. Regional meetings are also held in major country centres to provide information and discussion forums for country members.
The BDAV provides a structured Continuing Professional Development and Education Program to enable members to continually upskill their knowledge on issues relevant to building designers and draftspersons.

**Building Designers Association of Victoria Inc**  
**Level 4, 332 Albert Street, East Melbourne 3002**  
**Telephone: 9416 0227**  
**Fax: 9416 0115**  
**Email: info@bdav.org.au**  
**Internet: www.bdav.org.au**

**C+BUS Industry Superannuation**  
C+BUS is the superannuation fund for the Construction and Building Industries. A board of directors made up of equal numbers of union and employer representatives controls the fund. Further information may be obtained by contacting C+BUS Administration or the C+BUS Co-coordinators.

**Casselden Place**  
**2 Lonsdale Street, Melbourne 3000**  
**Telephone: 9200 4542 or 1300 361 784**  
**Fax: 9200 4750 or 1300 361 794**  
**Email: cbusenq@busmail.com.au**  
**Internet: www.cbussuper.com.au**

**Civil Contractors Federation (CCF)**  
Civil Contractors Federation is a non-profit, member-driven employer association developed to promote and protect the interests of the civil construction industry. It is the largest representative body of civil construction companies responsible for delivery of infrastructure projects such as roads, subdivisions, bridges, water, sewerage and telecommunications. Membership ranges from one-person operations to some of the biggest construction companies in Australia.

The Victorian Branch is run by a Committee of Management made up of contractors elected annually. It is the largest branch, with more than 550 members in nine divisions. The committee oversees the activities of the branch that include sub-committees based on special interest and expertise of importance to the industry, branch meetings of regional contractors, training activities, social events and the annual conference. The federation has experienced staff that can assist members on all aspects of the industry.

The CCF was a key driver in the implementation of formal trade training for new entrants to the civil construction industry and was instrumental in the introduction of the Certificate III in Civil Construction. It now registers interest from both contractors and trainees and, in conjunction with selected registered training providers, facilitates the successful conduct of this training for plant operators of bulldozers, excavators, backhoes, rollers, dump trucks, scrapers, graders, etc.

**CoINVEST Building Industry Long Service Leave**  
CoINVEST is the trading name of the Victorian Construction Industry Long Service Leave Fund, which is managed by CoINVEST Limited, a public company established under the Victorian Construction Industry Long Service Leave Act 1997, on behalf of the construction industry.
CoINVEST was established in conjunction with employers and employees to provide portable long service leave to workers in the Victorian construction industry. The CoINVEST Limited board comprises 11 directors, eight who are elected from the industry and three who are independent “specialists” appointed by the industry.

CoInvest - Customer Services Staff  
478 Albert Street, East Melbourne 3002  
GPO Box 4368 Melbourne 3001  
Telephone: 9664 7677  
Toll free: 1800 805 844  
Fax: 9663 7088  
Email: info@coinvest.com.au  
Internet: www.coinvest.com.au

Construction Training Australia (CTA)  
CTA is the construction industry’s national advisory body on industry training. It is charged with the development of competency standards, National Training Packages, assessment policy and the development of a national strategic plan for the industry.

They work in consultation with industry employers, trade unions, training providers, and the state based industry Training Boards to determine the appropriate standards and competencies that will be the basis for the future training programs.

PO Box 860, Hawthorn 3122  
Telephone: 9819 9677  
Toll free: 1800 172 172  
Fax: 9819 8681  
Email: info@nbcitc.com.au  
Internet: www.nbcitc.com.au

Engineers Australia  
Formerly known as the Institute of Engineers Australia (IEAust), Engineers Australia is the national peak body for all engineering disciplines. It works with government, industry and tertiary education providers to promote engineering as a discipline, and the professional development of our members. Chartered engineers are regarded as trusted professionals in Australia and worldwide. Engineers Australia represents over 80,000 engineers.

Engineers Australia, Victoria Division  
Level 2, 21 Bedford Street,  
North Melbourne 3051  
Telephone: 9329 8188 Fax: 9326 6515  
Email: vic@engineersaustralia.org.au  
Internet: www.vic.engineersaustralia.org.au

Engineering Education Australia  
Suite 202, 21 Bedford Street,  
Melbourne 3051  
Telephone: 9326 9777 Fax: 9326 9888  
Email: frankm@eeaust.com.au  
Internet: www.eeaust.com.au

Engineering Skills Training Board (VIC) Inc.  
1378A Toorak Road, Burwood 3125  
Telephone: 9889 0966 Fax: 9809 4799  
Email: mesab@mesab.com.au  
Internet: www.mesab.com.au

Glass and Glazing Association Victoria Inc. (AGGA)  
The Glass and Glazing Association of Victoria Incorporated (AGGA) brings together representatives of the main groups in the industry, such as glass merchants and glaziers, the local glass manufacturer, agents representing overseas glass manufacturers, industry suppliers and any other interested parties, for the benefit of the Australian flat glass industry.
A not-for-profit organisation, the AGGA has among its aims, to:

- Establish and maintain good relationships among its Members and to promote and protect their common business interests
- Remove or prevent undesirable practices in the industry
- Foster and improve relations between members and other organisations with similar aims
- Make representations to government departments and agencies and commercial and industrial organisations on matters affecting the interests of the industry
- Collect, distribute and exchange information and views and provide advice on matters affecting members.

**Suite 9/22 Fitzroy Street, St Kilda 3182**
**Telephone:** 9536 3118
**Fax:** 9525 3656
**Email:** glass@assocmanagement.com.au
**Internet:** www.agga.org.au

**Housing Industry Association (HIA)**
The HIA is the major employer association for the residential building sector and provides a wide range of services, support activities, training, and information for the benefit of members. The HIA is also instrumental in lobbying the government on issues that will affect members, as well as providing industrial relations, contracting sales, and other advisory services for members.

The HIA Training Centre offers a range of courses for people involved in the building industry. These vary from year to year, so it is advisable to contact the HIA direct or visit the website for course details.

**Housing Industry House**
70 Jolimont Street, Jolimont 3002
**Telephone:** 9280 8200 **Fax:** 9654 7332
**Email:** vic_training@hia.com.au
**Internet:** www.hia.com.au

**Incolink**
Incolink was established in 1988 as a joint enterprise of employer associations and unions in the building and construction industry to act as trustee company to administer the Victorian Building Industry Redundancy Scheme. Since then it has shown considerable growth, and it now administers redundancy funds for the Building Construction/Contracting Industry (Fund No. 1), and the Metal Construction/Contracting, Engineering Construction/Contracting and Labour Hire Industries (Fund No. 2). It also administers Portable Sick Leave and Income Protection and Trauma Insurance Schemes. A major portion of its operating surplus is allocated to the provision of services that will be of benefit to the building and construction industry. As well as the management of industry schemes, Incolink also provides a range of other services and benefits for members, including comprehensive accident insurance cover.

**Incolink Member Services**
Member Services is responsible for the provision of a range of services and benefits to members. It:

- Facilitates the provision of training opportunities for building industry workers through part-funding of individuals to obtain industry training
- Provides an employment placement service to assist unemployment members back into the industry
- Provides career advice and counselling for members who are working in the industry
• Provides personal counselling through the Building Industry Specialist Service at Incolink, which offers free, confidential and impartial counselling to members and their families for all types of personal problems including depression, death, alcohol and drug abuse, and family conflicts

• Provides financial counselling. The financial counsellor has an excellent understanding of the construction industry and the problems faced by construction workers and their families, and provides a free and confidential service to members

• Provides an Alcohol and Drug Project Worker to deliver the harm awareness program, and to assist workers and employers to deal with the effects of the misuse of alcohol and other drugs

• Provides a Building Apprentices Support Services Officer (BASS) who offers advice to apprentices, as part of their training, to equip them to cope with the pressures they will encounter in the workplace, including issues such as suicide prevention, drugs and alcohol.

Incolink
1 Pelham Street, Carlton 3053
Telephone: 9639 3000
Toll free: 1800 337 789
Fax: 9639 1366 or 9662 9266
Email: memserv@incolink.org.au
Internet: www.incolink.org.au

Master Builders Association (Victoria) (MBAV)
The MBAV is the major employer association for the domestic and commercial building sectors and provides a wide range of services, support activities, and information for the benefit of members including:

• Training courses
• Professional development seminars
• Customised training for specific business or regional groups
• An employment service.

The MBAV offers a range of Diploma, Certificate level and short courses designed for the building and construction industry. The organisation provides multimedia and print-based training programs that respond to the industry’s changing environment. It is instrumental in lobbying government on issues that will affect members and the industry at large, as well as providing industrial relations, contracting, sales, and other advisory services for members.

Master Builders Association (Victoria)
Telephone: 9411 4555
Fax: 9411 4591
Email: mbassist@mbav.com.au
Internet: www.mbav.com.au

Master Locksmiths Association of Australasia (MLAA)
The role of the Master Locksmiths Association of Australasia (MLAA) is primarily to provide advice, service and products to locksmith businesses. It also welcomes as members individual locksmiths, manufacturers and suppliers of locksmithing products, students in locksmithing and other persons employed in relevant areas of the security industry. The association has approximately 1,000 members in Australia and New Zealand.

Suite 213/370 St Kilda Road,
Melbourne 3004
Telephone: 9645 9995
Toll free: 1800 810 698
Fax: 9645 9997
Email: national@masterlocksmiths.com.au
Internet: www.masterlocksmiths.com.au
Master Painters Association of Victoria (MPAV)

The MPAV is an employer association established over 100 years ago to look after the interests of its members, many of whom are major contractors in the construction industry. It provides a focal point for members to discuss issues such as training, employment, and industrial relations. The MPAV training department provides training courses for painters in practical skills such as colour planning, decorative techniques, mirror finish, costing and estimating, elevated work platforms and workplace First Aid.

