

City of Newcastle Apprenticeship and Traineeship Recruitment Frequently Asked Questions

At City of Newcastle (CN), you won't just work for the city, you'll co-create it! Every single day offers the chance to think big and act local. Planning and prioritising to achieve the most important outcomes with the community.

We understand that starting your career journey is an exciting time, and we're here to help make the process as smooth and straightforward as possible.

This frequently asked questions (FAQ) document is designed to answer common questions about applying for an apprenticeship or traineeship with us.

What is the difference between an apprenticeship and a traineeship?

An **apprenticeship** includes on-the-job training with CN while you work towards a trade qualification. Apprenticeships typically run for three (3) to four (4) years depending on the role.

A **traineeship** also includes on-the-job training, but you will be studying for a Certificate or Advanced Diploma as outlined in the Position Description. Traineeships usually run for a shorter duration than apprenticeships.

How do I apply for an Apprenticeship or Traineeship with CN?

To apply you will need to:

- Submit a resume that clearly outlines your education and experience.
- Complete the online application form which includes auto cull questions and three (3) free text, panel-rated questions.
- The final three (3) free text, panel-rated questions are a chance for you to provide examples of the skills that are relevant to the *Essential Criteria in the Position Description*.
- Make sure you read through the Position Description that is linked to the job advertisement. This will give you a clear idea of the skills and experience that we will be assessing and will help you include examples that are relevant when you are answering the online application free text, panel-rated questions.
- If you need any adjustments to be able to equitably participate in the recruitment process, please feel free to contact the Talent, Diversity and Inclusion team at recruit@ncc.nsw.gov.au for a confidential conversation.
- Applications will be reviewed and shortlisted candidates will be invited to an **Assessment Centre**.

What should I include in a resume?

Start with your name and contact details then include:

- Education (e.g. school achievements, leadership roles, involvement in activities)
- Work experience (part time, casual, or volunteer)
- Community involvement or other relevant experiences.

Your resume should:

- Be no longer than two (2) pages
- Use headings and subheadings
- Be spell-checked and clearly formatted

How should I answer the online application free text, panel rated questions?

Use these questions to show your interest and relevant skills. For example:

"I am interested in working for CN to contribute to my community. I currently volunteer at XXXX Football Club, coaching an under 8s team and refereeing junior matches"

Give specific examples that highlight your initiative, teamwork, and communication skills.

Do I need to be an Australian Citizen to apply?

Yes, you need to be an Australian Resident or Australian Citizen to be considered for these roles.

When will I hear back about my application?

All applicants will be notified by 31 May 2025. If selected for the Assessment Centre, you will be notified by 14 May 2025.

What happens at the Assessment Centre? How, do I prepare?

Our assessment centre includes:

- A group problem solving activity
- A short interview with our talent acquisition team

The group problem solving activity is an opportunity for you to demonstrate your ability to work well with other people while staying focussed on a task. When participating in groupwork it is important to be authentic

as CN employs diverse teams of people with different styles, backgrounds and approaches to work. More details are provided in Assessment Centre invitations.

Our focus on inclusion and respecting culture, will help you feel a deeper connection with others. At CN, you'll connect with internal communities that will help you to feel a sense of belonging and reflect the diversity of the growing region.

The interview with our Talent Acquisition team.

You will be provided with panel rated interview questions 15 mins before your interview.

You can use this time to reflect on your resume and your application answers. Be ready to talk about why you want this apprenticeship or traineeship.

Will I be notified if I am not successful?

Yes, you will receive an update via email, regardless of the outcome. Keep an eye on your inbox!

How many positions are available?

We are recruiting for multiple roles during this recruitment round.

Will I get support with my training?

Yes! You will receive:

- Covered cost for training materials and tools
- Support from an on-site supervisor and a Future Fit mentor

Will I be qualified after completing the apprenticeship or traineeship?

Yes, provided you meet the requirements for your external training provider (e.g. TAFE), you will graduate with a nationally recognised qualification.

Do I have to pay for the training?

No. CN covers all education and training costs for your apprenticeship or traineeship qualification.

Can I apply for more than one apprenticeship or traineeships?

Yes, you can, but you must submit a separate application for each position.

Can mature aged applications apply?

Absolutely! There is no upper age limit to apply.

What is the minimum age to apply?

You can apply from the age of 17, but it's preferred that you have completed Year 10.

What if I have a disability or need adjustments for the recruitment process?

We are committed to an inclusive recruitment process. If you need support or adjustments to be able to equitably participate, contact our Talent, Diversity and Inclusion team at recruit@ncc.nsw.gov.au for a confidential conversation.

Was your question not answered?

If you could not find an answer to our question in our FAQ then please feel free to send your question through to our learning, development and engagement team at futurefit@ncc.nsw.gov.au.

You'll add value in the moments that matter. From librarians to lifeguards, in a range of iconic places, we achieve a better Newcastle together. And we'll be there for you during important times in your life. We embrace flexible work arrangements to find a balance that allows us to enjoy the city we shape.