

## GETTING STARTED

To gain employment or your next role in the industry, there are several avenues available:

1. Applying directly to resource sector companies
2. Applying through labour hire and specialist industry recruitment companies
3. Undertaking the training linked to a job, including Apprenticeship
4. Working for a small business or subcontractor to the industry
5. Using contacts in the industry.

### Before you start, consider:

- ◆ **Your interests** – what is it that I enjoy doing? What am I good at?
- ◆ **Lifestyle choice** – will I be happy working and/or living in remote locations and often in extreme temperatures? Does fly in, fly out work suit my personal and family life? Am I prepared to relocate? Am I happy often being away for family events, including Christmas?
- ◆ **What am I prepared to do to obtain the qualifications and experience required for my preferred role?** Am I prepared to do an apprenticeship for a number of years or to obtain the necessary tickets and/or licenses required in my own time and at my expense?

### Some critical tips to get you started:

- ◆ **Have access to a computer** – you will need to search for information and to lodge on-line applications. You will also need an electronic copy of your resume and scanned electronic copies of any tickets, licenses or other qualifications that you have.
- ◆ **Research, research, research!** This is the main area where people fail. It is not enough to blindly send off dozens of resumes without tailoring your application and demonstrating that you know about the job and organisation to which you are applying.
- ◆ **Strongly consider relocating to where the jobs are** – whilst many companies offer fly in, fly out work, they typically do this from the State's capital city or a major regional centre (eg Perth, Brisbane, Townsville). Residing in the State, or the exact location, where you are seeking employment will significantly improve your chances. Companies will rarely relocate employees and families for entry-level or blue collar positions. Therefore, if you are applying for work in Western Australia and live in Victoria, you will find it more difficult, if not impossible, to get a start over others already residing in Western Australia who have similar, or even less, skills to you. Many relocate temporarily to seek work with contractors and to get a start – this approach allows your family to remain in your home location and for you to secure employment before undertaking the big decision and expense to relocate the family without employment. It's also important to consider that if you are going to apply to the majors for fly in, fly out roles, you will typically be competing against others who may have done the hard yards at a residential location, like Kalgoorlie, Port Hedland or Mount Isa for example. If you target your applications to the lesser known and preferred locations, you will significantly improve your chances. Too often we see spend significant dollars on completing training programs when their money would have been better spent on two to four weeks in a hostel for example, meeting with contracting companies to get a start in places like Kalgoorlie, Perth, Port Hedland, Newman, Karratha, Townsville, Mount Isa etc. When a job advert states "local hire

conditions”, this means that relocation will not be offered. It also suggests it will be almost impossible for you to get a foot in the door over a local.

