



**Gladstone Ports
Corporation**

Growth, prosperity, community.



Learn and grow with GPC

Traineeships and Apprenticeships Guide

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Gladstone Ports Corporation (GPC) acknowledges and recognises Aboriginal and Torres Strait Islanders as the First Peoples of this country.

We acknowledge and pay respect to the Bailai, Gurang, Gooreng Gooreng and Taribelang Bunda, Darumbal, Turrbal, Jagera, Yugara, Butchulla and Kabi Kabi peoples on whose land we work and walk.

We respect their Elders past and present and embrace reconciliation to make positive, enduring change.

Introduction

Gladstone Ports Corporation (GPC) is a Queensland Government Owned Corporation (GOC) and operates under the authority of the *Government Owned Corporations Act 1993*.

GPC is also a port authority operating under the authority of the *Transport Infrastructure Act 1994* for the Ports of Rockhampton, Gladstone, Bundaberg and Maryborough. A port authority's core role is to establish, manage and operate effective and efficient port facilities, land and services.

GPC's services include customer engagement, terminal operations, marine pilotage, port land and infrastructure development and maintenance, security and emergency response, strategic and regulatory land use planning, property leasing and facilities management, as well as the provision of community and visitor facilities.

The safety and wellbeing of our employees is our highest priority. GPC's values and behaviours determine what is important and bind us together as an organisation and as workmates. Our core values and behaviours are:

- » No Harm - We are committed to ensuring the safety, health and wellbeing of our people and the environment.
- » Integrity - Our integrity is founded on trust, honesty, transparency, inclusivity, respect and reliability. We do what we say we are going to do, every time.
- » Accountability - We understand and accept our responsibilities. We learn from success and failure. We are empowered to take action. We hold each other to account for our actions and results.
- » Customer Focus - We listen to our customers, understand their needs and are invested in their success. We strive to provide them with an outstanding experience every time they engage with us. We are a pleasure to work with and can be relied upon to deliver.
- » Passion - We are proud of our heritage, who we are, what we do and where we are headed. As custodians of our ports, our commercial success demonstrates our deep commitment to the prosperity of the Queensland community.
- » Humility - We are humble in our dealings with each other and our customers, partners and stakeholders. We help each other collaborate and operate as one enterprise in the service of the Queensland community.

This journey offers an unprecedented opportunity to build your career in one of Australia's most dynamic port operations.

Join us and set your career on a bright path. Contact our Careers team today.





Computer Aided Drafting (CAD) Traineeship

A dedicated CAD Trainee at Gladstone Ports Corporation (GPC) supports the Port Infrastructure Assets team by assisting with surveying, drafting and technical services. The role involves contributing to the preparation and management of technical drawings, collecting and recording survey data, and supporting civil design activities. This ensures accurate, reliable and timely documentation that underpins the planning, maintenance and delivery of GPC infrastructure operations.

GPC is committed to providing its apprentices and trainees with the skills and knowledge they need to succeed in their chosen careers.

By obtaining this formal qualification, apprentices and trainees will be more competitive and successful in their chosen careers.

Qualification
MEM30522 - Certificate III in Engineering - Technical

ROLE OVERVIEW

The CAD trainee will learn how to create and edit basic 2D and 3D drawings including dimensioning and annotation. They will also learn to produce drawings and design using CAD programs and processes.

Trainees will learn how to manage CAD projects including file organisation, version control and collaboration.

The skills associated with this role are intended to apply to a wide range of engineering work including planning, scheduling, estimating material requirements, inspection, quality control, supplier evaluation, drafting, assisting in design and development work of product and processes and other technical tasks.

COMMON TASKS

- Creates, reviews and updates basic 2D and 3D drawings using CAD software
- Reviews and amends engineering drawings and schematics
- Assists with design, planning and project documentation activities

- Manages drawing files, version control and document registers
- Supports permit preparation and general office tasks.

ATTRIBUTES WE SEEK

- A strong commitment to workplace health and safety
- Produces accurate work with a strong attention to detail
- Applies basic mathematics to support measurements and technical drawings
- Communicates clearly and works effectively with others
- Motivated to develop technical and computer-based skills
- Works confidently with computers and digital systems.

To receive a CAD qualification, trainees must complete a Certificate III in Engineering - Technical. A CAD traineeship usually takes one year to complete and you must complete competency assessments in line with traineeship progress.

