



**careers**  
in government

## Northern Territory Public Sector Apprenticeship Program

**RECRUITMENT GUIDE 2010**

# APPRENTICESHIP PROGRAM

**Vacancy Number: 290096**

Please keep this handbook for your reference  
Do not hand in with your application

## APPRENTICESHIPS ON OFFER IN FEBRUARY 2010

APPRENTICESHIP	Nominal Duration ❖	LOCATION (may vary)	DEPARTMENT NAME ⌘	MORE INFORMATION
<b>ALICE SPRINGS</b>				
(BSB30107) <a href="#">Certificate III in Business</a>	12m	Town	DPI	Melissa Insch, 8951 6548
(RUV30204) <a href="#">Certificate III in Captive Animals</a> *	36m	Alice Springs Desert Park	NRETAS	Lara Hammond, 8999 4681
(SIT30507) <a href="#">Certificate III in Tourism (Guiding)</a> *	12m	Alice Springs Desert Park	NRETAS	Lara Hammond, 8999 4681
(HLT31807) <a href="#">Certificate III in Dental Assisting</a>	12m	Flynn Drive Dental Clinic	DHF	Maureen McGregor, 8922 7099
(HTL50507) <a href="#">Diploma of Dental Technology</a>	36m	Flynn Drive Dental Clinic	DHF	Maureen McGregor, 8922 7099
(RTF30103) <a href="#">Certificate III in Horticulture</a> *	36m	Alice Springs Desert Park	NRETAS	Lara Hammond, 8999 4681
<b>BERRY SPRINGS</b>				
(SIT30507) <a href="#">Certificate III in Tourism (Guiding)</a> *	12m	Territory Wildlife Park	NRETAS	Lara Hammond, 8999 4681
<b>DARWIN</b>				
(BSB30107) <a href="#">Certificate III in Business</a>	12m	Various	DBE, DCM, DHF, DLGH DOJ, DPI, DRDPIFR, NTT, OCPE, OMB, NTPFES	Shannon Minnett, 8999 4163
(AUR30405C) <a href="#">Certificate III Heavy Vehicle Mechanic</a>	48m	CBD	DPI	Petra Holgate, 8924 7026
(SFI30104) <a href="#">Certificate III in Seafood Industry (Aquaculture)</a> *	24m	Channel Island	DRDPIFR	Fiona Fulton, 8999 6942
(ICP30205) <a href="#">Certificate III Printing and Graphic Arts</a> *	48m	CBD	DBE	Andrew Karaolias, 8999 1745
(PML30104) <a href="#">Certificate III in Laboratory Skills</a>	24m	Darwin High School	DET	Alex Wills, 8999 5986
<b>KATHERINE</b>				
(RTE20103) <a href="#">Certificate II in Agriculture</a> *	12m	Katherine Research Farm	DRDPIFR	Fiona Fulton, 8999 6942
(BSB30107) <a href="#">Certificate III in Business</a>	12m	Town	DET, DBE	Tracey De Vries, 8973 8588
<b>BATCHELOR</b>				
(RTD30102) <a href="#">Certificate III in Conservation &amp; Land Management</a> *	36m	Batchelor	NRETAS	Lara Hammond, 8999 4681
<b>BORROLOOLA</b>				
(RTD30102) <a href="#">Certificate III in Conservation &amp; Land Management</a> *	36m	Barranyi (North Island) National Park	NRETAS	Lara Hammond, 8999 4681
<b>COBOURG</b>				
(RTD30102) <a href="#">Certificate III in Conservation &amp; Land Management</a> *	36m	Black Point ( <i>Iwaidja speaking Aboriginal people from West Arnhemland are encouraged to apply</i> )	NRETAS	Lara Hammond, 8999 4681
<b>TENNANT CREEK</b>				
(BSB30101) <a href="#">Certificate III in Business</a>	12m	Town	DPI	Melissa Insch, 8951 6548
<b>DOUGLAS DALY</b>				
(RTE20103) <a href="#">Certificate II in Agriculture</a> *	12m	Douglas Daly Research Farm	DRDPIFR	Fiona Fulton, 8999 6942

\* Denotes apprenticeships that are available only to people identifying as Aboriginal and / or Torres Strait Islander.

❖ Duration of apprenticeship may vary depending on RTO, apprentice progress, method of delivery, current competency/ies, workplace requirements etc.

⌘ For a full explanation of Departmental names, please refer to pages 5 of this recruitment information handbook.

