

## Apprentice Tradesmen - Public Hospitals - Recognition of Pre-Employment Courses

**Document Number** PD2005\_016

**Publication date** 24-Jan-2005

**Functional Sub group** Personnel/Workforce - Conditions of employment

**Summary** Determination specifying courses and periods that qualify for apprenticeships.

**Author Branch** Employee Relations

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**Applies to** Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations, Public Hospitals

**Distributed to** Public Health System, Health Professional Associations and Related Organisations, NSW Department of Health, Public Hospitals

**Review date** 24-Jan-2010

**File No.** 17247(2)

**Previous reference** 82/265

**Issue date** 16-Aug-1982

**Status** Active

**Director-General**

**Compliance with this policy directive is mandatory.**

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**CIRCULAR**

<b>File No</b>	17247(2)
<b>Circular No</b>	82/265
<b>Issued</b>	16 August 1982
<b>Contact</b>	Ms Jacobs

**APPRENTICE TRADESMEN - SECOND AND THIRD  
SCHEDULE HOSPITALS  
RECOGNITION OF PRE-EMPLOYMENT COURSES**

The Commission has adopted the conditions for recognition of Pre-Employment Courses as set out in the Crown Employees (Skilled Tradesmen) Apprenticeship Award. These are set out below for your information and necessary action.

**PRE-EMPLOYMENT COURSES**

“Appropriate trade course” means the trade course provided by the Department of Technical and Further Education which is appropriate to the trade classification of an apprentice.

Any person under 21 years of age entering on apprenticeship covered by this award.

- Who has successfully completed the appropriate pre-apprenticeship trade course, shall be allowed credits of the duration listed below:

Successful completion of Stage I  
(18 weeks duration) - 6 months credit.

Successful completion of Stage I & II  
(36 weeks duration) – 12 months credit

Distributed in accordance with circular list(s):

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<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>P</b>		<b>Q</b>

In accordance with the provisions incorporated in the Accounts and Audit Determination, the Board of Directors, Chief Executive Officers and their equivalents, within a public health organisation, shall be held responsible for ensuring the observance of Departmental policy (including circulars and procedure manuals) as issued by the Minister and the Director-General of the Department of Health.

Successful completion of Stages I, II & III  
(54 weeks duration) - 18 months credit

Provided that where Stage I of a trade course is of a 36 weeks duration, a credit of 12 months will be granted.

- On successful completion of a pre-apprenticeship course in another trade or a pre-apprenticeship course which includes a stage from two or more courses, credits on the above basis will be allowed for those portions of the course which cover trade skills which are required in apprenticeship trade entered.

Subject to satisfactory completion of the trade course and satisfactory workshop progress, an apprentice will be granted time during working hours, up to a maximum of 8 hours per week, to attend daytime classes of instruction at the technical college in approved post trade or certificate courses.

NOTE: The following schedule should be referred to in conjunction with the above.

Any enquiries regarding the recognition of Pre-employment courses should be directed to the Department's Employee Relations Branch.

KR BROWN  
Secretary

## SCHEDULE OF CREDITS FOR COMPLETION OF PRE-APPRENTICESHIP COURSES

TRADE	PRE-APPRENTICESHIP COURSE			CREDIT TO BE ALLOWED
	TITLE OF COURSE	STAGES SUCCESSFULLY COMPLETED	LENGTH OF COURSE	
Boilermaker and/or Structural Steel Tradesman	Automotive/Welding	I of each	36 weeks	6 months
	Fitting and Machining/Metal Fabrication	I of each	36 weeks	6 months
	Fitting and Machining/Welding	I of each	36 weeks	6 months
	Metal Fabrication	I and II	36 weeks	12 months
Bricklayer	Bricklaying	I	18 weeks	6 months
	Bricklaying	I and II	36 weeks	12 months
Bridge and Wharf Carpenter or Civil Engineering Construction Carpenter	Carpentry and Joinery	I and II	36 weeks	6 months
	Carpentry and Joinery	I, II and III	54 weeks	12 months
Carpenter and/or Joiner	Carpentry and Joinery	I and II	36 weeks	12 months
	Carpentry and Joinery	I, II and III	54 weeks	18 months
	Cabinetmaking/French Polishing/Upholstery	I of each	36 weeks	6 months
Cabinet Maker	Cabinetmaking/French Polishing/Upholstery	I of each	36 weeks	12 months
Electrical Fitter and Mechanic	Automotive/Electrical	I of each	36 weeks	6 months
	Electrical Trades	I and II	36 weeks	12 months
	Electrical/Fitting and Machining	I of each	36 weeks	12 months
Fitter and Machinist 1 <sup>st</sup> Class	Automotive Engineering Trade	I and II	36 weeks	6 months
	Automotive/Welding	I of each	36 weeks	6 months
	Electrical/Fitting and Machining	I and II	36 weeks	12 months
	Fitting and Machining	I of each	36 weeks	12 months
	Fitting and Machining/Metal Fabrication	I of each	36 weeks	12 months
	Fitting and Machining/Welding Metal Fabrication	I and II	36 weeks	6 months
French Polisher	Cabinetmaking/French Polishing/Upholstery	I of each	36 weeks	6 months

TRADE	PRE-APPRENTICESHIP COURSE			CREDIT TO BE ALLOWED
	TITLE OF COURSE	STAGES SUCCESSFULLY COMPLETED	LENGTH OF COURSE	
Motor Mechanic or Plant Mechanic	Automotive Engineering Trade	I and II	36 weeks	12 months
	Automotive/Electrical	I of each	36 weeks	6 months
	Automotive/Fitting and Machining	I of each	36 weeks	12 months
	Automotive Welding	I of each	36 weeks	12 months
	Electrical/Fitting and Machining	I of each	36 weeks	6 months
	Fitting and Machining	I and II	36 weeks	6 months
	Fitting and Machining/Metal Fabrication	I of each	36 weeks	6 months
	Fitting and Machining/Welding	I of each	36 weeks	6 months
	Metal Fabrication	I and II	36 weeks	6 months
Painter	Painting and Decorating	I and II	36 weeks	12 months
	Painting, Decorating and Signwriting	I of each	36 weeks	12 months
Plumber and/or Gasfitter and/or Drainer	Plumbing	I and II	36 weeks	12 months
Panel Beater	Panelbeating	I	36 weeks	12 months
	Panelbeating/Vehicle Painting	I of each	36 weeks	12 months
Radio Mechanic	Radio	I and II	36 weeks	12 months
Refrigeration Mechanic	Refrigeration Mechanics	I and II	36 weeks	12 months
Signwriter	Signwriting	I	36 weeks	12 months
	Painting/Decorating and Signwriting	I of each	36 weeks	12 months
Tile Layer	Wall and Floor Tiling	I and II	36 weeks	12 months
Welder, Special Class or Welder, 1 <sup>st</sup> Class	Automotive/Welding	I of each	36 weeks	6 months
	Fitting and Machining/Metal Fabrication	I of each	36 weeks	6 months
	Fitting and Machining, Welding	I of each	36 weeks	6 months
	Metal Fabrication	I and II	36 weeks	12 months