



WORK SKILLS TRAINEESHIPS Tablelands Trail Builders

PARTICIPANT INFORMATION GUIDE

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PARTICIPANT INFORMATION

Work Skills Traineeships Tablelands Trail Builders

About:

Work Skills Traineeships provide paid employment opportunities through funding from the Queensland Government's Skilling Queenslanders for Work program. They offer an opportunity to gain skills, experience, on-the-job training and formal qualifications while at the same time contributing to projects that leave a visible and long-lasting impact on social infrastructure in a local community.

VPG is a local non-profit charity and long-term Skilling Queenslanders for Work provide. VPG's approach is characterized by delivering local, customized solutions that meet the unique needs of the communities it serves. VPG brokers partnerships with community and industry to offer enriched learning experiences and employment opportunities tailored to the aspirations and capabilities of young people and the needs of local employers. The Tablelands Trail Builders Project has been developed in consultation with Tablelands Cycle Sports Association and Tablelands Regional Council.

Through the Tablelands Trail Builders Project, VPG is offering Work Skills Traineeship in 2025-2026. Through these Work Skills Traineeship, young participants are employed full-time as entry-level Trainees.

Work Skills Traineeships	Qualification
Conservation and Ecosystem Management	AHC10120

Additional skilling opportunities will include:

Units	Qualification
Operate & Maintain Chainsaws	AHCMOM213
Agricultural Chemical Distribution Control Skill Set	AHCSS00074
Provide First Aid	HLTAID011

Participants will:

- earn a Certificate I level qualification in Conservation and Ecosystem Management
- gain practical experience in real work situations that align with their training.
- complete paid work that can be included in their resumes.
- receive a mix of career advice, job preparation skills and foundation skills.
- receive assistance to find employment at the end of the traineeship.

Tablelands Trail Builders will be facilitated by a Project Supervisor employed by VPG with relevant qualifications and experience. Tablelands Trail Builders will provide trainees with a range of on-the job learning experiences across various community projects.

Conservation and Ecosystem Management Project works will include:

- Trail Maintenance: Involving track development & maintenance for the sustainability and accessibility of trail systems.
- Landscaping activities: Undertaking activities such as weed management, planting, mulching, creating drains to enhance the natural environment.
- Environmental care activities: Implementing pest weed control through both manual and chemical methods to preserve native biodiversity.
- Nursery work: Engaging in seed collection and native plant propagation to contribute to community revegetation efforts.
- Restoration and revegetation activities: Participating in activities like weed control and tree planting to restore and enhance natural habitats.

The Tablelands Trail Builders program is designed to make a lasting and positive impact on both the participants and the broader community we serve.

Industry Specific skills that Trainees can expect to develop during the program include:

- worksite safety and correct use of tools and equipment
- plant identification
- nursery hygiene
- propagation techniques
- weed management
- understanding of ecosystem functions
- use and maintenance of hand and power tools
- safe chemical use

Employability skills that Trainees can expect to develop during the program include:

- Teamwork & Communication
- Community Engagement, Networking & Community Support
- Work Administration – Time sheets, activity sheets
- Workplace Health & Safety
- Cleaning and organisation of site including vehicle and tools
- Job Searching & Applications
- Interview Preparation



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Accredited Training

Registered Training Organisations (RTOs) will deliver accredited training on site. Training is aligned to practical project works and specific qualifications are delivered as follows:

Qualification	Registered Training Organisation
Certificate I in Conservation and Ecosystem Management	To be advised

Training delivery and assessment will take place on-site, ensuring a hands-on and immersive learning experience for all trainees.

Non- Accredited Training

The Tablelands Trail Builders Project Supervisor will deliver non-accredited training that will focus on job search activities to assist meeting employment goals. This training is integrated into the program and will support each Trainee to develop the following:

- goal setting
- job search documents (resume, portfolio, letters and marketing materials)
- communication skills
- job search strategy and action planning.

Work Schedule & Conditions

Trainees work according to the conditions of the Miscellaneous Award 2010, with certain entitlements dictated by the Horticulture Award. Trainees are expected to abide by the Policies and Procedures of VPG. In particular, trainees will be made aware of the Code of Conduct, & the 'Deal' which is a Working Agreement established in the early stages of the program.

Hours of Work

Trainees will work the equivalent of a 37.5 hour week. Flexible work schedules will be maintained to adapt to changing weather conditions and collaborative projects. Trainees will be provided with a weekly roster with start and finish times.

Normal hours of work for conservation trainees will be:

- Monday – Thursday: 07:30 to 16:00 with one paid 10-minute morning tea break and a half hour unpaid lunch break.
- Friday 07:30 – 14:00 with one paid 10-minute morning tea break and a half hour unpaid lunch break.

