



Traineeships

Road Worker

Alternative Titles: Civil Construction Worker

Conservator

Laboratory Worker

Business

Concreter

Alternative Titles: Concrete Worker

Dogger

Alternative Titles: Crane Chaser

Rigger

Scaffolder

Steel Fixer

Vehicle Painter

Alternative Titles: Paint Preparation

Panel Beater

Alternative Titles: Panel Preparation

Road Worker

Alternative Titles: Civil Construction Worker

Description

Road workers compact, level and spread materials to form roads and footpaths, perform minor repairs to damaged surfaces, maintain bridges, repair signs and guideposts, and undertake general roadside maintenance such as grass cutting, weed control and litter collection.

Road workers may perform the following tasks:

- clear scrub, strip grass and remove topsoil
- assist with preparation for laying drains
- spread gravel to form the road base
- operate tank-truck distributor or hose to spray tar, road oils and emulsions on the road before surfacing
- operate paving machines or spread stone chips, gravel or asphalt onto road surfaces
- erect and dismantle barricades and construction signs
- direct traffic through the construction area
- load and unload equipment and clean the work site
- landscape surrounding areas with trees and grass seed.

With experience and sometimes further training, it is possible to progress to more specialised tasks and/or supervisory positions.

Road workers may work as members of a small roadwork team.

Personal Requirements:

- enjoy practical work
- physically fit
- good hand-eye coordination
- able to work as part of a team
- enjoy outdoor work

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Conservator

Description

Conservators plan, organise and undertake the preservation and conservation of materials and objects in private and public collections, including libraries, archives, museums, art galleries and historical and archaeological sites.

A conservator may perform the following tasks:

- examine and evaluate the condition of objects and possibly confirm their identification and authenticity
- organise systematic inspection of collections and prepare written and photographic reports
- advise on the optimum storage and display conditions (e.g. correct light, relative humidity, integrated pest management and temperature control) for the objects in their care
- advise on the correct methods for handling, storing, displaying and transporting works of art and artefacts
- conduct research into the material or technological nature of collections and of materials and techniques critical to their preservation or conservation
- undertake extensive research into deterioration problems within collections
- undertake conservation and restoration procedures to correct damage or control deterioration and record details of measures taken.

Conservators specialise in a range of areas including paper, paintings, photographs, ethnographic materials, ceramics, metals, bookbinding and archives, furniture, archaeological sculpture, buildings and historic sites, textiles and preventative conservation.

Personal Requirements:

- patience for fine work
- aptitude for science, in particular chemistry
- aptitude for using computers
- attention to detail
- good with hands
- professional and ethical
- artistic and/or technical aptitude
- normal colour vision
- sensitivity to indigenous and ethnic cultural issues
- interest in history, art history and materials technology

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Laboratory Worker

Alternative Titles: Laboratory Assistant, Laboratory Technician, Scientific Laboratory Worker

Description

Laboratory workers assist scientists in the physical, chemical, biological or life sciences by collecting and preparing samples, carrying out experiments, making measurements with scientific equipment, recording results and presenting results for critical analysis.

Laboratory workers may perform the following tasks:

- clean, maintain and set up equipment for use in experiments
- collect, classify and preserve specimens and samples
- water and observe plants, and feed and observe animals in laboratories
- perform diagnostic and other scientific tests on specimens, such as animal and plant tissues, food and water in order to identify chemical or cellular or other constituents, bacterial content and chemical contamination
- carry out experimental procedures, such as taking animal blood samples, testing seed and experimental plants, analysing soil and monitoring processes, such as fermentation
- inspect and test animals and plants for diseases
- perform routine mathematical calculations and prepare graphs
- use computers and computer-interfaced equipment
- carry out routine quality assurance checks on production line samples and materials.

Depending on the type of laboratory, workers may have to handle dangerous or hazardous materials. Protective clothing and equipment are usually provided.

With experience and sometimes further study, it is possible to become a **Senior Laboratory Technician/Technical Officer** who undertakes duties similar to but more complex than those of laboratory workers. They generally have more responsibility at work and may also supervise other staff.