Resources and Infrastructure Traineeship (Identified)

A Resources and Infrastructure Work Preparation Trainee (R&I) at Gladstone Ports Corporation (GPC) supports operational teams across key work areas to assist with the maintenance and upkeep of GPC assets. Through structured on-the-job training and mentoring, the trainee develops practical skills, safety awareness and workplace capability while contributing to safe and efficient port operations.

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Qualification
RII20120 - Certificate II in Resources and Infrastructure Work Preparation

ROLE OVERVIEW

Over two years, this traineeship is structured to rotate on a five (5) month basis through four (4) key areas across the Port of Gladstone. These areas include:

- Building Services
- Administration
- Horticulture (Parks and Gardens)
- Warehouse.

Our trainees are required to adapt to their work plans and work area and be able to establish effective working relationships across GPC.

Due to the nature of the rotational placement across the business, work hours and conditions are dependent on the host area and are subject to change.

The Resources and Infrastructure trainees report to their rotational supervisor on a day-to-day basis and are supported by GPC's Mentor and Liaison Officer.

COMMON TASKS

ADMINISTRATION

- Computer use
- Office skills
- Customer service

BUILDING SERVICES

- Small plant and equipment
- Machinery tickets
- Hand and power tools

HORTICULTURE

- Small plant and equipment
- Irrigation systems
- Lawn and garden maintenance

WAREHOUSE

- Forklift receiving goods
- Customer requests

These roles are open to First Nations People and Australian South Sea Islander People. Traditional Owners are strongly encouraged to apply. Applicants must be 18 years of age to hold a high-risk work licence.

ATTRIBUTES WE SEEK

- A strong commitment to workplace health and safety
- Works professionally, respectfully, and ethically with others
- Capable of undertaking hands-on and physically demanding work
- Adaptable and willing to learn new skills across different work areas
- Takes responsibility for the care and safe use of tools, equipment, and facilities
- Follows instructions accurately and seeks clarification when needed.

GPC considers this advertisement to be an equal opportunity measure under section 105 of the *Anti-Discrimination Act 1991 (QLD)*.

To successfully complete the program, trainees must undertake and complete a Certificate II in Resources and Infrastructure Work Preparation. This traineeship typically takes two years and combines structured workplace training with formal study through a Registered Training Organisation (RTO).



Environmental Maintenance Crew (EMC) Traineeship

A dedicated EMC Trainee at Gladstone Ports Corporation (GPC) supports the Port Infrastructure Assets team by assisting with surveying, drafting and technical services. The role involves contributing to the preparation and management of technical drawings, collecting and recording survey data, and supporting civil design activities. This ensures accurate, reliable and timely documentation that underpins the planning, maintenance and delivery of GPC infrastructure operations.

GPC is committed to providing its apprentices and trainees with the skills and knowledge they need to succeed in their chosen careers.

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Qualification
RII30420 - Certificate III in Resource Processing

ROLE OVERVIEW

As part of their role, GPC EMC trainees are required to support high workplace cleanliness and environmental standards across terminal operations. This includes operating machinery and undertaking routine housekeeping and clean-down activities within drainage systems, reclaim tunnels, transfer towers and other operational areas. Tasks involve manual cleaning and hosing to support daily operational efficiency, environmental compliance and preparation for planned maintenance shutdowns.

Trainees will also participate in structured theoretical and practical training, including assessments related to fixed plant, ship mooring and machinery operations. Through these activities, trainees actively support GPC's environmental duties and performance, contributing to the balance between safe, efficient operations and the protection of surrounding environments.

COMMON TASKS

- Conducts clean-ups and wash-downs of conveyor systems, plant, and equipment
- Operates machinery like loaders, sweepers, trucks and dozers under supervision

- Participates in ship mooring activities including tie-ups and let-goes
- Undertakes labouring tasks to support maintenance and trade activities
- Carries out routine inspections to support safe and efficient operations.

ATTRIBUTES WE SEEK

- A strong commitment to workplace health and safety
- Comfortable with physical, practical and outdoor work
- Takes pride in keeping work areas clean, safe and tidy
- Reliable and ready to contribute as part of a team
- Follows instructions and safe work procedures.
- Willing to learn new skills and operate different equipment.

To successfully complete the program, trainees must undertake and complete a Certificate III in Resource Processing. This structured program, typically completed over a two year period, combines on the job experience with formal training and assessment.

Electrical Apprenticeship

A dedicated Electrical Apprentice at Gladstone Ports Corporation (GPC) supports the maintenance team by assisting with routine inspections, preventative and breakdown maintenance, fault-finding and general electrical works on GPC assets to ensure reliability and availability for operations.

