

**Position Title:** Trainee Spare Parts Interpreter

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### **POSITION OVERVIEW:**

The purpose of an apprenticeship is to provide the individual with the opportunity to develop skills and knowledge in a particular trade through completing on the job training with a host employer and completing an approved course of formal training through a registered training provider such as TAFE.

Spare Parts Interpreters undertake sales, stock control and administration in relation to automotive replacement parts.

### **CORE REQUIREMENTS**

To fulfill the training requirements of an Apprenticeship or Traineeship you will;

- Abide by terms and conditions of the Training Contract
- Commit to and complete the RTO endorsed training plan in the time allocated
- Enroll and attend vocational training; complete theory based assessments and demonstrate skills through competency based assessments to the best of your ability
- Comply with legislation relevant to your trade, in particular the Apprenticeship & Traineeship Act and the Work Health & Safety Act
- Complete GATES induction and take WH&S test prior to commencing work

### **EXPERIENCE AND TRAINING**

#### **Essential Criteria:**

- A willingness to develop skills and knowledge in this trade
- The ability to listen and follow instructions and ask for help when necessary

- The desire to make a positive contribution to the Host Employers workplace by being punctual, interested and adhering to workplace policies and procedures
- Act responsibly and safely in the workplace
- Develop an effective working relationship with your Field Officer through regular communication and participation in field visits
- Fill in timesheets correctly and on time

**Desirable:**

- Understanding of apprenticeship and traineeships
- Work experience in chosen trade

**LINE MANAGEMENT AND REPORTING RELATIONSHIPS**

An Apprentice is employed by GTES and has regular communication with GTES through their Field Officer. In the workplace the Apprentice reports to the Host Employer or supervisor appointed by the Host Employer. An Apprentice must develop effective working relationships with:

- GTES Field Officer
- Host Employer
- Colleagues in the workplace
- TAFE Teachers
- RTO Assessors

**DUTIES AND RESPONSIBILITIES**

- Apply safe working practices
- Establish relations with customers

- Work effectively with others
- Communicate effectively in the workplace
- Apply environmental regulations and best practice in a workplace or business
- Sell product(s)
- Deliver a service to customers
- Use numbers in the workplace
- Identify and select automotive parts and products
- Apply legal requirements relating to product sales
- Apply automotive parts interpretation process
- Use business technology
- Package goods
- Build customer relations
- Carry out warehousing procedures
- Apply sales procedures
- Deliver and monitor a service to customers
- Develop product knowledge
- Perform stock control procedures
- Maintain and order stock
- Maintain store safety
- Merchandise products
- Maintain financial records
- Organise schedules
- Contribute to team effectiveness
- Maintain store security
- Process customer complaints
- Coordinate sales performance