Personal Requirements:

- enjoy scientific activities
- able to produce accurate and detailed work
- good eyesight and normal colour vision
- able to work as part of a team.

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Business

A variety of Traineeships are available to enable you to enter the world of Business. Quite often commencing at Certificate 2 in Business, with progression through Certificate 3 and 4 levels in Business Administration, Business Sales, Legal Administration or a variety of specialist qualifications to suit industry needs.

The types of jobs that are most commonly available to Business Traineeships are:-

- Receptionist
- Payroll Clerk
- Data Entry Clerk
- Accounts Clerk
- Administration Assistant
- Customer Service Officer
- Internal Sales positions
- Personal Assistant

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Concreter

Alternative Titles: Concrete Worker

Description

Concreters 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.

Concreters may perform the following tasks:

- mix cement, gravel, sand and water to make concrete on site
- move concrete into position using a concrete pump
- place concrete into the formwork (usually temporary wood or steel moulds), making sure that it is spread and levelled, then compacted using vibrators
- operate paving and trowelling machines to float, trowel and polish the concrete surface
- create different surface textures by tamping, smoothing and shaping the concrete surface with a variety of hand tools
- cut joints into hardened concrete
- mix and apply pigments when a coloured surface is required
- dig foundation trenches if working on residential or small commercial projects.

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.

Concreters 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. Concreters may travel from job to job and usually begin work very early in the morning. Concreters may specialise as concrete finishers or concrete slab layers.

There are large differences in the work done by concreters working on high-rise buildings and those working on smaller residential and commercial buildings.

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 use.

Personal Requirements:

- physically fit
- able to lift heavy objects
- enjoy practical work
- enjoy outdoor work

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Dogger

Alternative Titles: Crane Chaser

Description

Doggers attach slings to cranes and direct the movement of loads handled by cranes in locations such as manufacturing plants, and construction and mining sites, and in the maritime industry.

A dogger may perform the following tasks:

- check loads to be moved, estimating size, shape, weight and centre of gravity, and make sure that loads do not exceed lifting capacities of cranes
- attach lifting devices to hoisting equipment and items to be moved, using clamps, hooks, bolts and knots
- choose and use slings and other grappling devices, covering sharp corners with padding to prevent damage to slings
- use hand signals, whistles or two-way radios when the load is not visible to crane or winch operators
- guide loads into position as they are lowered
- inspect chains, slings, ropes, cables, hooks and lifting gear for flaws and damage such as cracks, wear, mildew and corrosion, and report defects.

Doggers work both in and out of view of crane drivers. They have to be continually alert for people, or objects which may come in the path of the load.

Personal Requirements:

- enjoy practical outdoor work
- good hearing and vision
- physically fit
- able to judge distances
- at least 18 years of age
- able to work at heights

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Rigger

Description

Riggers assemble and install rigging gear such as cables, ropes, pulleys and winches to lift, lower, move or position machinery, structural steel and other heavy objects.

A rigger may perform the following tasks:

- examine objects to be moved, estimate their size, shape and weight and decide on the type of equipment necessary to move them
- erect a temporary jib or derrick (lifting devices) if required, and install cables, pulleys and other tackle
- choose or make slinging equipment and attach it to the load
- erect cranes and mobile crane booms, and increase the height of tower cranes by bolting component parts in place and rigging cables
- splice ropes and cables to make slings and tackle
- erect structural steel for buildings or plants under construction
- erect precast-concrete panels used on facades of buildings
- inspect, maintain and repair equipment
- make sure that safety requirements are met at all times.

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

Dockside Rigger who splices and braids rope and wire to manufacture a range of safety products such as cable stockings and hose restraints for high pressure hoses and pipes; embarkation ladders and gangway nets; and cargo and safety nets (not fishing nets) for lifting cargo to and from ships. Dockside riggers may work in commercial factories or on site, assembling and installing rigging equipment in shipyards and dockside loading facilities.