- ◆ **Identify the necessary qualifications** (TAFE, apprenticeship, licenses or tickets) required and research relevant providers (many are listed within this guide and we also recommend you refer to the Yellow Pages under ‘Training and Development’). We do, however, recommend against spending thousands of dollars on tickets and licenses. Focus on the type of jobs you want as your entry point and that alone. For example, if you want truck driving to be the entry point, do only this. If you want scaffolding/rigging to be the entry point, do this. Then spend your energy and time focusing on jobs which require that ticket. Again, too many people spend far too much money getting as many tickets as possible (this can come with time), but it needs to be balanced with experience. Nothing looks more suspicious to a recruiter to open up your applicant history on their database and find you’ve applied to everything and anything – it suggests you are qualified for nothing and, worse, can’t work out what it is you want to do. See next point!
- ◆ **Never say “I am willing to do anything”.** This is the quickest and easiest way of ensuring you **DON’T** get a look-in. Because of the volume of positions or candidates available, companies do not have the time to work out which position you may be suited to. Couple this with the fact that there are too many other variables to consider (will you work shift, what salary, can you do fly in, fly out etc) and it becomes far too difficult and cumbersome for the Recruiter to work out your next career move – **THIS IS YOUR JOB**. You need to identify what it is you want to do and tell the company what that is and what skills and experience you have for that job. Again, really consider the type of job you want and continue to shoot for that – at least initially. Industry recruiters often receive applications from people in other industries – teachers, police officers, nurses etc – who all have fantastic skills which are transferable, but they apply to everything advertised and it ends up working very much against you.
- ◆ **Register to receive ‘Job Alerts’** from company websites and [www.theresourcechannel.com.au](http://www.theresourcechannel.com.au). This means that every time a relevant vacancy is listed, you will be alerted by email.
- ◆ **Consider yourself a “product”** – think of yourself as a product on the market. You need to consider what it is that an employer wants and then how to market yourself according to their requirements. The more you can demonstrate that you meet the requirements they have, the better your chances. Don’t use acronyms on your resume – assume the recruiter does not know about every mining, oil and gas term or employer.
- ◆ **Be careful how you respond to ‘rejection’** – we cannot tell you the number of times a candidate is black listed for responding to a “sorry you have been unsuccessful” letter with something inappropriate such as “F\_\_\_ you” or “you can shove your job...”. As much as it is frustrating and disappointing to receive such a letter, resist all temptation! And don’t be fooled into thinking that just because the rejection letter looks like it comes from a generic email address or database, that the original recruiter doesn’t receive it – they do! All it does is prove to the recruiter that they were right to not select you in the first place – and they will make a note on your applicant card. For those few who actually write something like, “Whilst I’m disappointed not to have been selected, I thank you for the opportunity to apply and will continue to do so”, you’ll have no idea how that stands out. When employers write about their company values on their web page, they typically mean it – so if you demonstrate behaviours that don’t align with those values, you won’t last long in the process.
- ◆ **Think about ‘contact points’** – when a recruiter is making contact, what impression will they form? Too many don’t consider their voicemail message (does it identify who you are?) or email addresses, both of which can be very unprofessional from our experience! When you answer the phone, always identify who you are. There is nothing worse as a recruiter, having to ask, “is this..? when they call. Also consider where you reside in the electronic world – do you have a Facebook page etc? If so, ensure that it is only available to those you want it to be available to. Recruiters have become much savvier at checking on candidates using other sources like Facebook!
- ◆ **Refer to the section on Resume tips** – the more readily your resume aligns with the requirements of the role, the better your chances at screening stage.

- ◆ **Talk to as many people as you can when on a job** – find out about the site and the equipment you are working on. This demonstrates interest and builds your knowledge about what work may next be available. Build your network of contacts.
- ◆ **Target like-type environments** – any roles where you are working on roster, working on shift, working in remote or country locations and demonstrating a mechanical aptitude will be highly beneficial.
- ◆ **Target the ‘supplier’** – for many large mining companies and for most offshore operations, it is not the ‘operator’ who employs the labour. In other words, employees are sourced and employed via a labour hire company.
- ◆ **International candidates** - Moving internationally, interstate or to a different location is a major and expensive undertaking. Before moving, it is strongly recommended that you do thorough research on the location and the jobs on offer. If you are looking to move from an international location, please refer to the section called ‘Overseas Applicants’ to ensure that your qualifications will be recognised in Australia and if not, what you can do to achieve recognition. It is, however, a distinct advantage to be residing in the State or region where the jobs are as organisations like to start people as soon as possible and to minimise relocation expenses.
- ◆ **Do NOT pay for online guides, qualifications, advice or resume services** – be wary of a number of online services for fee. Our philosophy is that information for candidates should be free. Any qualification purchased online will not be accepted by the industry. There is no one “magic” resume template so be wary of anyone touting that there is.

Refer to the very last page for our final advice on getting a foot in the door.

## GAINING EMPLOYMENT

### Applying direct to Companies

Most major resource companies operate their own recruitment services using internal recruitment functions (in house staff) and the facility of an online application process is typically available via their website (refer to the list of Employers for more specific details and instructions). This approach is standard across the industry particularly with the larger companies, but it often takes some time between applying online and receiving a response from the company about a job you have applied for.

This is because the recruitment function may be recruiting for hundreds of jobs and each Recruiter typically manages between 20 and 30 positions at a time.

#### *Some points about the application process:*

- Typically companies seek minimum experience and qualification requirements against which they screen the suitability of candidates. This can sometimes be done via an application form process where certain questions determine your level of suitability for a role and automatically screen you in or out against the criteria.
- The selection process can include a combination of assessments such as:
  - Application forms
  - Resume screening/shortlisting
  - Telephone interviews/screens
  - Face to face interviews
  - On line or supervised assessments (personality, intelligence and safety)
  - Assessment Centres (behavioural observations in team environment, solving problems etc).
  - Reference checking
  - Medical