For more information on the national qualification codes listed above (i.e. *BSB30107*) visit the **Australian Apprenticeships Training Information Service** at [www.natinfo.com.au](http://www.natinfo.com.au), and click on "sample training plans". Also visit <http://apprenticeships.nts.schools.net>

## ARE YOU ELIGIBLE?

Applicants for the NTPS Apprenticeship Program must:

- **Be an Australian citizen, or hold permanent Australian residency status;**
- **Not have completed an equivalent or higher qualification in the same field in the past 7 years;**
- **Be a minimum of 15 years of age at the date of commencement; and**
- **Undergo an aptitude test** (refer next page for details).

## SALARY

A Northern Territory Government Apprentice **fortnightly** salary can range anywhere from **\$490.00** through to **\$1077.43** (correct at time of printing). The salary is determined by the qualification being undertaken, the highest school year level completed, and number of years since completion. If over the age of 21, the adult training wage applies.

## COMMENCEMENT

Successful applicants will commence their apprenticeship on **Monday 15 February 2010** at a half-day apprentice induction session in Darwin, Katherine and Alice Springs. Apprentices will then commence in their individual workplaces in the afternoon. Apprentices in all other locations will undertake an induction session in their workplace on 15 February 2010.

## RECRUITMENT PROCESS

The Employment Programs Unit within the Department of Business and Employment (DBE) administers the Apprenticeship Program and coordinates the apprentice recruitment process across the Northern Territory on behalf of Northern Territory Government agencies. DBE has contracted Group Training NT (GTNT) to assist in certain aspects of this process.

### **DBE is responsible for**

- advertising;
- receiving and acknowledging applications;
- distributing applications to Departments;
- issuing letters of offer, employment contracts or unsuccessful letters;
- commencement papers for the successful applicant; and
- induction of the apprentice into the NTPS.

### **GTNT is responsible for**

- conducting aptitude testing sessions; and
- conducting Indigenous pre-interview workshops.

### **Process in brief:**

Applications are submitted to DBE; applicants are asked to select and attend one aptitude test session; DBE create a 'Schedule of Applicants' (which includes applicant details, aptitude test score, apprenticeship preference, etc); this schedule is distributed to relevant agencies who then request full applications from DBE. Agencies then contact selected applicants to attend an interview (***applicants may be contacted by more than one agency***). Agencies then notify applicants of the outcome of their interview. Unsuccessful applicants remain on the Schedule and may be referred to subsequent agencies until all apprenticeship placements are filled. Applicants are notified in writing of the outcome of their application (whether it is an offer of employment, or unsuccessful letter).

## GENERAL INFORMATION SESSIONS

Potential applicants are invited to attend a general information session, which will provide participants with specific information in order to assist them with their application, along with other important details about the apprenticeship program, including (but not limited to):

- How to fill in the application form
- Additional information to include in your application
- Details of actual apprenticeship positions available (i.e. locations, tasks, training etc)
- Sample training plans of specific apprenticeships

Sessions are free, and are scheduled to coincide with the 'application open' period, as follows:

### **DARWIN:**

**Monday 19 October 2009 and Monday 26 October 2009**

Time: **4.30pm**

Bookings essential: **contact 8999 3708**

### **KATHERINE:**

**Wednesday 21 October 2009**

Time: **4.30pm**

Bookings essential: **contact 8973 8588**

### **ALICE SPRINGS:**

**Friday 16 October 2009 and Wednesday 21 October 2009**

Time: **11.00am**

Bookings essential: **contact 8951 6548**

## APTITUDE TESTING

**As part of the selection process, applicants are required to undergo an aptitude test.** The aptitude test provides agencies with an assessment of your literacy, numeracy and general comprehension skills and is not seen as a 'pass or fail' type examination. Your test score will be provided to agencies.

Aptitude testing will take place **AFTER** the application closing date and will be centrally administered in Darwin, Katherine and Alice Springs. Alternative test arrangements will be made for applicants applying for apprenticeships in all other locations.