GPC is committed to providing its apprentices and trainees with the skills and knowledge they need to succeed in their chosen careers.

By obtaining this formal qualification, apprentices and trainees will be more competitive and successful in their chosen careers.

Qualification
UEE30820 - Certificate III in Electrotechnology

ROLE OVERVIEW

At GPC, electricians are responsible for diagnosing, installing, repairing and maintaining electrical wiring and systems in accordance with Queensland Electrical Licensing standards. The team applies appropriate diagnostic tools and techniques to identify, troubleshoot and rectify faults, including the replacement of worn or faulty electrical and electronic components.

This field-based role focuses on maintaining electrical control systems and components associated with coal unloading and loading plant equipment, including ship loaders, coal dump stations, lighting towers and conveyors. Electricians work with a broad range of equipment, including electrical motors, transformers, switchboards, programmable logic controllers (PLCs), variable frequency drives (VFDs), instrumentation, transmitters and other electrical components.

COMMON TASKS

- Assists with diagnosing and testing electrical faults under supervision
- Reads and interprets wiring diagrams and electrical schematics
- Assists with installation, maintenance, and repair of electrical systems and equipment
- Supports work on motors, switchboards, control systems and instrumentation
- Assists qualified electricians with preventative and breakdown maintenance situations.

ATTRIBUTES WE SEEK

- A strong commitment to workplace health and safety
- Demonstrates close attention to detail and works carefully
- Applies maths and problem-solving skills in practical situations
- Comfortable working with tools, equipment and systems
- Follows instructions and safe work procedures
- Committed to learning and developing technical skills over time.

To become a qualified Electrician, apprentices must complete a Certificate III in Electrotechnology. The apprenticeship is typically completed over four years and includes both on-the-job training and formal study delivered by a Registered Training Organisation (RTO). Completion of the apprenticeship requires meeting all training and competency requirements and successful assessment in accordance with Queensland electrical licensing regulations.



Parklands Gardener Apprenticeship

A dedicated Parklands Gardener Apprentice at Gladstone Ports Corporation (GPC) is responsible for the ongoing maintenance and presentation of GPC's parklands, public open spaces, and GPC-owned land. The team maintains key public locations including the Marina Parklands, Spinnaker Park, East Shores Precinct, Auckland Hill Lookout and additional sites totalling more than 43 hectares. This ensures these areas are safe, functional and maintained to a high standard for community use and visitor experience.

GPC is committed to providing its apprentices and trainees with the skills and knowledge they need to succeed in their chosen careers.

By obtaining this formal qualification, apprentices and trainees will be more competitive and successful in their chosen careers.

Qualification
AHC31024 Certificate III in Parks and Gardens

ROLE OVERVIEW

At GPC, the Parklands Gardener Apprentice undertakes a structured training pathway toward becoming a qualified horticulturist, supporting the maintenance and management of GPC's public parklands, gardens and green spaces.

The role contributes to the safe, functional and high-quality presentation of these environments for community members and visitors. Under the guidance of experienced horticulture professionals, the apprentice develops practical skills in areas like plant establishment and care, pruning, watering, fertilising, weed and pest control, landscaping activities and the safe operation and maintenance of horticultural equipment and machinery.

COMMON TASKS

- Performs mowing, edging, pruning and general garden maintenance
- Assists with planting, watering and irrigation
- Controls weeds, pests and supports plant health management

- Maintains public park assets like BBQs, shelters, paths and open spaces
- Operates and maintains horticultural tools and equipment.

ATTRIBUTES WE SEEK

- A strong commitment to workplace health and safety
- Enjoys working outdoors in a variety of conditions
- Takes pride in maintaining parks, gardens and public spaces
- Willing to carry out physical and manual tasks
- Uses tools and equipment safely and responsibly
- Interested in building skills in horticulture and landscaping.

To become a qualified Parklands Gardener, apprentices must complete a Certificate III in Parks and Gardens. This apprenticeship is typically undertaken over a three year period and combines on-the-job training with formal study delivered in partnership with a Registered Training Organisation (RTO), leading to the attainment of a recognised horticultural qualification.

Mechanical Fitter Apprenticeship

A dedicated Apprentice Mechanical Fitter at Gladstone Ports Corporation (GPC) supports the maintenance team by assisting with routine inspections, preventative and breakdown maintenance, fault-finding and general mechanical works on GPC assets to ensure their reliability and availability for operations.