Personal Requirements:

- enjoy practical outdoor work
- physically fit
- able to work at heights
- good with hands
- able to work as part of a team

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Scaffolder

Description

Scaffolders erect and dismantle scaffolding to provide work platforms on building or industrial sites, or for temporary structures such as stages, seating and catwalks.

Scaffolders may perform the following tasks:

- check requirements from drawings and written instructions, select materials and set ground levels
- fit together steel pipes, support braces and clamps to form bases for scaffolds
- lift and position sections of scaffolding and bolt pipes together to build up scaffolding
- place planks over horizontal bars to create platforms
- check levels in scaffolding structures
- use prefabricated scaffolding when available
- dismantle scaffolding at the completion of a job.

With experience and sometimes further training, it is possible to become a rigger. See the separate entry for Rigger.

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

Personal Requirements:

- at least 18 years of age
- enjoy practical and manual activities
- physically fit
- able to work at heights
- a sense of balance
- able to use hand tools
- able to work as part of a team

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Steel Fixer

Description

Steel fixers position and secure steel bars or steel mesh to reinforce concrete structures.

A steel fixer may perform the following tasks:

- read and interpret working plans and steel lists for the job
- set out the work from these instructions
- make steel bars or mesh the required length by cutting them with bolt cutters, guillotines and power saws
- assemble the reinforcing bars or mesh by welding, wiring or clipping into predetermined locations within the concrete
- fabricate steel reinforcement as beams, footing pads or special units
- join the prefabricated units together for large sections of high rise or civil projects, and position the reinforcement ready for concrete pours.

With experience and sometimes further training, steel fixers may progress to more highly skilled or supervisory positions.

Steel fixers are mainly employed in the industrial/commercial sectors of the building industry on construction sites. They may also work in pre-cast concrete plants, as well as in areas of pre-stressing, post-stressing and tensioning, using hydraulic jacks and tensioning mechanisms.

Personal Requirements:

- physically fit
- enjoy practical work
- able to work at heights
- able to work as part of a team

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Vehicle Painter

Alternative Titles: Spray Painter

Description

Vehicle painters prepare surfaces of vehicles, match and mix colours, and apply primer and finishing coats of paint.

Vehicle painters may perform the following tasks:

- remove rough spots on vehicle panels and sand surfaces by hand or with electric/air sanders
- mix and match paint so that it is similar to the existing paint shade, or select pre-mixed paint
- apply primer and finishing coats using spray guns and rub down surfaces between coats
- touch-up paintwork and apply polish to vehicles
- remove masking papers and wax and polish finished paintwork
- paint signs or artwork on vehicles
- treat vehicles with rust-proofing chemicals.

Vehicle painters wear protective clothing and face masks.

Personal Requirements:

- enjoy practical and manual work
- good hand-eye coordination
- normal colour vision
- no breathing-related problems
- no allergies to thinners or paints
- able to stand or bend for lengthy periods

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Panel Beater

Alternative Titles: Autobody Repairer

Description

Panel beaters repair damage to metal, plastic and fibreglass bodywork on vehicles. They also make and form vehicle panels using machines or hand tools.

Panel beaters may perform the following tasks:

- remove damaged panels and components by unbolting or cutting them away
- remove dents by hammering panels with panel beating tools such as a special hammer called a planishing hammer
- straighten badly damaged vehicles using mechanical and hydraulic equipment to obtain door, boot and bonnet clearances
- cut and join replacement sections or damaged panels using oxyacetylene and electric welding equipment
- fill dents with plastic fillers, and file, grind and sand repaired surfaces using power and hand tools
- fit the repaired panel on the framework of the vehicle and refit body hardware such as door locks and door trims
- replace badly damaged sections with new or second-hand panels
- realign chassis and body frames, and use chassis alignment machines and measuring systems
- remove and replace accident-related mechanical items
- remove and replace auto-electric components
- help vehicle body builders to build custom-designed, speciality or vintage vehicles
- assist in spray painting vehicles.

Panel beaters work in workshops and wear protective clothing.

Personal Requirements:

- enjoy practical and manual work
- able to work with hand tools and machines
- good hand-eye coordination
- able to visualise the end product
- good colour vision
- technical aptitude

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