- Always apply on-line to major companies or where a company has the facility to accept applications via their website. Do not email a person directly unless you have been asked to or are referred by another person. Otherwise, it creates work for the receiver and your details are rarely entered into the database – you then miss opportunities.
- Also note that major employers who have their own internal recruitment functions will typically always select a candidate who has meets their requirements and has applied directly to them, rather than being presented by an Agency.
- Don't ask for feedback on why you were not successful, unless you were interviewed or very well progressed down the selection path. Given hundreds of applications are received, Recruiters simply do not have the time to provide feedback on why you were not selected. The reality is that you will be typically told that other candidates were better qualified anyway – which doesn't provide you with any further specific details.
- Where companies don't have the facility to accept an online application and you are required to send by post, be sure that your resume is targeted and aligned to the job – this may mean changing the order of the information and editing in or out information that is or isn't relevant. Refer to the section on Marketing Yourself.

### Working for a small business or labour hire company that supplies to the industry

Employment in the resources industry often occurs indirectly through sub contractors to the larger operating companies. Resource companies raise the capital to explore and identify mineral deposits. They hire geologists and engineering experts to determine whether or not the resource can be produced.

If the project goes ahead then large subcontractors are hired to do much of the groundwork for a major project, such as earth moving and building of mining infrastructure, or for offshore, laying the pipe on the seabed.

The large contractors will employ smaller contractors to contribute to this work and also to provide more specialist services such as manufacturing and equipment hire, servicing and maintenance.

Because the resources industry has drawn many people and skills from other industries, there is a real shortage of skills in particular areas. The small business sector is also experiencing chronic shortages of skilled labour particularly in regional centres around Australia.

These small businesses cannot possibly compete with the higher pay that resource sector companies offer, However, not everyone can get into the high paying jobs and certainly not immediately. This is critical for you to remember – too many candidates seeking an entry-level opportunity, cite a salary requirement that exceeds their level of skill and experience - but because media quotes high average salaries, candidates believe they can achieve the same level salary first up. Put simply – you can't and won't so don't exclude yourself at the outset by saying you want a salary that may be deemed inappropriate or outrageous to the employer.

Large companies like BHP Billiton, Woodside and Rio Tinto receive hundreds of applications for trades and operator type roles. When targeting your first opportunity into the industry, it is then often more effective to apply to smaller operations or contracting companies that provide labour to the larger companies. Too many people overlook this simple, but highly effective approach. Construction sites or short term shutdowns, for example, are considered the best 'grooming ground' for those wishing to get a foot in the door – however, they typically mean long hours and non-even rosters.

## Undertaking training linked to a mining job

Whilst some companies will fund courses to obtain licenses and tickets, this typically won't be the case for those breaking into the industry. Therefore, you will need to consider how you can best obtain the basic requirements in your own time and at your expense.

Depending on what training you undertake you may be required to complete practical tests, written assignments, be questioned verbally and/or undertake written tests. All training and assessments should be carried out by a registered Training and Assessment company. Registered training providers are required to ensure that you have the knowledge, skills and competency to meet the criteria set out in the course. It is critical that your qualifications be nationally recognised. To check that the training provider meets this requirement, visit the Australian National Training Authority website ([www.dest.gov.au/sectors/training\\_skills/policy](http://www.dest.gov.au/sectors/training_skills/policy)). Training that targets the operation of the equipment listed later in this section will always be highly beneficial.

In Australia, we would suggest the following courses:

### FIRST AID COURSES/SAFETY INDUCTION

#### ST JOHN

Phone: 1300 360 455

<http://www.stjohn.org.au/flexiblelearning.htm>

#### AUSTRALIAN RED CROSS

Phone: 1300 367 428

Email: [firstaid@redcross.org.au](mailto:firstaid@redcross.org.au)

[http://www.redcross.org.au/ourservices\\_acrossaustralia\\_firstaid\\_courses.htm](http://www.redcross.org.au/ourservices_acrossaustralia_firstaid_courses.htm)

*Health and Safety Training Courses/Introduction to the Mining Industry*

#### MARCSTA

Phone: 08 9355 1400 (Western Australia only)

<http://www.marcsta.com/content/coursesGeneralSafety.asp>

#### QUEENSLAND GOVERNMENT

Course held at Simtar

Phone: 07 3810 6328 (Queensland only)

<http://www.dme.qld.gov.au/mines/simtars.cfm/>

#### ESSENTRA

Phone: 02 4225 1134 (New South Wales only)