Applicants must choose their preferred location, date and time by indicating their preference at the bottom of page 3 of the Apprenticeship Application Form. Available session times are as follows:

### **Darwin**

- Monday 16 November  
3pm – 4.30pm
- Tuesday 17 November  
3pm – 4.30pm
- Wednesday 18 November  
3pm – 4.30pm

### **Katherine**

- Monday 16 November  
3pm – 5pm
- Tuesday 17 November  
3pm – 5pm

### **Alice Springs**

- Monday 16 November  
3pm – 5pm
- Tuesday 17 November  
3pm – 5pm

## KEY DATES TO REMEMBER

Detail	Date	Time
Applications open	<b>10 October 2009</b>	<b>8.00am</b>
Applications close	<b>30 October 2009</b>	<b>Last mail</b>
General information session (bookings essential)	Darwin: <b>19 &amp; 26 October 2009</b> Katherine: <b>21 October 2009</b> Alice Springs: <b>16 &amp; 21 October 2009</b>	<b>4.30pm</b> <b>4.30pm</b> <b>11.00am</b>
Aptitude testing (bookings essential)	Darwin: <b>16, 17 &amp; 18 Nov 2009</b> Katherine: <b>16 &amp; 17 Nov 2009</b> Alice Springs: <b>16 &amp; 17 Nov 2009</b>	<b>3pm – 4.30pm</b> <b>3pm – 5pm</b> <b>3pm – 5pm</b>
Interview/s with agencies	<b>Between 23 Nov and 18 Dec 2009</b>	<b>Various</b>
Unsuccessful applicants notified	<b>By 15 January 2010</b>	<b>Various</b>
Successful applicants commence	<b>15 February 2010</b>	<b>8.00am</b>

**Note: these dates are subject to change without prior notice.**

## FOR MORE INFORMATION

### Darwin region

Program Coordinator  
Phone: (08) 8999 3708  
Fax: (08) 8999 3755  
GPO Box 2391, Darwin, 0801

### Katherine region

Service Delivery Manager  
Phone: (08) 8973 8588  
Fax: (08) 8973 8719  
PO Box 1171, Katherine, 0851

### Alice Springs region

Program Coordinator  
Phone: (08) 8951 6547  
Fax: (08) 8951 6522  
PO Box 4037, Alice Springs, 0871

- Email: [employmentprograms.dbe@nt.gov.au](mailto:employmentprograms.dbe@nt.gov.au) | Website: [employmentprograms.nt.gov.au](http://employmentprograms.nt.gov.au)
- All applications will be acknowledged on receipt.
- All applicants will be advised in writing of the outcome of the selection process.

## NT GOVERNMENT DEPARTMENTS

Please click on the links below, if you are interested in finding out more about the departments that are offering apprenticeships in the next intake.

<b>DBE</b>	<a href="#">Department of Business and Employment</a>
<b>DCM</b>	<a href="#">Department of the Chief Minister</a>
<b>DET</b>	<a href="#">Department of Education and Training</a>
<b>DHF</b>	<a href="#">Department of Health and Families</a>
<b>DOJ</b>	<a href="#">Department of Justice</a>
<b>DPI</b>	<a href="#">Department of Planning and Infrastructure</a>
<b>DRDPIFR</b>	<a href="#">Department of Regional Development, Primary Industry, Fisheries and Resources</a>
<b>DLGH</b>	<a href="#">Department of Local Government and Housing</a>
<b>NTPFES</b>	<a href="#">Northern Territory Police, Fire and Emergency Services</a>
<b>NRETAS</b>	<a href="#">Department of Natural Resources, Environment, the Arts and Sport</a>
<b>NTT</b>	<a href="#">Northern Territory Treasury</a>
<b>OCPE</b>	<a href="#">Office of the Commissioner for Public Employment</a>
<b>OMB</b>	<a href="#">Office of the Ombudsman for the Northern Territory</a>

For specific information regarding the apprenticeship placements within each agency, we highly recommend that you telephone the Departmental contact provided in the tables on page 2 of this Recruitment Information Handbook.

# APPLICATION FORM

Please complete this 4-page application form and submit with the following documentation:

- Your up-to-date résumé
- Contact details of two (2) referees
- Your school attendance records and your most recent school results (**school leavers only**)
- Copies of any qualifications (or Certificates of Attainment) you have achieved
- If not an Australian citizen, copy of valid visa documentation

## APPLICATIONS CLOSE FRIDAY 30 OCTOBER 2009

**Before sending your application in, please make sure you:**

- Re-read it to ensure that it is accurate and completed in full;
- Staple your application in the top left-hand corner – please **DO NOT** place in a folder or binder.

