



# CAD Traineeship

Formed in 1914, Gladstone Ports Corporation (GPC) has been a vital part of the Gladstone community for more than a century, and the epicentre for Queensland's economic growth. We are a Company Government Owned Corporation (GOC), responsible for the import or raw material and the export of finished product associated with major industries in the Central Queensland region. GPC manages and operates four Port precincts - the Port of Gladstone, Port Alma Shipping Terminal, Port of Bundaberg and Port of Maryborough. GPC identifies that our employees are critical to our success, employing approximately 750 people to perform a variety of management, trade, technical and administrative duties across our three Port precincts.

GPC is committed to providing its apprentices with the skills and knowledge that they need to succeed in their chosen careers.

By obtaining these formal qualifications and licenses, the apprentices will be more competitive and successful in their careers.

## Qualification

Certificate III in  
Engineering - Technical

## TRADE OVERVIEW

The Computer Aided Drafting (CAD) trainee will learn how to create and edit basic 2D and 3D drawings, including dimensioning and annotation. Producing drawings, and design using computer-aided design (CAD) programs and processes.

Trainees will learn how to manage CAD projects, including file organisation, version control, and collaboration.

The skills associated with this role are intended to apply to a wide range of engineering work including undertaking planning, scheduling, estimating material requirements, inspection, quality control, supplier evaluation, drafting, assisting in design and development work of product and processes and other technical tasks.

## COMMON TASKS

- Identify and solve common problems and errors that may occur while working with CAD software
- Reviewing and rectifying engineering drawings and schematics
- Performing routine inspections with contractors and employees around project details
- Read and interpret technical drawings, and schematics
- Assisting in permits for work - excavations
- Storing drawing from projects within company systems and scanning paper copies into company storage locations

## WHAT MAKES A TRAINEE?

- Prioritising safety at all times, including following appropriate safe work instructions & safety procedures, wearing appropriate personal protective equipment, and reporting any safety concerns to supervisors
- Conducting oneself with honesty, integrity and professionalism treating everyone with respect & courtesy
- Proficiency in mathematics to accurately calculate technical specifications and dimensions, and perform calculations.
- Communicating effectively with colleagues, supervisors, and customers, and working collaboratively in teams to achieve common goals
- Maintaining the highest standards of workmanship and quality in all aspects of the job, with a focus on attention to detail

In order to become a Computer Aided Drafter you must complete a traineeship in Engineering - Technical.

## Applying for a career with GPC

### AGREEMENT WITH GPC

As an apprentice, you enter into a formal training contract with GPC.

You will spend most of your time working and learning practical skills on the job, however, some time will be spent undertaking structured block-release training.

Trainers will assess your skills and when you are competent in all areas, you will be awarded a nationally-recognised qualification.

To improve your chances of gaining an apprenticeship, you can learn some basic skills and knowledge through pre-apprenticeship courses or structured work placements through your school.

### WHAT WE LOOK FOR

As a GPC Apprentice you will need to provide us similar examples and prove to us you have the capability to:

- Work safely in a heavy industrial environment
- Possess good communication skills both written and verbal
- Be motivated to learn and develop new skills
- Have the ability to work constructively in a team.

There are several steps in the apprentice/trainee recruitment process and successful candidates commence in late January, early February each year.

### MINIMUM REQUIREMENTS

You must have completed Year 10 with Sound Achievement or higher in English and Maths to be successful for an apprenticeship at GPC.

### ANNUAL INTAKE

GPC recruits annually for apprentices and trainees across a number of trade areas. Advertising is conducted over a number of weeks in July each year with applications closing in late July.

### OUR COMPETITIVE ADVANTAGE

All apprentices participate in the Apprentice Port Trust Scheme where a nominal payment is deposited weekly into a

trust fund over the term of their apprenticeship that can be accessed at the completion of the apprenticeship as a lump sum payment.

### APPRENTICE AWARDS

GPC has an apprentice/trainee award scheme which includes four key elements:

- Apprentice/Trainee of the Year
- Performance Management
- Training and Development
- Mentoring.

### HOW TO APPLY

Visit GPC's website at [www.gpcl.com.au/careers](http://www.gpcl.com.au/careers)

Please ensure you have the following documents available when you submit your application:

- Cover Letter
- Copies of current school results (if applicable)
- Copies of relevant TAFE accredited certificates
- Copies of relevant qualifications
- Drivers licence (if applicable)
- Resume.

### OUR APPRENTICE BENEFITS

GPC prides itself on being an outstanding local employer in the Central Queensland region, offering excellent conditions. Our employment conditions are competitive and include:

- Above award apprentice wages
- Annual wage increases upon satisfactory completion of training
- Tools of trade - tool kit upon successful completion of probation period
- All training costs are covered by GPC eg. books, enrolment and tuition fees
- Safety uniform issued on a fair wear and tear basis
- A dedicated superannuation scheme, including salary sacrificing
- Health and safety awareness training and initiatives.

### MORE INFORMATION

For more information about a career opportunity with GPC, contact our Recruitment Team on (07) 4976 1686 or [careers@gpcl.com.au](mailto:careers@gpcl.com.au)

