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## About this document

This document provides information to all the applicants, who would like to consider applying for any of the Transport for NSW Technical Services Paraprofessional Programs (Road Design Engineer in Training, Electrical Design Engineer in Training and Traffic Engineering Officer in Training). We have tried to answer all general queries which we received. However, if you would like to gain more information on any of these programs, please contact [TSELTPGovernance@Transport.NSW.GOV.AU](mailto:TSELTPGovernance@Transport.NSW.GOV.AU) for more information.

## Paraprofessional programs

Paraprofessional programs are those programs run by Technical Services team within Transport for New South Wales, where school leavers or experienced mature candidates can apply to complete four years work program within Technical Services, while completing Associate Degree in Engineering (Civil/Electrical) with Western Sydney University, The College. Currently, there are three programs which we run: Road Design Engineer in Training (RDiT), Electrical Design Engineer in Training (EDiT) and Traffic Engineering Officer in Training (TEOiT).

### Road Design Engineer in Training (RDiT)

Paraprofessional program where participants will enroll and complete Associate Degree in Engineering (Civil) with Western Sydney University, The College, while working full time for road design related areas within Transport for NSW. Duration of the course is four years and participants are encouraged to follow the set pattern of study decided by College (four quarters each year). Course will be completed online with few intensive days at Nirimba campus during each quarter.

### Traffic Engineering Officer in Training (TEOiT)

Paraprofessional program where participants will enroll and complete Associate Degree in Engineering (Civil) with Western Sydney University, The College, while working full time for traffic engineering related areas within Transport for NSW. Duration of the course is four years and participants are encouraged to follow the set pattern of study decided by College (four quarters each year). Course will be completed online with few intensive days at Nirimba campus during each quarter.

### Electrical Design Engineer in Training (EDiT)

Paraprofessional program where participants will enroll and complete Associate Degree in Engineering (Electrical) with Western Sydney University, The College, while working full time for electrical design related areas within Transport for NSW. Duration of the course is four years and participants are encouraged to follow the set pattern of study decided by College (four quarters each year). Course will be completed online with few intensive days at Nirimba campus during each quarter.

## Questions

### 1. How many people are typically hired for the program each year?

Typically, we hire 10-20 Paraprofessionals each year for our three programs Road Design Engineer in Training, Electrical Design Engineer in Training and Traffic Engineering Officer in Training all together.

### 2. Where are these positions located?

Road Design Engineer in Training program positions are based in various office locations across New South Wales such as:

- Wagga Wagga
- Wollongong
- Newcastle & Tuggerah

- Parkes
- Grafton
- Sydney (Parramatta, Sydney CBD and Macquarie Park)

Traffic Engineering Officer in Training positions are based in Sydney and Newcastle.

Electrical Design Engineer in Training positions are based only in Sydney.

### **3. Who can apply for these positions?**

Any school leaver or mature candidate with no prior associate or bachelor's degree in civil/electrical engineering, can apply for these positions. If you are completing your bachelor's degree in civil/electrical at the time you apply for these positions, then you must withdraw from your bachelor course and enroll into Associate Degree course with WSU, The College, if you are selected to join the paraprofessional programs with Transport for NSW.

### **4. Can I apply if I am on student visa?**

No, only Australian citizens or permanent residents can apply for these positions.

### **5. Is there an age limit to apply for these positions?**

No, there is no age limit to apply for these positions. At Transport, we believe in an inclusive and diverse culture. Diversity refers to the broad range of factors that make people different from one another, like gender identity, age, race, cultural background, sexual orientation, religious belief, disability, and carer status. Inclusion is about each person feeling respected, valued, appreciated and part of the team. This leads our people at Transport to feel a true sense of belonging.

### **6. Do I need an NSW driver's license to apply for these positions?**

Yes, you should have at least a red Provisional license to apply for these positions since your work will require you to visit various construction sites across New South Wales.

### **7. What is the expected salary for these positions?**

Program participants will be paid an approximate salary of AUD 57,300.00 when they start with Transport for NSW. Once they complete the mandatory number of academic subjects in each year and perform well at work, their salary will progress through various levels till they reach the final year salary of approximately AUD 66,000.00. Please be aware that your salary progression is completely dependent on your passing the mandatory number of academic subjects and your work performance.

### **8. Is there an ATAR requirement for these positions?**

No, there is no specific ATAR requirements for these positions. However, paraprofessional program participation demands high level proficiency in Core and Advanced Mathematics, Engineering Studies and Physics. Acceptance into these programs will depend on your eligibility to enrol into Associate Degree in Engineering (Civil / Electrical) with Western Sydney University (College).