[http://www.essentra.com.au/training\\_packages/occupational\\_health\\_safety.cfm#Induction](http://www.essentra.com.au/training_packages/occupational_health_safety.cfm#Induction)

HUET (Helicopter Underwater Emergency Training)

Care Flight Safety - East Coast only

<http://www.careflightsafety.org.au/>

HUET (Helicopter Underwater Emergency Training)

RHO Aviation Training Services - East Coast only

Email: [info@rhoaviation.com.au](mailto:info@rhoaviation.com.au)

<http://www.rhoaviation.com.au>

HUET (Helicopter Underwater Emergency Training)  
IFAP – Centre for Workplace Safety Training Solutions  
Perth and WA locations  
Ph: 08 9310 3760  
<http://www.ifap.asn.au/training/ser.html>

### GENERAL INDUSTRY TRAINING COURSES

*It is strongly recommended that you also refer to your local Yellow Pages under "Training and Development" and on the internet to source locally run courses.*

**Perth Challenger TAFE** (Process Operator training for oil, gas, chemical and minerals industry)  
Ph: 08 9382 5790

The Australian Centre for Energy and Process Training (ACEPT) is the leading provider of process operations training offering Australian Qualifications Framework qualifications for the Australian oil and gas, mineral and chemical processing industries.

Hosted by Challenger TAFE on behalf of TAFEWA, ACEPT has been founded in collaboration with industry. An Industry Advisory Board comprising representatives from major operating and service companies in the resource sectors guides the Centre's training program.

ACEPT's key course is the Certificate II in Process Plant Operations which is the basic qualification required to commence a career in process operations. The course is available in two formats, a full-time Centre-based format, and a workplace based format.

The ten-week full-time course is for those new to process operation. For further information on this course, call the number or enquire online.

The workplace-based course is tailored for process operators who do not have the qualification, but have the skills. Two other qualifications are also available for process operators currently working in process operations positions. These qualifications are the Certificate III in Process Plant Operations and the Certificate IV in Process Plant Technologies.

[http://www.challengertafe.wa.edu.au/scripts/viewoverview\\_contact.asp?NID=4272](http://www.challengertafe.wa.edu.au/scripts/viewoverview_contact.asp?NID=4272)

### ACIRL - Mineskill

Courses available in Brisbane, QLD or Maitland, NSW.

<http://www.acirl.com.au/www/45/1001449/displayarticle/1001490.html>

### TAFE Queensland Mining Services

192-208 Bolsover Street  
ROCKHAMPTON QLD 4700

Tel: 1300 653 050

+61 (07) 4920 2654

Fax: +61 (07) 4920 2645

<http://www.cq.tafe.qld.gov.au/> - type Keyword "mining" in the field and search from the home page to generate a list of all relevant industry courses

### Mining Industry Skills Centre

Courses available in Brisbane, Mackay and Hunter Valley. They offer training through modern underground and surface simulators.

<http://www.miskillscentre.com.au/>

### **Australian Training Alliance**

Mining courses available throughout Australia in Mineral Process operations.

<http://australiantrainingalliance.com.au>

### **Eureka 4WD Training**

Unit 5, 42 Commerce Avenue

Armadale WA 6112

Australia

PO Box 720

Armadale WA 6992

ABN 15 122 599 008

[4wd@eureka4wd.com.au](mailto:4wd@eureka4wd.com.au)

Office: (08) 9497 5655

FAX: (08) 9497 4650

Mobile: 0419 047 322

**Mining Courses available throughout Australia recommended by Australia's Government Job Site** (including truck driving, Blasting, Drilling and working with Explosives):

<https://jobsearch.gov.au/Training/>

Type "mining" in the occupation field on the home page

### **More Skills Australia** (Brisbane only)

Training for Scaffolding, Rigging, Dogging, Forklift, Crane and Elevated Work Platform)

<http://www.moreskills.com.au/>

### **Coastal Enterprises** (Western Australia)

<http://www.coastalenterprises.com.au/scaffolding.html>

### **Immersive Operator Training** (Perth, Western Australia)

Training for Mobile Plant Operation and traineeships for new and existing workers in the industry

[http://www.immersiveot.com/about/why\\_immersive.htm](http://www.immersiveot.com/about/why_immersive.htm)

Ph: 1300 883 230

## **OIL AND GAS SPECIFIC TRAINING**

### **Radio Operator's course**

Marine & Offshore Group Pty Ltd

Ph: 08 9430 7111

Email: [enquiries@mando.biz](mailto:enquiries@mando.biz)

