



CHEVRON AUSTRALIA

TITLE: R-21246 Apprentice and Trainee Program

DESCRIPTION: Chevron Australia is seeking expressions of interest from apprentice and trainee providers to provide and manage an apprentice and trainee program for Chevron Australia.

The apprentices and trainees program operates across all Chevron Australia assets.

The provider is required to provide the following Services including but not limited to:

- Selection, recruitment and engagement of apprentices and trainees in accordance with Company requirements;
- Coordination of apprentice and trainee training involving multiple work locations and rosters in Western Australia;
- Qualified and experienced personnel to administer, manage and produce reports for the program;
- Human resource management support for apprentices and trainees;
- Management of an effective safety management system consistent with Company's requirements;
- Electronic resources management system;
- Key performance indicator reporting and program optimisation;
- Maintenance of a workers' compensation and injury management system;
- Support to Company personnel involved with the field supervision and training of apprentices and trainees;
- Off-the-job training, and on-the-job training/job rotation support and guidance;
- Contact time for each of the apprentices and trainees based on providers assessment of the relevant ratio for the management of such apprentices and trainees; and
- Any other services that are relevant.

The provider will provide the Services for apprentices and trainees enrolled in the following qualifications and any other applicable qualifications

- PMA30113 - Certificate III in Process Plant Operations
- MEM30205 - Certificate III in Engineering (Mechanical Trade)
- MEM31215 - Certificate III in Engineering – Industrial Electrician

The provider is required to provide the program in accordance with the latest version of the Acts, Regulations and guidelines, as detailed below and amended from time to time:

- Vocational Education and Training (VET) Act 2005
- Occupational Safety and Health (OSH) Act 1984
- Occupational Safety and Health (OSH) Regulations 1996
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Equal Opportunity Act (WA) 1984
- National Standard for Group Training Organisations
- Code of 'Violence, Aggression and Bullying at Work', June 2006

Providers with a Western Australian presence are highly desirable.

CONTACT:

Industry Capability Network of Western Australia – www.icnwa.org.au/ContactUs.asp

Please Note:

This is a request for specific expressions of interest. Service Providers will be considered for inclusion in the Request for Proposal only if suitably qualified against this package.

PROJECT URL: <http://www.chevronaustralia.com>

ATTACHMENT: Nil

CLOSING DATE: 21 June 2018