### **9. What are the skills and knowledge I require to apply for these positions?**

- Proficiency in advanced mathematics and/or a high standard in core mathematics with the capacity to study university math subjects. Engineering studies and/or physics being highly regarded.
- Excellent oral and written communication skills
- Strong awareness of Work Health and Safety in a high-risk industry environment
- Basic computer skills and aptitude to learn and use new software

## 10. Is it mandatory to enrol in Western Sydney University, The College?

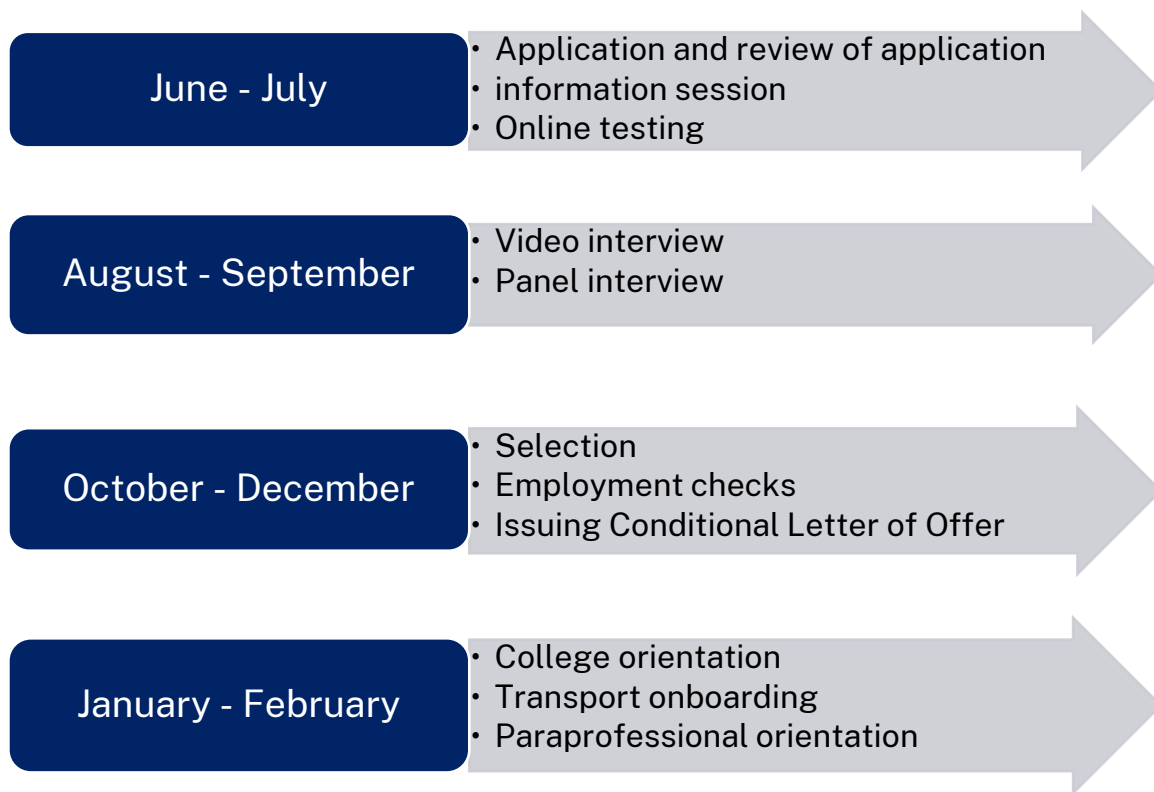
Yes, it is mandatory that all program participants must complete their Associate Degree in Engineering (Civil/Electrical) with Western Sydney University, The College. You can get more information about the course by clicking [here](#). The whole course is designed as part time over 4 years in a blended mode of delivery (online tutorials plus intensive on-campus sessions in each quarter). You will complete only one subject per quarter. In total there are 13 core subjects and 3 alternate subjects for the whole Associate Degree to finish. Transport for NSW will cover costs of travel and accommodation in accordance with Transport policies and procedures.

## 11. What are the Employee benefits on joining Transport for NSW?

Please visit our site <https://www.transport.nsw.gov.au/state-transit/working-us/employee-benefits> to read about all our employee benefits.

## 12. What is the application process for these paraprofessional roles? (Time, stages, process etc.)

### Usual timeline for Paraprofessional recruitment



## 13. What are the pre-employment checks required for these positions?

The pre-employment checks required for these positions are:

- National Police Check
- Service and Conduct Check – Applicable for internal applicants only
- Health Declaration
- Re-Hire Check if applicable
- Reference checks
- 100 Points of ID

For more information on these checks, please contact our talent team member mentioned in your position advertisement.