[www.mando.biz](http://www.mando.biz)

### **Offshore Diver Training**

Underwater Training Centre

Burra, South Australia

Ph: 08 8892 2663

Email: [sauts@bigpond.com](mailto:sauts@bigpond.com)

[www.sauts.com](http://www.sauts.com)

There is, at this time, a worldwide shortage of experienced divers for employment in the offshore sector. However, employment opportunities in this area are extremely limited for the new trained and qualified Part 3 diver. Be aware that there are certain elements, especially within the training industry that give

prospective students the impression that gaining employment upon completion of a Part 3 course is highly likely and this is simply not accurate.

A small percentage of newly qualified divers do gain employment but usually they already have good diving support skills, ie trade qualifications such as Fitting and Turning, Boilermaking or Welding. For other graduates, to stand a reasonable chance of gaining employment in the offshore sector a newly trained diver needs to gain on-the-job experience by working offshore for a minimum period of two or three years.

### **Remotely Operated Vehicle (ROV) Training**

Underwater Training Centre

Burra, South Australia

Ph: 08 8892 2663

Email: [sauts@bigpond.com](mailto:sauts@bigpond.com)

[www.sauts.com](http://www.sauts.com)

The use of Remotely Operated Vehicle (ROV) technology, especially offshore, has become increasingly important and there is a global shortage of qualified pilots. ROV pilots are well-paid professionals who, with appropriate approved training, are able to gain employment in the offshore oil and gas industry.

ROVs are expensive and complex machines that are usually operated in remote locations. It is important that all pilot technicians are able to “fly” the machines in a competent and safe manner.

Knowledge of safe systems of operation and the dangers associated with such operations is a fundamental requirement for pilots. Pilots must be able to carry out simple diagnostics and repairs and therefore a trade qualification is desirable.

### **Remotely Operated Vehicle (ROV) Training**

WA Maritime Training Centre, Fremantle

Western Australia

Ph: 08 9239 8076

Email: [vera.kloczonek@challengertafe.wa.edu.au](mailto:vera.kloczonek@challengertafe.wa.edu.au)

#### *Course Details:*

- Concentrated format over a three week period
- Around \$8,400
- Only eight students per course and participants are selected by a competitive – selection process involving screening by a panel of industry representatives.

ROV Operators control remotely operated submersible vehicles as pilot technicians. ROVs are used extensively in the oil and gas sector for observation, installation and intervention/ maintenance tasks.

#### *Typically Required:*

- Trade Certificate in Electronics or Electrical or Hydraulics;
- Three years industry experience in one of the above trades;
- ROV Operator Ticket

#### *To apply for the course, applicants must:*

- Provide a letter of introduction stating why you are interested in the course;
- Provide a resume no longer than two pages together with supporting documents (certificates and trade papers);

- Complete a medical examination

## APPRENTICESHIPS and TRAINEESHIPS

A great way to get into the industry for people with no or limited experience, is to take up a trainee or apprenticeship program. Most of the major companies in the industry – Rio Tinto, Woodside, BHP Billiton, Barrick Gold, Santos, Kalgoorlie Consolidated Gold Mines – offer Apprenticeships and Traineeships and will typically advertise on their respective websites in around August/September each year. To obtain an Apprenticeship or Traineeship, companies will screen against the following criteria:

- Satisfactory results in English, Maths and Science to a minimum of Year 10 level;
- Enjoy practical and mechanical work and technical activities;
- A commitment to safe working practices and the ability to work to safety guidelines;
- An ability to work successfully as part of a team and to work independently;
- A willingness and capacity to learn new skills;
- Accountability for your actions and output;
- An ability to work shift work;
- An appropriate standard of health and fitness, and
- No skin allergies or reactions to grease, oil or petrol.
- Strength to handle materials, tools and machines;
- Good hand-eye coordination.

For those under the age of 21, the legislation currently requires a guardian/parent to be bound by the relevant Apprenticeship Agreement until the apprentice attains the age of 21 years. Legislation is under review and it is expected that the age will change to 18 years, but it is uncertain when the legislation will be passed and gazetted.

No apprentice under the age of 18 is permitted to work underground on a mine site. This is a requirement of the Mines Regulations, not the industrial training Act. This also applies to offshore work.