**Applications should be forwarded by one of the following methods:**

Online	<a href="http://www.nt.gov.au/jobs">www.nt.gov.au/jobs</a> (quoting vacancy <b>290096</b> )
Email	<a href="mailto:employmentprograms.dbe@nt.gov.au">employmentprograms.dbe@nt.gov.au</a> (please ensure electronic applications are compatible with Microsoft Word 97 or Adobe Acrobat)
Attention	Program Coordinator Employment Programs Unit Department of Business and Employment
Post	GPO Box 2391, Darwin NT 0801
Hand deliver	Level 3, Harbour View Plaza, 8 McMinn Street, Darwin
Fax	(08) 8999 3755

Privacy Declaration: The Department of Business and Employment (DBE) assists the Northern Territory Government (NTG) Agencies in managing their recruitment needs. In the course of providing services to NTG Agencies, DBE collects the information on this form to process your application and provide statistical information to the NTG. Statistical data provided to the NTG does not identify individuals. DBE and other NTG Agencies may disclose your personal information to outsourced service providers or other NTG Agencies (only when it is necessary in the selection process) or as required by law. You may request access to your personal information by contacting the relevant department or agency.

## THE FOLLOWING APPRENTICESHIPS ARE AVAILABLE IN FEBRUARY 2010:

Note: Aboriginal and/or Torres Strait Islander persons are encouraged to apply for any of the apprenticeships listed below. Apprenticeships marked with an asterisk [\*] are specifically for Aboriginal and/or Torres Strait Islanders only.

<p><b>ALICE SPRINGS</b></p> <ul style="list-style-type: none"> <li>▪ Business (BSB30107)</li> <li>▪ Captive Animals* (RUV30204)</li> <li>▪ Horticulture* (RTF30103)</li> <li>▪ Tourism (Guiding)* (SIT30507)</li> <li>▪ Dental Assisting (HTL31807)</li> <li>▪ Dental Technology (HTL50507)</li> </ul> <p><b>BERRY SPRINGS</b></p> <ul style="list-style-type: none"> <li>▪ Tourism: Guiding* (SIT30507)</li> </ul> <p><b>BATCHELOR</b></p> <ul style="list-style-type: none"> <li>▪ Conservation and Land Management* (RTD30102)</li> </ul> <p><b>BORROLOOLA</b></p> <ul style="list-style-type: none"> <li>▪ Conservation and Land Management* (RTD30102)</li> </ul> <p><b>COBOURG</b></p> <ul style="list-style-type: none"> <li>▪ Conservation and Land Management* (RTD30102)</li> </ul>	<p><b>DARWIN</b></p> <ul style="list-style-type: none"> <li>▪ Business (BSB30107)</li> <li>▪ Printing and Graphic Arts* (ICP30205)</li> <li>▪ Laboratory Skills (PML30104)</li> <li>▪ Heavy Vehicle Mechanic (AUR30405C)</li> <li>▪ Seafood (Aquaculture)* (SFI30104)</li> </ul> <p><b>DOUGLAS DALY</b></p> <ul style="list-style-type: none"> <li>▪ Agriculture* (RTE20103)</li> </ul> <p><b>KATHERINE</b></p> <ul style="list-style-type: none"> <li>▪ Business (BSB30107)</li> <li>▪ Agriculture* (RTE20103)</li> </ul> <p><b>TENNANT CREEK</b></p> <ul style="list-style-type: none"> <li>▪ Business (BSB30107)</li> </ul>
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## SECTION A: PERSONAL DETAILS

Mr / Mrs / Ms / Miss

[Circle one]

\_\_\_\_\_ [Given Name]

\_\_\_\_\_ [Middle Initial]

\_\_\_\_\_ [Surname]

Residential address \_\_\_\_\_

Post code \_\_\_\_\_

Postal address [if different] \_\_\_\_\_

Post code \_\_\_\_\_

Contact Telephone

Home \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

Preferred \_\_\_\_\_

Email \_\_\_\_\_

Date of birth \_\_\_\_\_

Citizenship details

Australian

Other

If other, please identify: \_\_\_\_\_

Residency status \_\_\_\_\_

Visa category \_\_\_\_\_

[please attach copy]

Are you willing to undergo a police criminal history check if required?

[some work units such as those in schools require all staff to undergo criminal history checks]

Yes

No

Are you currently employed by the Northern Territory Government?

Yes

No

If yes, what is your current employment status?

Permanent

Temporary

Are you a redeployee / unattached officer?

Yes

No

Have you received a redundancy from the Northern Territory Government in the past 2 years?

Yes

No

## SECTION B: EDUCATION

**SCHOOLING** Please indicate the highest level of schooling you have completed:

Yr 8

Yr 9

Yr 10

Yr 11

Yr 12

In what year? \_\_\_\_\_

Name of school \_\_\_\_\_

## FURTHER EDUCATION

Are you currently studying, or have you completed any qualifications since leaving school?