The lunch break will generally be taken on-site where project work for the day is being undertaken. Trainees need to be able to come prepared for work in the morning with sufficient food and drink for the entire day. At times, there are no facilities on the work sites to keep food cool, or to heat up meals, so trainees will need to pack appropriately for these conditions. Trainees will be required to fill in timesheets on a weekly basis. In most cases trainees will be encouraged to save their annual leave to be taken at the completion of the traineeship.

Trainee Resourcing

Trainees will be issued with uniforms as part of their Personal Protective Equipment (PPE). Lost items will be replaced at the expense of the Trainee. Trainees will be issued uniforms as follows:

- Steel Cap Boots
- Hat
- Drill Trousers
- Long Sleeve Drill Shirts
- Socks
- Safety Glasses
- Safety Gloves
- 1 Esky/Water Cooler
- Trainees are encouraged to purchase an extra uniform to cover the unexpected (purchase can be claimed back on tax).

Wages and Allowances

Trainee wages are in line with the National Training Wage. The pay rate varies depending on individual factors. Trainee rates can be calculated using the pay calculator on fairwork.gov.au. Trainee's will be paid fortnightly.

Industry Visits

During the traineeships, regular visits to workplaces/sites of relevance and sessions from guest speakers will be incorporated into the work plans. These will provide complementary learning opportunities, insight into the diverse types of workplaces that could be available to graduates and potential for networking for project development and future employment opportunities. For example – Queensland Parks & Wildlife Services, Tablelands Regional Council.

Employment

During the traineeship, you will have the opportunity to develop career goals linked to future job opportunities. At the conclusion of the Traineeship, you will be supported to seek out and apply for employment opportunities matched to your goals.



Tablelands Trail Builders Trainee

Base:	Atherton VPG	Region:	Tablelands & Mareeba
Salary Guide:	Approx \$30,000 pro rata dependent on education & age	Award:	Miscellaneous Award (MA000104)
Term:	Up to 22 Weeks	Type:	Full Time – Fixed Term

About the role

To assist in caring for and maintaining the Atherton Forest Mountain Bike Trail and other identified Natural Assets within the Tablelands Trail Builders Project.

Key Responsibilities & Duties

- Routine inspection and maintenance of trails
- Weed control (manual removal and herbicide use)
- Grass cutting (using mowers and brush cutters) and debris removal
- Use basic hand tools (shovels & rakes) to care for trails and enhance drainage
- Operate plant/equipment safely (leaf blower, powered wheelbarrow, pole saw, chainsaw, whacka paker)
- Assist with routine maintenance for equipment
- Seed collection & plant propagation
- Assist with animal surveys in designated areas
- General tidying clean up and rubbish removal of all work sites
- Complete study and on job components to meet requirements of Cert 1 Conservation & Ecosystem management and short courses
- Collaborate on projects with other local community groups and council to enhance community assets and infrastructure related to conservation and ecosystem management
- Assist to complete and review safe work method statements and safe operating procedures and any other WH&S requirements
- Report any workplace safety concerns to the Project Supervisor

About you

Eligibility

- Must be between 17 and 24 years of age
- Must be no longer enrolled at school/at risk of cancellation
- If in receipt of Youth Allowance/Job Seeker Payment, have been registered for

6 months or more without employment success.

Requirements

- Blue Card or Capacity to obtain (Working with Children)
- Hold a Learner's Permit (Prep L) with a desire/commitment to gain a Provisional Licence
- Desire to work in a physical outdoor environment in all weather conditions
- Physically fit and agile to operate plant and equipment and perform labouring tasks
- Ready and able to participate in full-time employment
- Able to follow directions and take guidance/instructions
- Able to work in a team
- Able to understand and observe WH&S related procedures
- Able to participate in classroom training (Cert 1 & Employability Skills)

Reporting Relationships

Trainees report to the relevant Supervisor and Project Manager (tasks identified reporting).

About Us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 25 years. Our mission is to ensure young people have access to the supports, opportunities, resources and networks needed to facilitate this social and economic participation. www.vpginc.com.au

About our values

You will be part of a team that is compassionate, generous, inclusive, responsible and fun and we expect you to demonstrate these behaviours throughout your career with us.

To Submit an Application:

- A Cover Letter explaining your interest in the role and how you meet the requirements.
- A Resume.
- Submit Queries/Applications to Angela Weinert – angela@vpginc.com.au
- Please Note - Only short-listed expressing interest in the future position will be contacted by VPG.

Applications to be submitted by 5pm Friday 22nd August 2025.