MPMMAA Group Training Scheme

MPMSAA GTS is an industry-based group training company run by the MPMSAA. It:

- Employs Plumbing and Refrigeration apprentices and trainees who are hired out to employers for an agreed period of time
- Manages the organisation of employment with their professional recruitment service and staff trained to complete all complex paper work
- Monitors training, matching job vacancies with training requirements
- Counsels and cares for the apprentices and trainees
- Operates on an industry basis. The versatile rotational job placement service combined with world class offsite schooling produces trades people at international skill levels for the plumbing and associated industries.

Master Plumbers and Mechanical Services Association of Australia (MPMSAA)

Founded in 1891, the MPMSAA is the nation’s oldest and largest industrially registered plumbing industry organisation representing plumbing employers and contractors. The first members of the Association brought the tradition of Master Plumber to Australia from their British training and experience of the later part of the 19th century. Since then, the MPMSAA has played a significant role in guiding its members by providing professional advice and information on any matter which effects their membership or the industry overall.

MPMSAA Group Training Scheme

525 King Street, West Melbourne 3003
Telephone: 9329 9622 Fax: 9328 3461
Toll Free: 1800 133 871
Email: unemployment@mpmsaa.org.au
Internet: www.plumber.com.au or www.mpmsaa.org.au

National Association of Women in Construction (NAWIC)

NAWIC aims to improve and promote the construction industry by bettering the position of women within it. Five objectives provide the foundation on which NAWIC bases its activities and endeavours:

- To unite for their mutual benefit, women who are actively involved in the various phases of the construction industry
- To promote cooperation, fellowship and a better understanding among members of the association
• To promote education and contribute to the betterment of the construction industry
• To encourage women to pursue and establish their careers in construction
• To provide members with an awareness of issues that relate to the construction industry.

NAWIC offers its members scholarships, mentoring, exchange programs, work experience, awards of excellence, continuing education seminars, job walks, newsletters and monthly general meetings with guest speakers, just to name a few initiatives.

**Victorian Chapter**
*Telephone: 9831 6500 Toll free: 1300782478 Fax: 9831 6599*
*Email: info@nawic.com.au Internet: www.nawic.com.au*

**St John Ambulance Australia (Vic)**
St John Ambulance provides training to over 30,000 Victorians each year. It operates training venues in metropolitan and regional Victoria as well offering all levels of First Aid training on-site at workplaces in schedules that match business’ needs. St John Ambulance is a registered private provider of Vocational Education and Training.

**Transport Training Victoria**
173 Roden Street, West Melbourne 3003
(P O Box 560, North Melbourne 3051)
*Telephone: 9326 7211 Fax: 9326 7693 Email: info@tdtvictoria.org.au Internet: www.tdtvictoria.org.au*

**Victorian Building Authority**
The Victorian Building Authority is a self-funded statutory authority that oversees the building control system, the plumbing regulations and the registration and licensing of plumbers in Victoria. It oversees building and plumbing legislation, regulation and building practices, advises Government and provides information and advisory services to the industry and consumers. In order to fund the building and plumbing system in Victoria, the Building Commission derives revenue from a levy on building permits and fees for plumbing compliance certificates.

The Authority’s head office is in Melbourne, with regional offices in Ballarat, Morwell and Wangaratta.

It provides advice and administration to the Building Advisory Council, Building Appeals Board, Building Practitioners Board and the Building Regulations Advisory Committee.

**Goods Shed North**
733 Bourke Street Docklands 3008
PO Box 536 Melbourne 3001
*Telephone: 1300 815 127 Fax: 9618 9062 Internet: www.vic.gov.au*
**Victorian Employers Chamber of Commerce and Industry (VECCI)**
The Victorian Employers Chamber of Commerce and Industry (VECCI) is an independent, non-government body representing the interests of more than 25,000 Victorian businesses. In addition, it conducts a range of training programs and events for members. It has offices in Melbourne, Ballarat, Bendigo, Geelong, Wodonga and Traralgon.

**Head Office**
486 Albert Street, East Melbourne 3002
Telephone: 8662 5333
Fax: 8662 5462
Email: vecci@vecci.org.au
Internet: www.vecci.org.au

**Victorian Furnishing Industry Training Board (Furnishing Training Victoria)**
Furnishing Training Victoria
Level 1, 132-138 Leicester Street, Carlton 3053
(PO Box 651, Carlton South 3053)
Telephone: 9348 1640 Fax: 9348 1613
Email: info@vfitb.org.au
Internet: www.vfitb.org.au

**VICTEC Skills Centre**
VICTEC is the largest trainer of electrical and plumbing apprentices in Victoria. As a Group Training Organisation, VICTEC employs and trains apprentices and trainees for the Electrical, Electronic, Communication and allied industries. Courses change each semester and range from pre-employment, advanced trade, licensing, management, personal development and other customised programs.

The main areas of work are in the construction contracting industry, maintenance and servicing environment, domestic installations and heavy industrial sites.

The VICTEC Skills Centre is a Registered Training Organisation with the Victorian Qualifications Authority. Courses offered include:

- Registration and Licensing
- Refrigeration and A/C Fault Finding
- Testing and Tagging Electrical Installations

For more information on courses, contact the Skills Centre or visit the website (www.victec.com.au).

1024-1038 Lygon Street, Carlton North 3054
Telephone: 9381 1922 Fax: 9380 9513
E-mail: skillscentre@victec.com.au
Internet: www.victec.com.au

**Victoria Workcover Authority**
The Victorian Workcover Authority is the manager of Victoria’s workplace safety system. Broadly, the Authority’s responsibilities are to:

- help avoid workplace injuries occurring;
- enforce Victoria’s occupational health and safety laws;
- provide reasonably priced workplace injury insurance for employers;
- help injured workers back into the workforce; and
- manage the workers’ compensation scheme by ensuring the prompt delivery of appropriate services and adopting prudent financial practices.

222 Exhibition Street, Melbourne 3000
GPO Box 4306, Melbourne 3001
Telephone: 9641 1555
Toll Free: 1800 136 089 (Victoria only)
Fax: 9641 1222
Email: info@vwa.vic.gov.au
Internet: www.vwa.vic.gov.au
Call Toll Free 1800 136 089 for details regarding VWA’s offices in Metropolitan Melbourne and regional Victoria: Bourke Street, Melbourne, Ballarat, Bendigo, Dandenong, Geelong, Mildura, Mulgrave, Preston, Shepparton, Traralgon, Wangaratta, and Warrnambool.

Vocational Education and Training Trades Recognition Australia

GPO Box 9879, Canberra ACT 2601
Telephone: (02) 6121 7456 or 1300 360 992
Fax: (02) 6121 7768 or (03) 9954 2588
Email: traenquiries@deewr.gov.au
Internet: www.workplace.gov.au

TAFE and Tertiary Institutions

This is a listing of all government funded tertiary institutions referred to in the job descriptions in this book. It includes TAFE institutes and universities. The list is in alphabetical order by institution name. All references and information to TAFE Institutes and courses are as accurate as possible. More information can be obtained from:

Department of Education and Training

2 Treasury Place, East Melbourne 3002
PO Box 266, Melbourne 3001
Telephone: 9651 9999 Fax: 9651 9129
Email: skills@diird.vic.gov.au
Internet: www.skills.vic.gov.au

TAFE Course Line

The TAFE Course Line is a telephone and online TAFE course information and referral service. It operates from 9.00 am – 12 noon and 1.00 pm – 4.30 pm, Monday to Friday. The TAFE Course Line:

- Provides callers with referrals to individual TAFE institutes, other vocational education and training providers and relevant agencies
- Handles enquiries about all Victorian and interstate TAFE courses
- Covers the full spectrum of TAFE courses, including short courses
- Provides information about TAFE accredited courses conducted by private providers
- Provides callers with information such as location, duration, major study areas and application and enrolment procedures.

Calling the 131 823 number costs no more that a local phone call from anywhere in Victoria. Country callers should call their local TAFE institute in the first instance if they are only intending to study locally.

Telephone: 131 823
Email: tafe.courseline@diird.vic.gov.au
Internet: www.tafe.vic.gov.au

Bendigo Regional Institute of TAFE

Bendigo Regional Institute of TAFE is one of the largest regional institutes in Victoria, providing vocational education and training through its six campuses. The main campus is located at Bendigo and has a unique mixture of old world charm and modern teaching facilities.

Main Campus - Bendigo Campus
136 McCrae Street, Bendigo 3550
Telephone: 1300 554 248 Fax: 5434 1569
Email: info@britafe.vic.edu.au
Internet: www.britafe.vic.edu.au
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Castlemaine Campus
27 Littleton Street, Castlemaine 3450
PO Box 850, Castlemaine 3450
Telephone: 1300 554 248 Fax: 5470 6441
Email: castlemaine@britafe.vic.edu.au

Charleston Road Campus
Charleston Road, Bendigo 3550
Telephone: 1300 554 248 Fax: 5434 1569
Email: info@britafe.vic.edu.au

Echuca Campus
Cnr Hare and Darling Streets, Echuca 3564
Telephone: 1300 554 248 Fax: 5483 1334
Email: echuca@britafe.vic.edu.au

Kerang Learning Centre
(Contact the Echuca campus for information).
Telephone: 1300 554 248

Maryborough Campus
4 Neil Street, Maryborough 3465
Telephone: 1300 554 248 Fax 5461 3810
Email: maryborough@britafe.vic.edu.au

Box Hill Institute of TAFE
Box Hill Institute of TAFE is one of Victoria’s leading TAFE institutes offering a complete education and training service to industry and the local community.