#### **14. Can I apply for all three paraprofessional programs?**

Yes, you can apply for all three programs. However, please be aware that Electrical Design Engineer in Training and Traffic Engineering Officer in Training positions are based only in specific areas. Applicants who apply for more than one program will undergo a longer interview process with more discipline specific assessments, with a special panel, consisting of representatives from all relevant programs.

#### **15. Does TfNSW provide equipment like laptops and headphones?**

Yes, Transport for NSW will provide its employees with Laptops and Headphones. However, anything that participants might need for their College studies (iPad / iPhone etc.), they have to provide for themselves.

#### **16. I am living with disability or providing care, who can I contact for support?**

Transport for NSW is committed to supporting all candidates throughout the recruitment process and employment. If you would like to request any additional adjustments to suit you, throughout the recruitment process, please contact the recruiter listed on the bottom of the job advertisement. For further information, please visit our page on [Supporting People with Disability](#)

#### **17. I identify as Aboriginal or Torres Strait Islander, who can I contact for support?**

For support and advice with your application and more, please contact our AEU team to have a yarn by emailing [Aboriginal.Employment@transport.nsw.gov.au](mailto:Aboriginal.Employment@transport.nsw.gov.au). You can also visit [Supporting Aboriginal people at Transport](#) for more information.

#### **18. What are the support systems available during the program (Leave, financial assistance etc.)?**

##### **Study and Exam leave**

Program participants must complete their studies in their own time. However, you are eligible for Study leave (Approximately 3 days per quarter) and Exam leave (Approximately 5 days per year) as per Transport for NSW Study Leave procedure. Though Transport will allow Exam Leave for a repeated subject, it will not allow study leave for repeated subject.

##### **Financial assistance**

If program participants pay for their College Unit fees upfront, (pay for it yourself or through HECS), Transport for NSW will refund the whole amount once the participant completes the unit successfully. Just be aware that Transport will not refund your payment for failed units and receipt of payment along with proof of successful completion is mandatory for reimbursement.

##### **Intensive days at Nirimba campus**

Program participants must attend intensive course days for each quarter at Nirimba Western Sydney University campus. Transport for NSW will consider those days as training days and will reimburse all reasonable charges associated with that such as accommodation (if your head quarters is in Wagga Wagga or Grafton or Parkes or Newcastle or Wollongong), public transport or private car use (only if you seek approval in advance and approved by your Line Manager)

##### **Flexible working hours**

Program participants must work 35 hours minimum a week. Transport for NSW supports variable start/finish times is that allows program participants to change when they start or finish their shift between the span of core hours. However, requests for flexible work will be assessed by managers on a case-by-case basis in a fair and timely manner in consultation with the program participants.

#### **19. What does completion of Paraprofessional Program look like?**

Paraprofessional program will be completed only when program participants complete their Associate Degree in Engineering (Civil/Electrical) with Western Sydney University College and complete four years in the program as Transport for NSW employees.

## **20. Can I continue with my Bachelor course if I complete my Associate Degree earlier?**

Yes, it is possible for you to continue with your bachelor's degree with any chosen University once you complete your Associate Degree with WSU, The College. However, this additional course will be completed only under Transport for NSW Financial Assistance for study Procedure.

## **21. What sort of work do I do in these programs?**

As program participants, most of your work will be office desk based and not out in the field, though work related travel might be necessary on occasions as per your manager's instructions. The job usually involves:

- Discipline specific work related to road design, electrical design or traffic engineering.
- Collaborating with other trainees and colleagues to problem solve and create an ideal solution for any given constraints.
- Occasionally developing technical documents relevant to the discipline, you work for.

## **22. Do I have to work unsupervised during this program?**

No, as program participants in Paraprofessional programs, you will always have a Lead Designer or Line Manager, who will review your work and will help you with any problems or questions you have.

## **23. Am I guaranteed a permanent job at TfNSW after the program?**

No, program participants are not guaranteed a permanent job after these programs. However, with the extensive experience and knowledge gained during these programs, our paraprofessionals may be capable of being directly appointed to Designer positions within their core discipline, if there is any vacancy.

## **24. After the program, will I be experienced enough to secure a job within the industry?**

Yes, by the time participants complete their four-year program, they should have sufficient technical knowledge and exposure to various technical disciplines to be competitive within the engineering field even with their Associate Degree qualification.

## **25. What should I do if I need more information about these positions?**

You can either contact [TSELTPGovernance@transport.nsw.gov.au](mailto:TSELTPGovernance@transport.nsw.gov.au) with your queries or you can request us to arrange a meeting between yourself and Transport Local Office Manager for an office visit or a short term work experience with the team.