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By obtaining this formal qualification, apprentices and trainees will be more competitive and successful in their chosen careers.

Qualification
Certificate III in Engineering - Mechanical Trade (Maintenance) Fitting

ROLE OVERVIEW

As part of their apprenticeship, Apprentice Mechanical Fitters assist the qualified tradespersons by using a range of hand and power tools and approved engineering techniques to support the maintenance, repair and modification of mechanical plant and equipment in line with operational and safety standards. Under supervision, apprentices contribute to mechanical fault-finding and troubleshooting activities, identify worn or defective components and assist with the repair or replacement of mechanical parts.

Apprentices may also support workshop activities, including basic component repair or manufacture using equipment like lathes, milling machines, surface grinders and radial arm drills, as appropriate to their training and competency level. The role is predominantly field-based and may include assisting with diesel fitting tasks, like supporting maintenance work on heavy machinery engines and drive train systems, while developing practical skills throughout the apprenticeship.

COMMON TASKS

- Assists with inspection, maintenance, repair and testing of mechanical equipment
- Supports fault-finding and troubleshooting of plant and machinery
- Assists with welding, fabrication and basic machining tasks under supervision

- Uses hand tools, power tools and workshop equipment safely
- Supports routine maintenance of conveyors and mechanical systems.

ATTRIBUTES WE SEEK

- A strong commitment to workplace health and safety
- Enjoys hands-on work with tools, equipment and machinery
- Demonstrates attention to detail and works carefully
- Applies basic maths and problem-solving skills
- Follows instructions and seeks guidance when required
- Works well in a team and is motivated to develop trade skills.

To become a qualified Mechanical Fitter, apprentices must complete a Certificate III in Engineering - Mechanical (Maintenance) Fitting. This apprenticeship is typically undertaken over a four year period and combines structured on-the-job training with formal study delivered through a Registered Training Organisation (RTO).



Diesel Fitting Apprenticeship

A dedicated Diesel Fitter Apprentice at Gladstone Ports Corporation (GPC) supports the maintenance team in maintaining and repairing assets to ensure the reliability, availability and safe operation of port equipment. Working alongside experienced Diesel Fitters and Mechanical Fitters, the apprentice develops technical skills through structured on-the-job training and mentoring while contributing to effective asset maintenance and operational outcomes.

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Qualification
AUR31220 – Certificate III in Mobile Plant Technology

ROLE OVERVIEW

Diesel Fitters are responsible for the inspection, servicing, maintenance, and repair of diesel-powered plant, machinery and associated mechanical systems. This includes working across a range of components like engines, fuel injection systems, transmissions, hydraulics, pneumatics, steering, suspension and braking systems.

Diesel Fitters service and maintain a variety of mobile plant and equipment, including cranes, excavators, dozers, trucks, graders, loaders and other heavy vehicles. As well as stationary equipment like generators and pumps. The role may also involve undertaking welding and fabrication tasks in accordance with safety, quality and operational standards.

COMMON TASKS

- Assists with inspecting, servicing, maintaining and repairing diesel plant and equipment
- Supports fault-finding and diagnosis of mechanical and electrical systems
- Assists with maintenance of engines, fuel systems, hydraulics and transmissions

- Uses hand tools, power tools and diagnostic equipment safely
- Assists with welding and fabrication tasks under supervision.

ATTRIBUTES WE SEEK

- A strong commitment to safety and safe work practices
- Enjoys hands-on work with machinery, vehicles and tools
- Comfortable working in physically demanding and industrial environments
- Applies basic maths and logical thinking to problem-solving tasks
- Demonstrates attention to detail and works carefully and methodically
- Works well in a team and is motivated to develop trade skills.

Refrigeration Apprenticeship

A dedicated Maintenance Apprentice – Refrigeration at Gladstone Ports Corporation (GPC) supports the Asset Management and Reliability and Maintenance teams by assisting with routine inspections, preventative and breakdown maintenance, fault-finding, and repair of refrigeration systems, plant, and associated infrastructure.

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Qualification
UEE32220 - Certificate III in Air-Conditioning and Refrigeration

ROLE OVERVIEW

As a Maintenance Apprentice in Refrigeration, you will support the inspection, maintenance and repair of refrigeration and associated plant and equipment used across GPC's operations. Under supervision, you will assist with routine servicing, preventative maintenance, breakdown response and basic fault-finding while following established safety procedures.