Main Campus - Elgar Campus
465 Elgar Road, Box Hill 3128
Telephone: 9286 9222 or 9286 9356
Fax: 9286 9438
Email: courseinfo@bhtafe.edu.au
Internet: www.bhtafe.edu.au

Nelson Campus
853 Whitehorse Road, Box Hill 3128
Telephone: 9286 9222
Fax: 9286 9800

Whitehorse Campus
Whitehorse Road, Box Hill 3128
Telephone: 9286 9222
Fax: 9286 9800

Ceylon Campus
30-32 Ceylon Street, Nunawading 3131
Telephone: 9286 9356
Fax: 9286 9800

GippsTAFE (Central Gippsland Institute of TAFE)
The Central Gippsland Institute of TAFE (GippsTAFE) in the Latrobe Valley has developed a strong focus in training for the energy, mining and transport industries. It is generally known as GippsTAFE and includes the GippsTAFE Employment and Transitional Training Centre.

Morwell Campus
Cnr Monash Way & Princes Drive, Morwell 3840
PO Box 3279 GMC Morwell 3840
Telephone: 5120 4500
Fax: 5133 6182
Email: enquiries@gippstafe.vic.edu.au
Internet: www.gippstafe.vic.edu.au

Chadstone Campus – ETTA Campus
41 Drummond Street, Chadstone 3148
Telephone: 9251 3000
Fax: 9568 8918

Carrum Downs
61 Thompson Road, Carrum Downs 3201
Telephone: 9775 0196
Fax: 9775 1040

GippsTAFE Employment and Transitional Training Centre
14 Collins Street, Morwell 3840
Telephone: 5134 6377
Fax: 5134 2463
Email: gettc@gippstafe.vic.edu.au
Leongatha Campus  
Nerrena Road, Leongatha 3953  
Telephone: 5662 3595  
Fax: 5662 4414

Warragul Campus  
116-118 Queen Street, Warragul 3820  
Telephone: 5623 2740  
Fax: 5623 5423

Yallourn Campus  
Monash Road, Newborough 3825  
Telephone: 5127 0277  
Fax: 5126 1226

Chisholm Institute of TAFE
Chisholm Institute of TAFE was created from the amalgamation of Barton, Casey and Peninsula Institutes of TAFE. For information on courses, contact the campus in your area or via the internet at www.chisholm.edu.au

Bass Coast Campus  
Cnr White Road and South Dudley Road,  
Wonthaggi 3995  
PO Box 684, Dandenong 3175  
Telephone: 5671 2300

Berwick Campus  
25 Kangan Drive, Berwick 3806  
Telephone: 9238 8222

Cranbourne Campus  
New Holland Drive, Cranbourne 3977  
Telephone: 9238 8222  
Fax: 5990 7499

Dandenong Campus  
121 Stud Road, Dandenong 3175  
Telephone: 9238 8222  
Fax: 9212 5499

Frankston Campus  
Fletcher Road, Frankston 3199  
Telephone: 9238 8222  
Fax: 9238 8444

Rosebud Campus  
Cnr Boneo Road & Henry Wilson Drive,  
Rosebud 3939  
Telephone: 5950 2000  
Fax: 5981 2158

Deakin University
Deakin University is one of Australia’s largest universities, offering undergraduate, postgraduate, professional training and industry-based courses to more than 32,000 students in Victoria, interstate and overseas. For further information, contact the campus in your area directly or by email (courseassist@deakin.edu.au) or via the internet (www.deakin.edu.au)

Geelong Campus  
Pigdons Road, Waurn Ponds  
Victoria 3217  
Telephone: 5227 2333  
Fax: 5227 2001

Geelong Waterfront Campus  
1 Gheringhap Street, Geelong Victoria 3217  
Telephone: 5227 2333  
Fax: 5227 8188  
Burwood Campus  
221 Burwood Highway, Burwood 3125  
Telephone: 9244 6333  
Fax: 9808 9497

Toorak Campus  
336 Glenferrie Road, East Malvern 3144  
Telephone: 9244 6333  
Fax 9244 5478

Warrnambool Campus  
Sherwood Park Princes Highway,  
Warrnambool 3280  
(PO Box 423, Warrnambool 3280)  
Telephone: 5563 3333  
Fax: 5563 3531
East Gippsland Institute of TAFE
Apart from the two major campuses, there are outreach centres in Buchan, Yarram, Heyfield, Mallacoota, Orbost and Swifts Creek. It is the leading provider for industries relevant to eastern Victoria, including wood design, agriculture/horticulture and natural resource management.

Bairnsdale Campus
48 Main Street, Bairnsdale 3875
PO Box 886, Bairnsdale 3875
Telephone: 5152 0700 or 1300 133 717
Fax: 5152 6017
Email: email@egtafe.vic.edu.au
Internet: www.egtafe.vic.edu.au

Lakes Entrance-SEAMEC Campus
Bullock Island Road, Bullock Island, Lakes Entrance 3909
Telephone: 5155 6500
Fax: 5155 6555

Flexible Learning Centres
2 Desailly Street, Sale 3850 and 48 Main Street, Bairnsdale 3875
Telephone: 5143 3566 or 5152 0700
Fax: 5153 1520

Sale Campus
81 Princes Highway, Fulham 3850
Telephone: 5142 2400
Toll free: 1300 133 717
Fax: 5142 2499

Drome Road Campus
Aerodrome Road, Sale 3850
Telephone: 5144 7321

Geelong Campus
2 Fenwick Street, Geelong 3220
Private Bag 1, Geelong Mail Centre
Victoria 3221
Telephone: 5225 0800 Fax: 5225 0505
Email: courinfo@gordontafe.edu.au
Internet: www.gordontafe.edu.au

Colac Campus
142 Hearn Street, Colac 3250
PO Box 426 Colac 3250
Telephone: 5232 1596 Fax: 5232 2126

East Geelong Campus
Boundary Road, East Geelong 3129
Telephone 5225 0600 Fax 5225 0608

Moorabool Street Campus
312 Moorabool Street, South Geelong 3220
Telephone: 5225 0500 Fax: 5225 0506

Goulburn Ovens Institute of TAFE
The Goulburn Ovens Institute of TAFE (GOTAFA) is a regional institute servicing the Goulburn Valley and north-east regions of Victoria on four major regional campuses. Its mission is to be a world class institute delivering quality education and training beyond expectation.

Main Campus – Shepparton
Fryers Street, Shepparton 3630
Telephone: 5833 2555
Toll free: 1300 GOTAFA (468233)
Fax: 5833 2551
Email: enquiry@gotafe.vic.edu.au
Internet: www.gotafe.edu.au

Benalla Campus
57 Samaria Road, Benalla 3672
Telephone: 5760 4555 Fax: 5760 4551

Seymour Campus
Wallis Street, Seymour 3660
Telephone: 5735 2427
Fax: 5735 2441

Gordon Institute of TAFE
The Gordon Institute of TAFE comprises four campuses, including the Geelong City Campus and state-of-the-art Manufacturing Industry Training Centre at the East Geelong Campus, delivering a broad range of excellent vocational training and education programs.
Holmesglen

Holmesglen offers more than 600 programs to more than 50,000 students. A number of new degree and associate degree programs were introduced in 2008, increasing the college’s range of higher education courses to 10 and making it the only institute in Australia offering upper secondary, vocational and higher education. The college curriculum combines upper secondary level education with vocational and personal development programs that have been designed within the TAFE environment. With a focus on vocational education, the College offers career pathways and preferred entry into Holmesglen’s industry recognised apprenticeships, certificate, diploma and degree courses.

Kangan Institute (Renamed Kangan Institute in 2010)

The Kangan Institute is located in Melbourne’s north-west and offers a wide range of courses in business, social and applied sciences, hospitality, travel and tourism, building, electronics, plastics and transport distribution.

Main Campus - Broadmeadows
Pearcedale Parade, Broadmeadows 3047
(Private Bag 299 Somerton 3062)
Telephone: 9279 2555 or 13 TAFE (13 8233)
Fax: 9279 2590
Email: enquiries@kangan.edu.au
Internet: www.kangan.edu.au

Avondale Heights Campus
Military Road Avondale Heights 3034
Telephone: 9318 2488
Fax: 9317 3645

Essendon Campus
38 Buckley Street Essendon 3040
Telephone: 9254 3000
Fax: 9375 2726

Coburg Campus
Dawson Street North Coburg 3058
Telephone: 9350 1244
Fax: 9350 1993

Craigieburn Campus
87-91 Grand Boulevard, Craigieburn 3064
Telephone: 9279 2555

Moreland Campus
Cnr The Grove and De Carle Street, Coburg 3058
Telephone: 9254 3300
Fax: 9383 1366

Richmond Campus
70 Gwynne St and 85 Cremorne St, Richmond 3121
Telephone: 9425 5799
Fax: 9425 5798
Latrobe University

Latrobe University has its metropolitan campus in Bundoora, with a regional network of campuses in Albury-Wodonga, Beechworth, Bendigo, Mildura and Shepparton. To obtain information on the courses available at these regional campuses, contact the Melbourne campus at Bundoora or visit the website www.latrobe.edu.au

Bundoora Campus
Plenty Road, Bundoora 3086
Telephone: 9479 1111
Toll Free: 1300 135 045
Fax: 9479 1989
Email: study@latrobe.edu.au
Internet: www.latrobe.edu.au

Monash University

Monash University is one of Victoria’s largest universities, with six campuses in Victoria and two overseas (Malaysia and South Africa) as well as a centre in Prato, Italy. Monash is a dynamic and internationally recognised university with a long established tradition in providing excellence in education. It is known for its innovative approach to teaching, research and learning and graduates are sought after by employers from Australia and overseas. Monash is one of the prestigious group of eight universities that are Australia’s leading research institutions.