An apprentice, if under the age of eighteen years, shall not be required to work overtime without his/her consent.

The school leaving age rose to 17 years of age on 1 January 2008, however undertaking an apprenticeship or traineeship is an approved option.

Seek further information from:

<http://www.australianapprenticeships.gov.au/>

<http://www.skillsforthefuture.gov.au/>

<http://www.det.wa.edu.au/apprenticentre/>

## Using contacts in the industry

Talk to as many people as you can about your goals and work preferences; most companies continue to employ people through word of mouth. Companies offer current employees a 'spotters fee' for any new employee who is subsequently hired as a result of their referral (this is called an Employee Referral Program). This means current employees are on the look out for people they think have the skills, experience and personal attributes to join the company. Because employees only get paid for successful candidates, they will only refer those they believe have a very good chance at getting a job. Therefore, be mindful of the way you conduct yourself around others and the more people who know you 'are on the market', the better your chances.

## More Questions?

### Even with the relevant skills and industry experience, some will struggle to secure regular employment – why?

Whilst there can be a number of reasons for this, how you conduct yourself on a job is the primary reason. Employees who are well established and well respected in the industry, particularly those working in oil and gas – will readily advise their employer if they feel you don't "pull your weight", are unsafe to work with or generally difficult to get along with. When living in confined spaces for long periods, it is essential that you do your job competently and safely, and get along well with others. If not, your career could be short lived. Too many people do not understand the importance of this, and find that even though they have the tickets and some experience, they cannot get back onto another job. It is not uncommon for people to be 'black listed' by companies or other employees and whilst you may never exactly know that this is the case, you need to be extremely professional in the way you conduct yourself on and off the job.

You also need to be clear about the industry's drug and alcohol policy. Offshore, there is a zero tolerance to alcohol and drugs and may result in immediate dismissal if you return a positive result. In mining, some camps will have a bar (or wet mess as they are referred to), however random and daily drug and alcohol screening occurs on most mine sites. Should an employee be found to be positive on a drug and/or alcohol test, they will be stood down until further notice and normally disciplinary action is taken. Depending on the severity of the finding, dismissal could occur.

There is the view that what happens outside of work is an individual's own business and whilst this is true, you still need to be mindful that if you are well known by other workers and colleagues as a habitual drug user, this may be enough to 'black list' you from further jobs. Reasonably, individuals do not wish to work alongside someone who may be under the influence of drugs and be putting theirs and others lives at risk in such a dangerous environment. From a Recruiter's perspective, this will be enough not to progress your application.

### What experience and skills are best suited to entry-level roles?

Some companies – large and small - will take on employees in entry-level roles, often referred to as "greenies". The following background experience is often ideal for:

#### **Mining Technician roles** (where you operate large heavy mobile equipment)

- ◆ Any exposure to or experience working with heavy machinery in a factory or construction environment.
- ◆ Farming background – often indicates mechanical aptitude.
- ◆ Will often taken on people from the armed and police forces as they are seen to have discipline, are accustomed to authority, have a preference for safe work practices and are willing to start at entry level and move up.

#### **Process Operator/Technician roles** (where you operate some element of the process plant)

- ◆ Ideally have worked on a process line, such as dairy, chemical processing, Australia Post or worked with heavy machinery.
- ◆ Those who have been farmers and crop sprayers are often successful.

## Offshore

- ◆ Having a trade is the single most effective way of gaining employment in the lucrative offshore industry. However, also having tickets for Crane, Rigging, Dogging and Scaffolding will be highly beneficial.

Typically, the best way is to gain employment with any one of the many contracting partners who provide employees to the operations of major resource companies. This includes Mining Camp and Off Shore support roles, like cleaners, cooks and security.

## What qualifications are best suited to entry-level roles?

Any one of the following tickets and/or licenses will make you more attractive to an employer:

- Forklift License
- Dogging/Rigging (basic, intermediate, advanced)
- Scaffolding (basic, intermediate, advanced)
- Crane License
- Heavy Rigid (HR) Vehicle (truck) License
- First Aid Certificate
- HUET (for off shore work)
- Working in Confined Spaces
- Elevated Work Platform
- Excavator License
- Bulldozer License
- Bogger License
- Grader License
- Skid Steer Loader License

## What equipment is typically used in the resources sector?

Following is a list of the most common mining equipment or systems used on mine sites:

- Solomatic Cablebolter
- Axera D07 Jumbo
- Axera D06 Jumbo
- Axera Superdrill
- Solomatic LH Drillrig
- DataSolo LH Drillrig
- Atlas Boltec
- AD 40 Elphinstone Truck
- 50D Toro Truck
- Getman Charge Up
- R1500 Elphinstone Loader
- F1700G Elphinstone Loader
- R2900G Elphinstone Loader
- 120H Cat Grader
- Integrated Tool Carrier (IT)
- Forklift 1.5 tonne
- Diggers
- Explosives

- Drilling equipment
- Bobcat
- Conveyors
- Crushers
- Pumping systems
- Power generation, turbines and diesel engines for generators
- Pressure vessels and valve systems
- Water making facilities
- Leaching vessels
- Smelting
- Refining

Following is a list of equipment most commonly used offshore:

- High pressure vessels, eg separators which separates oil or gas from water
- Pumping systems
- Water making facilities
- Sewerage systems
- Power generation, eg turbines and diesel engines
- Electronic equipment, eg PLC controls and central control rooms, radar and navigation, radio equipment
- Fast rescue craft and work boats
- Cranes
- Scaffolding and rigging equipment
- Hydraulic equipment
- Compressors, eg air and gas export and re-injection
- Satellite television systems

### What are the current most sort after roles/skills in the industry?

- Maintenance Planners (a trade background is necessary)
- Electrical/Instrumentation Technicians (trade qualification)
- Fitter and Turners with hydraulic and pneumatic experience and skills
- Heavy Duty Fitters
- Electricians
- Construction Miners
- Underground Mobile Equipment Technicians (driving large scale equipment, eg trucks, boggers)
- Carpenters
- Steelfixers
- Engineers – all disciplines
- Process Operators and Technicians
- Geologists and Geophysicists

### How do I get experience?

- ♦ Look for companies operating in your local area. Many companies recruit their entry-level positions from the local community to provide long-term career opportunities and to develop a strong locally based workforce. Kalgoorlie, Karratha, Port Hedland, Townsville, Mount Isa and Newcastle are key areas.

- ♦ Be as flexible as possible – put yourself in the best position to accept contracting work, including shutdowns in remote locations and for work you may not necessarily prefer. Many tradespeople from other industries for example start out by doing Trade Assistant (TA) work or regular shutdowns. This provides you with an opportunity to see and be seen.
- ♦ Think about other 'like-type' environments where you could build relevant experience. For example, manufacturing, construction and industrial experience is highly attractive to the resources sector.

## A final word of advice

If you are serious about getting a foot in the door and have no experience, we recommend the following approach:

1. Decide the specific location and stick with that to start. If you can, be smart about the location and choose one that is not typically preferred. Live as close to the location as possible.
2. Decide the exact entry level position and stick with that to start.
3. Obtain the training or tickets you require to do the role you have selected.
4. Think about the requirements of the role and location you've selected and seek other like-type jobs local to you that demonstrate those requirements, eg shift work, hard labour, 12 hour shifts, remote location etc.
5. Consider four or so weeks in the location you have selected – do your homework ahead of time and know who you want to see. Most people put themselves up in a hostel where they can pay nightly should they score a role working on site during that period. This typically works very well.
6. Target suppliers to the industry – the smaller players who often struggle to find good people – and avoid applying to the majors until you have some experience. Too many people think all they have to do is apply, and the job will appear. For example, if you are an electrician who has mainly done domestic and some industrial work, apply to Compass or ESS who look after the campsites. They are often seeking tradespeople to maintain camp sites and villages. This gets you exactly where you need to be – you are meeting people on site, you are gaining experience, you are building a work portfolio and you are front and centre to be considered for a vacancy with the major employer.
7. As much as people don't like to hear it, stick with the job giving you that entry level experience for at least eight to twelve months. Nothing looks worse than a 'job hopper' – it makes those of us recruiting suspicious about whether or not you will stay for any decent period of time.
8. Always remember to conduct yourself professionally. This is sometimes the most overlooked and yet the most powerful impact on you being selected - or not - as the case may be!

Remember that managing your next career move takes a calculated approach and concerted effort – you will never be successful by just applying to hundreds of jobs. One may eventually come off, but you could be waiting a while. It is best to spend your time being far more proactive and putting the control back in your hands. Where people are prepared to do as we've outlined above, the opportunities typically come.