The apprenticeship will provide hands-on experience working alongside experienced tradespeople and other maintenance teams, assisting with repairs, equipment troubleshooting and work preparation. In doing so, apprentices will develop technical skills, safety awareness, teamwork and a strong understanding of maintenance practices within a large industrial environment.

COMMON TASKS

- Assists with inspection, servicing and repair of refrigeration and air-conditioning systems
- Supports fault-finding, testing and troubleshooting activities
- Assists with installation and connection of piping and system components
- Performs leak detection, evacuation and charging tasks under supervision
- Assists with maintenance of compressors, condensers, evaporators and related equipment.

ATTRIBUTES WE SEEK

- A strong commitment to workplace health and safety
- Enjoys practical work with systems and tools
- Applies maths and problem-solving skills
- Motivated to learn and develop technical refrigeration skills
- Demonstrates attention to detail and works carefully
- Follows instructions and established work procedures.

To become a qualified Diesel Fitter, apprentices must complete a Certificate III in Mobile Plant Technology (Diesel Fitting). This apprenticeship typically takes four years to complete with formal study through a Registered Training Organisation (RTO).

To become a qualified Refrigeration Mechanic, apprentices must complete a Certificate III in Air-Conditioning and Refrigeration. The apprenticeship is typically completed over a four year period and includes both on-the-job training and formal study delivered by a Registered Training Organisation (RTO).

Applying for a career with GPC

AGREEMENT WITH GPC

As an apprentice or trainee, you enter a formal training contract with GPC.

You will spend most of your time working and learning practical skills on the job, however some time will be spent undertaking structured block-release training.

Trainers will assess your skills and when you are competent in all areas, you will be awarded a nationally recognised qualification.

To improve your chances of gaining an apprenticeship or traineeship, you can learn some basic skills and knowledge through pre-apprenticeship courses or structured work placements through your school.

WHAT WE LOOK FOR

As a GPC apprentice or trainee, you will need to provide GPC similar relevant examples and demonstrate that you have the capability to:

- Work safely in a heavy industrial environment
- Possess good communication skills (both written and verbal)
- Be motivated to learn and develop new skills
- Have the ability to work constructively in a team

MINIMUM REQUIREMENTS

You must have completed Year 10 with Sound Achievement or higher in English and Maths to be successful for an apprenticeship or traineeship at GPC.

ANNUAL INTAKE

GPC recruits annually for apprentices and trainees across several trade areas. Applications will be advertised through our corporate website at gpcl.com.au and via our social media platforms.

OUR APPRENTICE ADVANTAGE

GPC prides itself on being an outstanding local employer in the Central Queensland region, offering excellent conditions. Our employment conditions are competitive and include;

- Above award apprentice wages
- Annual wage increases upon satisfactory completion of training
- Tools of trade – tool kit upon successful completion of probation period
- All training costs covered by GPC (e.g. books, enrolment and tuition fees)
- Safety uniform, issued on a fair wear and tear basis
- A dedicated superannuation scheme, including salary sacrificing
- Health and safety awareness training and initiatives.

HOW TO APPLY

Visit GPC's website at gpcl.com.au/careers

PREPARING FOR SUCCESS

A strong application helps GPC understand who you are, what you're interested in, and why a career with GPC appeals to you. Your application doesn't need to be perfect — it just needs to be clear, genuine and well prepared.

YOUR APPLICATION SHOULD INCLUDE

- A short cover letter explaining why you're interested in the role
- An up-to-date resume
- Copies of relevant school results, certificates, or qualifications (if applicable)
- Copy of your driver's licence (if applicable).

TIPS FOR A STRONG APPLICATION

- Read the question carefully and make sure you answer all parts
- Use real examples from work, school, sport, volunteering, or life experience - all of these show skills we value
- Explain what you did, not just what happened
- Be honest and clear — we want to understand how you think and approach tasks
- Tailor your application to GPC rather than using generic responses
- Ask someone to proofread your application before submitting it.

USING THE STAR METHOD

You may be asked questions about how you've handled situations before. The STAR method can help structure your response:

- Situation: What was happening?
- Task: What needed to be done?
- Action: What did you do?
- Result: What was the outcome or what did you learn?

You can use examples from any part of your life — paid work is not required.

A FINAL TIP

GPC are looking for people who are keen to learn, work safely and contribute positively. Show us your interest, your effort and your willingness to grow — the rest can be taught.



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More information

For more information about a career opportunity with GPC, scan the QR code to visit our website gpcl.com.au or contact our Careers Team on **(07) 4976 1686** or careers@gpcl.com.au.