The University is home to more than 100 research centres and is involved with 13 cooperative research centres. The Monash community includes more than 55,000 students, over 14,000 staff and an extensive network of more than 225,000 alumni.

Main Campus – Clayton
Wellington Road, Clayton 3800
Telephone: 9905 4000 Fax: 9905 4007
Email: enquiries@admin.monash.edu.au
Internet: www.monash.edu.au

Berwick Campus
100 Clyde Road, Berwick 3806
Telephone: 9902 6000 Fax: 9904 7001
Email: berwick@adm.monash.edu.au

Caulfield Campus
900 Dandenong Road, Caulfield East 3145
Telephone: 9903 2000 Fax: 9903 2400

Gippsland Campus
Northways Road, Churchill 3842
Telephone: 9902 6200 or 5122 6200
Fax: 9902 6300 or 5122 6300
Email: Reception.Gippsland@adm.monash.edu.au

Peninsula Campus
McMahon’s Road, Frankston 3199
Telephone: 9904 4000 Fax: 9904 4190
Email: peninsula.campus@monash.edu.au

Northern Melbourne Institute of TAFE (NMIT)

Northern Melbourne Institute of TAFE (NMIT) provides innovative and practical vocational training and higher education programs. NMIT’s education has the right mix of theory and practical experience, and students enjoy modern facilities and have many opportunities to work with industry partners. NMIT has pre-apprenticeships, apprenticeships and traineeships programs and over 500 nationally accredited vocational and education training (VET) courses. The Manufacturing and Engineering and Building Industries Training Centre in Heidelberg provides a focus for training in engineering and advanced manufacturing.

Preston Campus
77-91 St Georges Road, Preston 3072
Telephone: 9269 1200 Fax: 9269 1202
Email: info@nmit.vic.edu.au
Internet: www.nmit.vic.edu.au
The Plumbing Industry Climate Action Centre

The Plumbing Industry Climate Action Centre (PICAC) is a purpose-built, specialised training centre to train plumbers in sustainability, energy-saving, water-saving and waste-reducing plumbing techniques. PICAC has been developed by key plumbing industry stakeholders, the Air-Conditioning and Mechanical Contractors’ Association (AMCA), the Communications Electrical and Plumbing Union – Plumbing Division (CEPU), Incolink, the Master Plumbers and Mechanical Services Association of Australia (MPSAA), the National Fire Industry Association (NFIA), the Plumbing Industry Commission and the Plumbing Joint Training Fund. The Victorian Government also provided funding support.

PICAC offers short and long courses, certificate training, new technologies training, plumbing trades, fire sprinkler, air-conditioning and generalist courses, all of which are designed to assist in the upskilling of plumbers in green plumbing and new technologies.

**Plumbing Industry Climate Action Centre**
306 Albert St, Brunswick
Telephone: 9356 8913

**RMIT University**

RMIT University's main campus is located within Melbourne's CBD, with easy access to public transport. The university offers a wide range of courses relating to the building and construction industries including engineering, building surveying and project management. RMIT also has a research commitment to East Gippsland and is involved in a joint project with GippsTAFE.

**Main Campus**
Cnr Swanston and Latrobe Streets, Melbourne 3000
(GPO Box 2476V, Melbourne 3001
Telephone: 9925 2000 Fax: 9925 3070
Email: study@rmit.edu.au
Internet: [www.rmit.edu.au](http://www.rmit.edu.au)

**Bundoora Campus**
Plenty Road, Bundoora 3083
PO Box 71, Bundoora 3083
Telephone: 9925 2000 Fax: 9663 2764

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Collingwood Campus
20 Otter Street, Collingwood 3066
Telephone: 9269 1200

Epping Campus
Cnr Cooper St and Dalton Rd, Epping 3076
Telephone: 9269 1032

Fairfield Campus
Yarra Bend Road, Fairfield 3081
Telephone: 9269 1200

Greensborough Campus
Civic Drive, Greensborough 3088
Telephone: 9269 1832

Heidelberg Campus
Cnr Waterdale Rd and Bell St, Heidelberg 3081
Telephone: 9269 8600

Ararat Campus
Grano Street, Ararat 3377
Telephone: 5355 3555 Fax: 5355 3517

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RMIT University

RMIT’s vocational sector is an integral part of the university’s faculties, with most courses available featuring articulation into Higher Education degrees with advanced standing.

School of Fashion and Textiles – Brunswick Campus (RMIT)
25 Dawson Street, Brunswick 3056
Telephone 9925 9111 Fax 9925 9129

City Campus
Cnr Swanston and Latrobe Streets,
Melbourne 3000
(GPO Box 2476V, Melbourne 3001
Telephone: 9925 2260 Fax: 9925 2548
Email: study@rmit.edu.au
Internet: www.rmit.edu.au

Hamilton Campus
200 Ballarat Road, Hamilton 3300
Telephone: 5572 0500 Fax: 5572 0555

Point Cook Airfield Campus

RAAF Williams Base 3030
Telephone: 9395 1777 Fax: 9395 1780

South West TAFE
South West TAFE provides educational programs to the people of south-west Victoria at its four campuses. For individual campus email addresses telephone 5564 8911 or visit the website www.swtafe.vic.edu.au

Main Campus – Warrnambool
Timor Street, Warrnambool 3280
(PO Box 674 Warrnambool 3280)
Telephone: 5564 8911
Fax: 5564 8982
Email: info@swtafe.vic.edu.au
Internet: www.swtafe.vic.edu.au

Glenormiston Campus – Glenormiston Sth
333 Glenormiston Road, 3265
Telephone: 5557 8200
Toll free: 1800 808 542
Fax: 5557 8268
Email: glenormiston@swtafe.vic.edu.au

Hamilton Campus
39 Hammond Street, Hamilton 3300
Telephone: 5551 4144
Fax: 5551 4189
Email: hamiltoninfo@swtafe.vic.edu.au

Portland Campus
154 Hurd Street, Portland 3305
Telephone: 5521 0444
Fax: 5521 0489
Email: portland@swtafe.vic.edu.au

Sunraysia Institute of TAFE
The Sunraysia Institute of TAFE has become a focus for the community, servicing the vocational and higher education needs of a tri-state area, which includes North-West Victoria, South-West New South Wales and the Upper Murray region of South Australia.

Main Campus - Mildura
Benetook Avenue, Mildura 3502
Telephone: 5022 3666 Fax: 5022 3600
Email: mildura@sunitafe.edu.au
Internet: www.sunitafe.edu.au

Robinvale Campus
160 Bromley Road, Robinvale 3549
Telephone: 5051 8300 Fax: 5051 8320
Email: robindale@sunitafe.edu.au

Swan Hill Campus
64 Sealake-Swan Hill Road,
Swan Hill 3585
Telephone: 5036 0220 Fax: 5036 0295
Swinburne University of Technology
Swinburne University of Technology – TAFE Division offers a comprehensive range of courses with clear pathways for students to move between programs at TAFE and higher education levels. Contact the Hawthorn administration centre for general queries relating to both the TAFE and the higher education courses available at Swinburne.

Main Campus - Hawthorn
John Street, Hawthorn 3122
Telephone: 9214 8000 Fax: 9819 5454
Course Information Hotline: 1300 275 794
Email: via the website
Internet: www.swin.edu.au

Croydon Campus
12-50 Norton Road, Croydon 3136
Telephone: 9214 8000 Fax: 9725 8665

Healesville Campus
237 Maroondah Highway, Healesville 3777
Telephone: 5957 1800 Fax: 5957 1899

Lilydale Campus
Melba Avenue, Lilydale 3140
Telephone: 9214 8000 Fax: 9189 7070

Prahran Campus
144 High Street, Prahran 3181
Telephone: 9214 6700
Toll free: 1300 275 794

Wantirna Campus
369 Stud Road, Wantirna South 3152
Telephone: 9214 8000 Fax: 9800 3369

Mt Helen Campus – Ballarat
University Drive, Mt Helen 3353
Telephone: 5327 9000
Infoline: 1800 811 711
Fax: 5327 9704
Email: info@federation.edu.au
Internet: www.federation.edu.au/coursefinder

School of Mines and Industries,
Ballarat Campus
Lydiard Street, South Ballarat 3350
Telephone: 5327 8000 Fax: 5327 8001
Internet: www.federation.edu.au

Camp Street Campus
Camp Street, Ballarat 3850
Telephone: 5327 8600 Fax: 5327 8601

Ararat Campus
Laby Street, Ararat 3377
Telephone: 5355 3020
Fax: 5352 4616
Internet: www.federation.edu.au

Horsham Campus
Baillie Street, Horsham 3400
(PO Box 300 Horsham 3400)
Telephone: 5362 2600 Fax: 5362 2610

Stawell Campus
Sloane Street, Stawell 3380
Telephone: 5358 7200 Fax: 5358 7250

University of Melbourne
The University of Melbourne is one of Australia’s leading universities, with the majority of its courses delivered at the Parkville Campus. It has an enrolment of more than 44,000 students at Parkville and in regional Victoria. In 2005 the university adopted the Growing Esteem strategy, of which the Melbourne Model is a central plank. Contact the Parkville Campus for contact details of the courses at the regional campuses.
Victoria University (includes TAFE Section)

Victoria University (VU) is a multi-sector institution (higher education and TAFE) with excellence in teaching, training, research and scholarship. The university offers short courses, as well as qualifications in vocational education (TAFE) and higher education. Learning pathways enable students to move from a certificate course through to an advanced diploma, degree, or postgraduate qualification by coursework or research. Enrolment is 50,000 students at 11 local campuses, primarily in the western suburbs of Melbourne, but also in Melbourne CBD and locations in Asia and Europe. As the primary university in Melbourne’s western region, VU delivers courses, research and engagement activities that are locally relevant and globally significant. VU is the second largest vocational education and training provider in Victoria.