Also include any partially completed courses.

Qualification studied	Training Provider	How much of the course did you complete?	Year completed
<b>Examples</b> Certificate I in Hospitality Certificate II in Sport and Recreation	Ace Training Company Sprint Train	Less than half All	Didn't 2003

### SECTION C: APPRENTICESHIP PREFERENCES

**FIRST PREFERENCE: I am applying for an Apprenticeship in**

Location

If applying for an apprenticeship that is offered in more than one Department, please nominate the preferred Department you wish to work in (refer to table on page 2 of the Recruitment Information Handbook for full list of Department's). Note: preferences are completely optional and are not guaranteed. Your application may be circulated to other Departments.

**Tell us why you think you would be a good choice for this Apprenticeship. Include any relevant experience or study in this area** (add more detail on extra paper).


**SECOND PREFERENCE: I am applying for an Apprenticeship in**

Location

Tell us why you think you would be a good choice for this Apprenticeship. Include any relevant experience or study in this area (add more detail on extra paper).


**ALL APPLICANTS MUST UNDERGO AN APTITUDE TEST BY ATTENDING ONE OF THE FOLLOWING SESSIONS. PLEASE TICK A BOX FOR YOUR PREFERRED LOCATION AND DATE:**

<input type="checkbox"/> DARWIN	<input type="checkbox"/> Mon 16 Nov 3pm – 4.30pm	<input type="checkbox"/> Tue 17 Nov 3pm – 4.30pm	<input type="checkbox"/> Wed 18 Nov 3pm – 4.30pm
<input type="checkbox"/> ALICE SPRINGS	<input type="checkbox"/> Mon 16 Nov 3pm – 5pm	<input type="checkbox"/> Tue 17 Nov 3pm – 5pm	
<input type="checkbox"/> KATHERINE	<input type="checkbox"/> Mon 16 Nov 3pm – 5pm	<input type="checkbox"/> Tue 17 Nov 3pm – 5pm	

Applicants in all other locations will undergo alternative testing arrangements.

**Where did you find out about this apprenticeship?**

- Family / friend
- NT Government website
- SEEK website
- Newspaper
- Other publication

**Declaration:** I declare that the information contained in this application is true and correct.

Signature

.....

Date

/

/ 2009



Northern Territory Government

**NORTHERN TERRITORY PUBLIC SECTOR****EQUAL EMPLOYMENT OPPORTUNITY QUESTIONS**

Identification of your Equal Employment Opportunity (EEO) target group status is strictly confidential. Providing this information is voluntary. There are two reasons this data is collected:

1. To allow selection panels to reasonably accommodate any specific applicant needs. (Panels will be informed that a person belonging to a particular EEO target group has applied. They will not be informed which applicants belong to an EEO target group unless you have registered with Disability Works Australia and agree to be identified.)
2. To be used statistically to allow us to improve our EEO programs. Individuals will not be identified.

How did you first find out about this Job?:

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Do you identify yourself as an Aboriginal?:  Yes  No

Do you identify yourself as a Torres Strait Islander?:  Yes  No

Do you identify yourself as an Aboriginal and Torres Strait Islander?:  Yes  No

Were you born in Australia?:  Yes  No

Do you identify yourself as a person with a permanent disability?:  Yes  No

If yes, might you need an adjustment to your duties, environment, equipment or hours to enable you to carry out this job?:  Yes  No

What is your Gender?:  Female  Male

If you have a disability and require additional support, Disability Works Australia can assist you with your application for employment. To register with Disability Works Australia Phone (08) 8922 9535 or go to [www.dwa.org.au](http://www.dwa.org.au) for more information.

**Privacy Declaration:** The Department of Business and Employment is collecting this information to enable the effective and efficient management of the Northern Territory Public Sector or Agency workforce. This information may also be used for statistical analysis and workforce profiling. This collection is authorised and in some cases required by Northern Territory Acts such as the *Public Sector Employment and Management Act* and the Public Sector Employment Management Regulations. The Department of Business and Employment may disclose some or all of this information to other Northern Territory Public Sector Agencies for the purpose of effective and efficient management of the Agency workforce.

The Northern Territory Government is aiming for an inclusive and diverse workforce.  
All equal employment opportunity (EEO) groups are encouraged to apply.

**Please complete this form and forward it along with your application.**

\* If forwarding electronically online or by email please send as a separate file from that of your application.