For information on all courses, contact the administration centre at Footscray Park.

Main Campus
Royal Parade, Parkville 3010
Telephone: 8344 4000
Toll Free: 1800 801 662
Fax: 89344 5104
Email: unimelb@custhelp.com
Internet: www.unimelb.edu.au

Wodonga Institute of TAFE

The Wodonga Institute of TAFE offers a cosmopolitan learning environment in a regional setting on the Victoria – New South Wales border. It has been providing vocational and educational training for the past 20 years.

Wodonga Campus
87 McKoy Street, Wodonga 3690
Telephone: (02) 6055 6600
Fax: (02) 6055 6611
Email: courseinfo@wodonga.tafe.edu.au
Internet: www.wodonga.tafe.edu.au

Footscray Nicholson Campus
Cnr Nicholson and Buckley Streets, Footscray 3011
Telephone: 9919 4000 Fax: 9689 4069

Melton Campus
Rees Road, Melton South 3338
Telephone: 9919 4000

Newport Campus
80 Champion Street, Newport 3015
Telephone: 9919 4000 Fax: 9689 4069

St Albans Campus
McKechnie Street, St Albans 3021
Telephone: 9919 4000 Fax: 9689 4069

Sunbury Campus
The Avenue, Sunbury 3429
Telephone: 9919 4000 Fax: 9689 4069

Sunshine – Ballarat Road Campus
460 Ballarat Road, Sunshine 3020
Telephone: 9919 4000 Fax: 9689 4069

Werribee Campus – includes Industrial Skills Training Centre
Hoppers Lane Hoppers Crossing 3029
Telephone: 9919 4000 Fax: 9689 4069
Email: indskills@wmit.vic.edu.au
Apprenticeship Information

Apprenticeship Administration Branch

The Apprenticeship Administration Branch provides comprehensive information and contacts pertaining to all aspects of apprenticeships, including names and contact details for Apprenticeship Field Officers located in metropolitan and regional areas. Apprenticeship Field Officers provide assistance in a number of different areas to:

- answer queries and provide information on the New Apprenticeship scheme;
- advise and counsel apprentices / trainees and employers on training and other matters;
- investigate disputes between apprentices / trainees and employers; and
- provide support for apprentices / trainees who are victims of workplace violence and harassment.

Apprenticeship Administration Branch
High Education
2 Treasury Place, East Melbourne 3002
PO Box 266, Melbourne 3001
Telephone: 9651 9999 Fax: 9651 9129
Email: skills@diird.vic.gov.au
Internet: www.skills.vic.gov.au

Australian Apprenticeship Centres

Australian Apprenticeships Centres are contracted by the Australian Government to provide one-stop shops for those seeking to hire Australian Apprentices or to take up an Australian Apprenticeship as a career path. There are more than 300 across Australia. They replaced New Apprenticeship Centres. Australian Apprenticeships are available to anyone of working age, require no entry qualifications and are for school-leavers, people re-entering the workforce or those who want to change careers. Australian Apprenticeships Centres:

- provide assistance to employers, Australian Apprentices and training providers throughout the duration of the Australian Apprenticeship
- market and promote Australian Apprenticeships in the local area
- administer incentive payments to employers
- work with the State and Territory Training Authorities to provide an integrated service
- establish effective relationships with Job Services Australia providers, Group Training Organisations, Registered Training Organisations (RTOs), schools and community organisations

Australian Apprenticeships Centres provide information, administration services and support to employers and Australian Apprentices. They assist with the signing of training contracts and also assess, approve and process the payment of Australian Government employer incentives, scholarships, and income support payments to eligible Australian Apprentices specifically to assist them in the early years of their Australian Apprenticeship.

Australian Apprenticeships Centres also provide information which may assist employers and/or Australian Apprentices with Australian Apprenticeships placements. Australian Apprenticeships Centres will be able to refer such enquiries to appropriate organisations such as Job Placement Organisations and Group Training Organisations who will be able to assist them with their enquiries.
In 2008 the Australian Government expanded the role of Australian Apprenticeship Centres with the establishment of Skills and Training Information Centres (STICs). STICs will provide on skills and training information and advice to employers, employees, jobseekers and other interested parties, and refer employers to Industry Skills Councils. For more information contact an Australian Apprenticeships Centre or visit the Skills and Training Info website Australian Apprenticeships Centre near you or visit the Skills and Training Info website (www.skillsandtraininginfo.com.au).

To find your local Australian Apprenticeships Centre simply type your postcode into the Australian Apprenticeships Centre Search or call 13 38 73 toll free.

If you are a school student thinking of starting an Australian Apprenticeship while still at school, your school careers adviser should be your first point of call for information on Australian Apprenticeships. If you still require further information, an Australian Apprenticeships Centre in your region may be able to help.

Melbourne East Group Training Ltd (MEGT)
1st Floor, 29 Ringwood Street, Ringwood 3134
Telephone: 9879 5222
Toll Free: 1300 365 022
Email: ringwood@megt.com.au
Internet: www.megt.com.au
Fax: 9879 5570
1st Floor, 605 Camberwell Road, Camberwell 3124
Telephone: 9809 0766 Fax: 9809 2889

Building 2, Room 102 Batesford Road, Chadstone 3148
Telephone: 9564 1929

Level 1, 3 Belair Ave, Glenroy 3046
Telephone: 9306 5109

Shop 1, 5-7 Clarke Street, Lilydale 3140
Telephone: 9739 4866

1st Floor, 108 Flinders Street, Melbourne 3000
Telephone: 9654 8893

13A Central Avenue, Moorabbin 3189
Telephone: 9532 3913

1st Floor, Richmond Plaza
224 Church Street, Richmond 3121
Telephone: 9428 0977

Shop 3, 29 Princes Highway, Dandenong 3175
Telephone: 9791 4577

Shop 6A, Sunshine Plaza Shopping Centre, Hampshire Road, Sunshine 3020
Telephone: 9312 7511

Swinburne University of Technology TAFE
Building WD, Room 246
369 Stud Road, Wantirna South 3152
Telephone: 9214 8000 Fax: 9800 3369

Melbourne Region

Apprenticeships Melbourne
8-10 Flintoff Street, Greensborough 3088
Telephone: 9433 2000
Freecall: 1800 005 355
Internet: www.apprenticeshipsmelbourne.com.au

6 Hartington Street, Glenroy 3046
Telephone: 9304 9101 Fax: 9800 8993

Knox O-Zone Building
Burwood Highway, Wantirna Sth 3152
Telephone: 9837 8777 Fax: 9800 5500
175 Sydney Road, Brunswick 3056
Telephone: 9356 8631 Fax: 9356 8606

Incolink Careers in Construction Guide
Suite 6, Ground Floor, MEGT  
75-79 Watton Street, Werribee 3030  
Telephone: 9741 1605

Shop 12, The Mall, Bell Street, MEGT  
Heidelberg West 3081  
Telephone: 9458 1245

MAS National Apprenticeship Services  
Level 1, 132-136 Albert Road  
South Melbourne 3205  
Telephone: 1300 627 628  
Email: info@masnational.com.au  
Internet: masnational.com.au

Jobs Plus Apprenticeships Centres  
Rooms T101-T107, Telford Building,  
Cnr Albert Road & Buckley Streets,  
Footscray 3011  
Telephone: 9919 8961  
Email: jobsplus@vu.edu.au  
Internet: www.jobsplus.com.au

Box Hill Institute of TAFE  
Ground Floor Building 2,  
976 Whitehorse Road, Box Hill 3128  
Telephone: 9286 9691  
Email: jobsplus@bhtafe.com.au

Suite 5A, 12 Jamieson Street  
Cheltenham 3192  
Telephone: 9584 8577

Kangan Institute  
38 Buckley Street, Essendon 3040  
Telephone: 9094 3117  
Email: jobsplus@bhtafe.edu.au

Apprenticeships Victoria  
Level 1 & 14, 303 Collins Street,  
Melbourne 3000  
Telephone: 9613 6700  
Freecall: 1300 APP VIC (662 896)  
Fax: 9614 4481  
Email: enquiries@agaaustralia.com.au  
Internet: www.appsvic.com.au

101 Matthews Avenue, Airport West 3042  
Telephone: 9613 6760 Fax: 9330 4695

16-20 Clairmont Avenue, Bentleigh 3204  
Telephone: 8530 6600 Fax: 9557 8984  
Email: enquiries@agaaustralia.com.au

22-24 Research Drive, South Croydon 3136  
Telephone: 9237 7400 Fax: 9761 6450  
Email: enquiries@agaaustralia.com.au

Unit 26, Level 1,  
1 Danaher Drive, Sth Morang 3752  
Telephone: 9613 6780 Fax: 9404 5760  
Email: epping@appsvic.com.au

Factory 1-2, 96 Hallam South Road,  
Hallam 3803  
Telephone: 8786 4500 Fax: 9702 4822  
Email: hallam@appsvic.com.au

Suite 4, 330 Main Street, Mornington 3931  
Telephone: 5977 1461 Fax: 5977 1865

VECCI Apprenticeships Services  
486 Albert Street, Melbourne 3002  
Telephone: 8662 5333  
Toll Free: 1300 365 336  
Fax: 8662 5462  
Email: vecci@vecci.org.au  
Internet: www.vecci.org.au

14 Railway Crescent, Broadmeadows 3047  
Telephone: 9309 9973 Fax: 9309 8174

Suite 4, 71 Robinson Street,  
Dandenong 3175  
Telephone: 9792 9572 Fax: 9783 6182  
138 Young Street, Frankston 3199  
Telephone: 9783 5956 Fax: 9783 6182

367 Mitcham Road, Mitcham 3132  
Telephone: 9874 2957 Fax: 9874 7901

Shop 1, 5 Devonshire Road, Sunshine 3020  
Telephone: 9310 2220
Regional Victoria

AUSNAC
AUSNAC is funded by the Australian Government to provide Australian Apprenticeships services (Australian Apprenticeship Centres). AUSNAC is a consortium of companies servicing Victoria and NSW. AUSNAC centres provide Australian Apprenticeship information and services to employers and people interested in becoming an Australian Apprentice.
147 Tenth Street, Mildura 3500  
Telephone: 5023 6166 Fax: 5023 7227  
Email: mildura@mmtc.com.au

CVGT – Shop 5-6 The Mall,  
78 Station Street, Seymour 3660  
Telephone: 5735 4500 Fax: 5735 4555  
Email: rhager@cvgt.com.au

CVGT – Cnr Sobroan & Welsford Streets,  
Shepparton 3630  
Telephone: 5823 3400 Fax: 5823 3444  
Email: akerambrun@cvgt.com.au

WORKCO – 1 Victoria Place, Stawell 3380  
Telephone: 5358 1688 Fax: 5358 5162  
Email: ausnac@workco.com.au

MMTC (Head Office)  
335-339 Campbell Street, Swan Hill 3585  
Telephone: 5033 2863 Fax: 5023 0092  
Email: mmtc@workco.com.au

(ATEL) 110 Murphy Street, Wangaratta 3677  
Telephone: 03 5720 0100 Fax: 5721 4959  
Email: atel@atel.com.au

(ATEL) 2 Michael Drive, Wodonga 3690  
Telephone: 02 6024 0800 Fax: 02 6024 6869  
Email: atel@atel.com.au

Geelong Region

G-FORCE Australian Apprenticeship Centre  
Cnr McKillop and Gheringhap Streets,  
Geelong 3220  
Telephone: 5229 9144  
Toll Free: 1300 651 696  
Fax: 5226 2290  
Email: info@g-force-recruitment.com.au  
Internet: www.g-force-recruitment.com.au

MAS National Apprenticeship Services  
Level 1, 132-136 Albert Road,  
South Melbourne 3205  
Toll Free: 1800 651 610  
Email: info@masnational.com.au  
Internet: www.masnational.com.au

Melbourne East Group Training Ltd  
(MEGT)  
9 Clare Street, Geelong 3220  
Telephone: 5522 6906  
Toll Free: 1300 365 022  
Email: geelong@megt.com.au  
Internet: www.megt.com.au

1st Floor, Suite B, 84 Thompson Street,  
Hamilton 3300  
Telephone: 5571 9029 Fax: 5571 5718  
Email: hamilton@megt.com.au

22 McLachlan Street, Horsham 3400  
Telephone: 5381 2166 Fax: 5381 1562  
Email: horsham@megt.com.au

99 Kepler Street, Warrnambool 3280  
Telephone: 5560 5039 Fax: 8560 5689  
Email: warrnambool@megt.com.au

VECCI Apprenticeships Services  
Ground Floor, 20 Little Ryrie Street,  
Geelong 3220  
Telephone: 5223 7900  
Toll Free: 1300 365 336  
Email: geelong@vecci.org.au  
Internet: www.vecci.org.au

Unit 22, Wimmera Business Centre  
62 Darlot Street, Horsham 3440  
Telephone: 5381 2277 Fax: 03 5381 2277  
Email: itrigg@vecci.org.au

166 Timor Street, Warrnambool 3280  
Telephone: 5562 7886 Fax: 5562 8896  
Email: ycarter@vecci.org.au
WESTVIC Work Force

45 Corangamite Street, Colac 3250
Telephone: 5232 2882 Fax: 5232 2883
Email: wcol@westvic.org.au
Internet: www.westvic.org.au

228 Gray Street, Hamilton 3300
Telephone: 5551 3400 Fax: 5571 2977
Email: wham@westvic.org.au
Internet: www.westvic.org.au

6 Gawler Street, Portland 3305
Telephone: 5521 0700 Fax: 5523 2088
Email: wpor@westvic.org.au

171 Lava Street, Warrnambool 3280
Telephone: 5561 9000 Fax: 5562 1858
Email: wwar@westvic.org.au

Gippsland Region

Apprenticeships Group Australia (Head Office) (division of Gippsland Group Training)
Cnr Tramway Road and Firmins Lane
Morwell 3840
Telephone: 5132 1700 Fax: 5133 9740
Email: morewell@agaustralia.com.au
Internet: www.agaustralia.com.au

654 Princess Highway, Bairnsdale 3875
Telephone: 5132 1780 Fax: 5153 2660
Email: bairnsdale@agaustralia.com.au

Gippsland Education Precinct
Monash University, Gippsland Campus
Northways Road, Churchill 3842
Telephone: 5132 1770 (Careers & Recruitment Centre)
Telephone: 5132 3846 (Workshop)
Fax: 5132 3811

Lot 1, Kurrle Street, Korumburra 3950
Telephone: 5624 3060 Fax: 5655 2917
Email: korumburra@agaustralia.com.au

2 Desailly Street, Sale 3850
Telephone: 5132 1780 Fax: 5143 3318
Email: sale@agaustralia.com.au

Apprenticeships Group Australia
Australian Apprenticeships Centres
Gippsland Office
69-71 Wills Street, Warragul 3820
Telephone: 5624 3050 Fax: 5622 2905
Email: enquiries@agaustralia.com.au
Internet: www.agaustralia.com.au

Melbourne and Suburbs Office
Level 14, 303 Collins Street Melbourne 3001
Telephone: 9613 6700 Fax: 9614 4481
Internet: www.agaustralia.com.au

Melbourne East Training Ltd (MEGT)
Suite 1/24 Mason Street, Warragul 3820
Telephone: 5623 5562 Fax: 5623 5718
Email: warragul@megt.com.au

Unit 4, 41 Breed Street, Traralgon 3844
Telephone: 5176 5255 Fax: 5176 5266
Email: traralgon@megt.com.au

VECCI Apprenticeships Services
Unit 2, 11 Kay Street, Traralgon 3844
Telephone: 5173 9200 Fax: 5174 7100
Toll Free: 1300 365 336
Email: traralgon@vecci.org.au
Internet: www.vecci.org.au

Central, Riverina & North East Region

Melbourne East Group Training Ltd (MEGT)
119 Lydiard Street North, Ballarat 3350
Telephone: 5336 3622 Fax: 5336 3910
Toll Free: 1300 6348
Email: ballarat@megt.com.au
Internet: www.megt.com.au
Bendigo TAFE  
4 Neil Street, Maryborough 3465  
Telephone: 5459 0201 Fax: 5461 3810  
Email: bendigotafe@britafe.vic.edu.au

Cnr Wellington & Fitzroy Streets,  
Kerang 3579  
Telephone: 5450 3273 Fax: 5450 3272  
Email: kerang@britafe.vic.edu.au

St Arnaud Community Health Centre  
North Western Road, St Arnaud 3478  
Telephone: 5477 2127 Fax: 5477 2131  
Email: info@ewhs.org.au

Murray Mallee Training  
335-339 Campbell Street, Swan Hill 3585  
Telephone: 5033 1216 Fax: 5033 2683  
Toll Free: 1800 786 360

Geelong  
Geelong Customer Service Centre  
170 Little Malop Street, Geelong 3220  
Freecall: 1800 706 455  
Fax: 5228 6299  
Email: cic.geelong@centrelink.gov.au

Fair Work Australia  
Fair Work Australia is the new national workplace relations tribunal replacing the Australian Industrial Relations Commission (AIRC). It assumes most of the functions of the AIRC including dispute resolution and the handling of unfair dismissal applications. Fair Work Australia's functions relate to:

- The safety net of minimum wages and employment conditions
- Enterprise bargaining
- Industrial action
- Dispute resolution
- Termination of employment
- Other workplace matters.

Fair Work Australia is part of the new national workplace relations system which also includes the Fair Work Ombudsman and Fair Work divisions of the Federal Court and Federal Magistrates Court. The AIRC will continue until 31 December 2009 to complete outstanding matters – in particular, award modernisation.

The Fair Work Ombudsman:

- Provides advice and education on Australia’s workplace laws
- Monitors compliance and investigates contraventions of national workplace laws
- Publishes information on workplace rights and obligations
- Provides tools and information for small businesses.
Complaint form(s) can be sent to the Fair Work Ombudsman via the website (www.fwa.gov.au) or by post to:

**Fair Work Ombudsman Complaints Assessment Team**
**Reply Paid 2567**
**Adelaide SA 5001**

Fair Work Australia offices are located in every State and Territory capital city. For further information about what it does and to obtain contact details call the Fair Work Infoline 13 13 94 (8.00am to 6.00pm local time) or visit the tribunal’s website: www.fwa.gov.au

**Fair Work Australia**
**Fair Work Ombudsman**
**GPO Box 9887**
**Melbourne VIC 3001**

**Fair Work Infoline**
**Telephone: 13 13 94 (available 8am to 6pm local time)**
**Internet: www.fairwork.gov.au**

**Job Services Australia**

From 1 July 2009, the Australian Government’s Job Services Australia replaced previous employment services, such as Job Services Australia, with a new tailored approach. Job Services Australia offers personalised help and services for people looking for work, improving access to training opportunities and work experience. A network of providers are contracted by the Australian Government to provide employment services and are located in more than 2000 towns, cities and rural sites around the country.

A local Job Services Australia provider should be the first point of call for all your employment and job search needs. They work with individuals one-on-one to help develop and enhance their skills for the right job and also assist with training needs. They can advise on the job search methods, career options and employment programs, plus help prepare a résumé, assist with interview technique and undertake skills development and professional training that may be required in getting and keeping a job.

For more information about Job Services Australia’s services and contact information for the nearest Job Services Australia provider, visit the Department of Education Employment and Workplace Relations website www.deewr.gov.au and click on the Job Services Australia link.

**Australian JobSearch**

JobSearch is Australia’s largest free online jobs website. It is funded and operated by the Australian Government as a free service to assist job seekers into employment and connect employers with quality staff.

Job Services Australia providers and public employers upload their job vacancies to JobSearch and search for potentially suitable staff. Job seekers can search for jobs via the map on the homepage by choosing their state, local area and occupation category. The advanced search function includes more detail in searching criteria. It is free to register for the complete range of services.

Vacancies displayed on JobSearch come from a range of sources, including public employers, Job Services Australia providers, newspapers, the Australian Public Service and the Australian Defence Force.
JobSearch has a range of features to help job seekers in their search for a job, including:

- free registration
- a listing of jobs across all industries and regions of Australia
- a personal page, through which individuals can create a job match profile, upload their resume and use the instant job list to find jobs based on skills and experience
- links to employment assistance and information.

JobSearch is also a valuable tool for employers, including:

- the ability to search for staff based on criteria in advertisement using the find staff feature • high visibility of jobs (around 1 million people visiting JobSearch each month)
- a secure personal page to manage advertised jobs or view past jobs
- phone help from the Employer Hotline 13 17 15 to advertise new jobs or check the status of existing jobs.

JobWatch

JobWatch is an employment rights legal centre that provides assistance to Victorian workers about their rights at work. Some of JobWatch’s functions are:

- A free and confidential telephone information and referral service for Victorian workers;
- Community legal education, including training, seminars and the production of a variety of publications on employment law and workers’ rights;
- Representation and assistance for disadvantaged workers through a legal casework practice; and
- Campaign and law reform activity with a view to promoting workplace justice and equity for all Victorian workers.
High Education
High Education is part of the Department of Innovation, Industry and Regional Development (DIIRD). Formed in April 2008, High Education formerly operated as the Office of Training and Tertiary Education (OTTE). High Education works with TAFEs, universities, vocational education and training providers and Victorian businesses and industries. It provides strategic advice and analysis of Victoria’s skill needs, and acts as the system managers for the vocational education and training sector. It is responsible for:

- developing strategic advice and analysis of Victoria’s skill requirements
- providing strategic leadership, legislation and other support for the development of the vocational education and training (VET) system
- providing legislative and regulatory policy advice for the higher education sector, including advice on borrowings and capital acquisitions
- planning, purchasing and monitoring of the services offered by TAFE Institutions and private registered training organisations (State and Commonwealth Government funding, including capital funding)
- administering VET regulatory frameworks
- delivering the apprenticeship and traineeship program.

Visit the High Education website www.skills.vic.gov.au to find out all about the range of skills and education options available.

High Education
Department of Innovation, Industry and Regional Development
PO Box 266
Melbourne, VIC, 3001
Tel: 9651 9999
Fax: 9651 9129
Email: skills@diird.vic.gov.au
Internet: www.skills.vic.gov.au

Skills Stores
Skills Stores are a Victorian Government service designed to make Victoria’s vocational education and training (VET) system more accessible and easier to understand. They provide friendly, expert advice on the many opportunities and options available through Victoria’s VET system.

Recognition of prior learning, discussed above, is sometimes called skills recognition. Skills Stores help people gain recognition for current skills and provide guidance on how best to gain qualifications or update or improve existing qualifications. They are located throughout metropolitan and regional Victoria.

For more information on locations of Skills Stores and mobile services, visit the Skills Stores website at www.skills.vic.gov.au/skillsstores or call the Victorian Government’s Course Information and Referral Service Line on 1800 809 834. Details of Skills Stores are:

- **Central Melbourne Vic University**
  Office in Melbourne Central Business District and mobile service
  Telephone: 9919 1409
  Email: jobsplus@vu.edu.au

- **North Western Melbourne**
  Offices in Footscray, Preston, Meadow Heights and Broadmeadows and mobile service
  Telephone: 9655 4863
  Email: skillsstore@vetassess.com.au

- **South Eastern Melbourne**
  Offices in Dandenong, Frankston, Pakenham and mobile service
  Telephone: 1300 135 008
  Email: skillsstores@linkemploy.org.au

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Ballarat
Office in Ballarat and mobile service
Telephone: 5329 1532
Email: skillstores@bestcd.org.au

Bendigo
Office in Bendigo and mobile service
Telephone: 5430 2530
Email: skillstores@bestcd.org.au

Central Gippsland
Office in Warragul and mobile service
Telephone: 1300 733 279
Email: cgskillsstores@gippstafe.vic.edu.au

East Gippsland
Office in Sale and mobile service
Telephone: 1300 735 616
Email: egskillsstores@egtafe.vic.edu.au

Geelong
Office in Geelong and mobile service
Telephone: 1300 778 073
Email: skillsstore@gordontafe.edu.au

Goulburn Ovens
Offices in Shepparton, Wangaratta and mobile service
Telephone: 1300 877 545
Email: skills@gotafe.vic.edu.au

South West
Office in Warrnambool and mobile service
Telephone: 5564 8779
Email: skillstore@swtafe.vic.edu.au

Sunraysia
Office in Mildura and mobile service
Telephone: 5022 3770
Email: skillsstores@sunitafe.edu.au

Wodonga
Office in Wodonga and mobile service
Telephone: 1300 550 905
Email: skillsstores@wodongaskills.com.au

Victorian Curriculum and Assessment Authority
41 St Andrews Place, East Melbourne 3002
Telephone: 9651 4300
Fax: 9651 4324
Email: vcaa@edumail.vic.gov.au
Internet: www.vcaa.vic.ed.au

Victorian Equal Opportunity and Human Rights Commission
Level 3, 380 Lonsdale Street,
Melbourne 3000
Telephone: 9281 7111
Fax: 9281 7171
Toll free: 1800 134 142
Information Line: 9281 7100
Internet: www.humanrightscommission.vic.gov.au

If you feel that you have been discriminated against on the grounds of your sex, marital status, disability, race, political or cultural beliefs, family responsibilities, childlessness or de facto relationship you can lodge a complaint with the Victorian Equal Opportunity and Human Rights Commission. Examples of complaints include sexual harassment, dismissal from employment due to family responsibilities, denial of promotion because of your race etc.

VET in Schools
VET Unit
Victorian Curriculum and Assessment Authority
41 St Andrews Place, East Melbourne 3002
Telephone: 9651 4458
Fax: 9651 4324
Email: yet.vcaa@edumail.vic.gov.au
Internet: www.vcaa.vic.edu.au/vet
VETASSESS

VETASSESS is a Registered Training Organisation of assessment-only services, helping individual training providers and industry groups define and achieve their learning and assessment goals.

Level 5/478 Albert Street
East Melbourne 3002
Telephone: 9655 4835 Fax: 9655 4888
Internet: www.vetassess.com.au

Victorian Tertiary Admissions Centre (VTAC)

40 Park Street South Melbourne 3205
Toll Free: 1300 364 133
Email: applying@vtac.edu.au
Internet: www.vtac.edu.au

WorkSafe Victoria

Ground Floor, 222 Exhibition Street, Melbourne 3000

For advice on OHS or worker’s compensation, contact:
Telephone: 9641 1555
Fax: 9641 1222
Toll Free: 1800 136 089 (Victoria only)

You can also contact this telephone number for licensing queries.
Email: info@workcover.vic.gov.au
Internet: www.workcover.vic.gov.au

Trade Unions

Australian Manufacturing Workers Union (AMWU)

Level 1, 251 Queensberry Street, Carlton South 3053
Telephone: 9230 5700
Fax: 9230 5793
Toll Free: 1300 732 698
Email: amwuvic@amwu.asn.au
Internet: www.amwu.asn.au

Services provided:
• Union newsletter
• OH&S courses for reps and stewards
• Competency standards training
• Compensation advice
• Home loans
• Legal and tax advice

CEPU Plumbers Trades Union & Education and Training Centre

Communication, Electrical, Electronics, Information, Postal, Plumbing and Allied Services Union of Australia (Plumbing Division) – Victorian Branch
52 Victoria Street, Carlton South 3053
Telephone: 9662 3388
Fax: 9663 2613
Email: via the website
Internet: www.plumbers.cepu.asn.au

The CEPU (Plumbing Division) is the trade union representing plumbers. It provides a range of services to members including:
• A weekly radio program
• Monthly general meetings of members
• Regular journal
• Superannuation and long service leave
• Workers compensation
• Post trade training courses
• Total industrial service for members

The union also operates a specialised training centre that offers plumbing career advice and training to school students, apprentices, plumber/sprinkler fitters and industry organisations. Training offered to plumbers and sprinkler fitters are courses in industry-specific post-apprentice training.
The post-apprenticeship courses include:
- First Aid for the construction industry
- Shop Steward courses
- Rigging for Plumbers
- Industrial Relations and Communication
- Gas Assessment
- Confined Space Entry Course
- Introduction to Computers
- Occupational Health and Safety Training

**Training**
The Training Centre has the expertise to customise/develop training to meet particular industry requirements. Where training assistance is sought by business managers and trade organisations in the plumbing industry, the Training Unit has the expertise to ensure the appropriate course is provided.

**CEPU – Electrical Trades Union**

**Level 1, 200 Arden Street, North Melbourne 3051**
**Telephone: 03 8329 0000**
**Fax: 03 5229 3515**
**Email: etu@etu.asn.au**
**Internet: www.etu.asn.au**

The ETU represents the interests of employees in the electrical trades, providing services including:
- Enterprise agreements, wages and condition improvements
- Employment security, protection for workers’ rights
- Training for delegates in enterprise bargaining and consultation committees
- Advice on off-the-job and on-the-job training
- Skills training
- Health and Safety negotiation aid, advice and training
- On-the-job support
- WorkCover assistance and advice
- Discount home loans (through Members Equity)
- Tax advice, insurance services and financial planning advice
- Superannuation – employer funded minimum and personal advice
- Free legal consultations, free wills, no win – no fee

**Construction Forestry Mining Energy Union (CFMEU) incorporating Federated Engine Drivers and Fireman’s Association (FEDFA) (Education and Training)**
The CFMEU (Construction and General Division) is a leading union representing workers in the Victorian building and construction industry. Services provided include:
- Regular journal
- Monthly general meeting of members
- WorkCover assistance
- Wage claims service
- Legal service
- Wage and award information
- Direct member services (site visits)
- Full-time health and safety officer
- Education and training unit with general and industrial courses
- Total industrial service for members

For further information contact:
**CFMEU (Construction and General Division)**
**500 Swanston Street, Carlton South 3053**
**Telephone: 9341 3444 Fax: 9341 3427**
**Internet: www.cfmeu.asn.au**
Construction and General Division, Victoria Education and Training Programs

500 Swanston Street Carlton 3053
Telephone: 9341 3444 Fax: 9341 3427
Email: via the website
Internet: www.cfmeu.asn.au

The CFMEU is a registered provider of training and tertiary education. The Education and Training Unit offers a range of integrated vocational training programs to employed and unemployed building and construction workers. The programs may be delivered either off or on-site.
All training offered by the CFMEU is designed to provide maximum access to workers regardless of educational levels or language background. CFMEU courses are structured, competency based, accredited and designed and delivered by qualified and experienced teachers and industry trainers. The CFMEU Education and Training Unit holds a comprehensive record of the courses completed and the competencies achieved by all workers who participate. This record assists workers to identify new training needs and provides a central location for workers to access their training records. Skills achieved through work experience or other training may be recognised via a Recognition of Prior Learning process.

All courses have been developed by specialist teachers, in conjunction with workers, employers and union representatives from the building and construction industry.

The CFMEU Education and Training Unit receives funding from a range of sources including Incolink, a number of Federal and State government agencies, employer sponsorships and fee-for-service activities. In most instances, workers’ course fees are covered.
Group Training Companies Victoria

Group Training Schemes

Group Training is a network consisting of companies that deliver training throughout Australia.

Group Training Australia is a network of independent, not-for-profit companies operating in Metropolitan Melbourne and all major population centres of Victoria. These companies operate on either an industry or regional basis and collectively they provide employment for in excess of 9,000 apprentices and trainees.

Group Training companies in Victoria hold around 15 per cent market share of employment of apprentices and trainees and are the largest employer of apprentices and trainees in the state.

Group Training Association of Victoria
113 Drummond Street, Carlton South 3053
Telephone: 9639 3955 Fax: 9639 4377
Email: staff@gtavic.asn.au
Internet: www.grouptraining.com.au

AMCA
30 Cromwell Street, Burwood 3125
Telephone: 9888 8266 Fax: 9888 8459
Email: natamca@amca.com.au

Apprenticeships Plus
Level 1, 192-198 High Street, Northcote 3070
Telephone: 9482 7593
Freecall: 1800 81 81 05
Fax: 9482 7593
Email: info@aplus.org.au
Internet: www.apprenticeshipsplus.org.au

Apprentices Trainees Employment Ltd (ATEL)
2 Michael Drive, Wodonga 3690
Telephone: (02) 6024 0800
Fax: (02) 6056 1949
Email: atel@atel.com.au
Internet: www.atel.com.au

110 Murphy Street, Wangaratta 3676
Telephone: 5720 0100 Fax: 03 5721 4959
Email: atel@cnl.com.au

Apprenticeships Victoria (a division of Gippsland Group Training)
Level 1, 303 Collins Street, Melbourne 3000
Telephone: 9613 6700 Fax: 9614 4481
Email: enquiries@agaustralia.com.au
Internet: www.appsvic.com.au

Australia Industry Training Services
20 Queens Road, Melbourne 3004
Telephone: 9867 0111 Fax: 9867 0199
Internet: www.aigroup.asn.au

Ballarat Group Training Company Ltd (BGT)
14 Hill Street, Ballarat 3350
Telephone: 5333 1707 Fax: 5333 3922
Email: via BGT website
Internet: www.bgt.org.au

BGT - Youth Pathway Program Office
50 Curtis Street, Ballarat 3350
Telephone: 5332 2399 Fax: 5333 2852
Email: via BGT website

Central Victoria Group Training Company (CVGT)
Cnr Jackson & Stanfield Streets, Bendigo 3550
Telephone: 5449 2000 Fax: 5441 1212
Email: reception@cgvt.com.au
Internet: www.cgvt.com.au
Eastern Victorian Group Training (EVGT)
210 Main Street, Bairnsdale 3875
Telephone: 5152 1188
Toll free: 1800 070 007
Fax: 5152 2255
Email: info@eastvicworkforce.org.au
Internet: www.eastvicworkforce.org.au

G-Force Recruitment
Cnr Gheringhap & McKillop Streets, Geelong 3220
Telephone: 5222 7766 Fax: 5222 6477
Email: info@g-force-recruitment.org.au
Internet: www.g-force.org.au

Gippsland Group Training Company (GGT)
Cnr Tramway Road & Firmins Lane, Morwell 3840
Telephone: 5132 1700 Fax: 5133 9740
Email: enquiries@agaustralia.com.au
Internet: www.appsvic.com.au

Goulburn Murray Group Training Inc (The Apprenticeship Factory)
7 Telford Drive, Shepparton 3632
Telephone: 5832 3366 Fax: 5822 1103
Email: info@thefactory.net.au
Internet: www.thefactory.net.au

IE Group Training
50 Rutland Road, Box Hill 3128
Telephone: 9897 3666
Toll Free: 1800 044 065
Fax: 9897 3699
Email: general@iegt.com.au
Internet: www.iegt.com.au

Level 1, Shop 31, The Hub
17 Langhome Street, Dandenong 3175
Telephone: 9769 2960 Fax: 9769 2959
Email: general@iegt.com.au

Link Employment and Training
290 Thomas Street, Dandenong 3175
Toll Free: 1300 135 008
Fax: 9792 5634
Email: manager@linkemploy.org.au
Internet: www.linkemploy.org.au

MEGT Australia Ltd
1st Floor, 29 Ringwood Street, Ringwood 3134
Telephone: 9879 5222
Toll free: 1300 365 022
Fax: 9879 5570
Email: ringwood@megt.com.au
Internet: www.megt.com.au

Murray-Mallee Training Company
335-339 Campbell Street, Swan Hill 3585
Telephone: 5033 1216 Fax: 5033 1178
Email: swanhill@mmtc.com.au
Internet: www.mmtc.com.au

MPMSAA
525 King Street, West Melbourne 3003
Telephone: 9329 9622
Toll free: 1800 133 871
Fax: 9329 5060
Email: info@mpmsaa.org.au
Internet: www.plumber.com.au
STEP (Scheme for Training & Educating People Inc)
67 Brunswick Street, Fitzroy 3065
Ph: 9483 1183 Fax: 9417 2691
Email: info@bsl.org.au
Internet: www.bsl.org.au

Southern Suburbs Group Training Inc
Suite 2, 12 Jamieson Street,
Cheltenham 3192
Telephone: 9583 9444 Fax: 9583 4280
Email: info@ssgt.com.au
Internet: www.ssgt.com.au

Sunraysia and Murray Group Training Ltd
Level 1, 146a Eighth Street, Mildura 3500
Telephone: 5022 1833 Fax: 5021 3715
Email: smgt@smgt.com.au
Internet: www.smgt.com.au

370 Degrees Group Limited
1024 Lygon Street,
North Carlton 3054
Telephone: 9381 1922 Fax: 9380 9513
Email: info@370degrees.com.au
Internet: www.370degrees.com.au

WPC Group
440 William Street, West Melbourne 3003
Telephone: 1300 656 461 Fax: 1300 360 179
Email: vic@wpcgroup.org.au
Internet: www.wpcgroup.org.au

Westvic Work Force
171 Lava Street, Warrnambool 3280
Telephone: 5561 9000 Fax: 5562 1858
Email: wwar@westvic.org.au
Internet: www.westvic.org.au

228 Gray Street, Hamilton 3300
Telephone: 5551 3400 Fax: 5571 2977
Email: wham@westvic.org.au
Internet: www.westvic.org.au

6 Gawler Street, Portland 3305
Telephone: 5521 0700 Fax: 5523 2088
Email: wpor@westvic.org.au
Internet: www.westvic.org.au

WorkCo Limited
144 Firebrace Street, Horsham 3402
Telephone: 5521 0700 Fax: 5381 1942
Email: info@workco.com.au
Internet: www.workco.com.au

WISE Employment
Suite 4, Level 1, 224 Church Street,
Richmond 3121
Telephone: 9421 8999 Fax: 9421 8822
Email: richmond@wiseemployment.com.au
Internet: www.wiseemployment.com.au
1 Pelham Street, Carlton VIC 3053

Telephone: (03) 9639 3000
Facsimile: (03) 9639 1366
Freecall: 1800 337 789
(Available regional areas only, not from mobile phones or the Melbourne metro region)

www.incolink.org.au