

The background of the entire page is a photograph of a vast, arid landscape. In the foreground, a Rio Tinto freight train with multiple locomotives is traveling along a track. The locomotives are white with prominent red and yellow diagonal stripes. The terrain is a mix of red soil and sparse, dry vegetation. In the background, there are large, rugged hills with visible red rock formations under a blue sky with scattered white clouds.

**RioTinto**

# Career Readiness

Information booklet





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Cover image: Iron Ore rail operations, Pilbara, Western Australia  
Image: Port facility, Dampier, Western Australia

# Overview

The Career Readiness team wishes to acknowledge the Traditional Owners, past, present and future custodians of the lands on which Rio Tinto Iron Ore (RTIO) operates. We would also like to extend our gratitude for having the opportunity to be able to work with all Traditional Owner groups across the operations footprint with intent to create a better future for their members and to grow and learn as a company.

We believe the future success of our relationship with Traditional Owner groups and communities is dependent on achieving a joint commitment, in a positive spirit of working together, to ensure an inclusive, transparent and respectful outcome.

RTIO recognises the Regional Framework Deed (RFD) as an agreement between RTIO and Pilbara Traditional Owners with the aim being to engage with local Traditional Owner groups for the purpose of, improving the wellbeing of Aboriginal people throughout the Pilbara. A joint goal between RTIO and Pilbara traditional owners is to work together to increase work readiness of the Pilbara Traditional Owners.

Through the existing relationships between RTIO and the Traditional Owners there has been a collaborative effort in identifying some of the common barriers to employment experienced by members, highlighting the need for focus in these areas.

Some of the common barriers are,

- Driver's license
- Reading and writing
- Work experience and Skills
- Health and fitness

To assist with delivering the best outcomes for Traditional Owners, it is imperative for RTIO to look at key service providers in regions that already have the resources to support people locally and work collaboratively with these service providers and Traditional Owner groups to create a sustainable career readiness pathway going forward.

This career readiness information booklet provides an overview of the different services that are available externally and internal to RTIO that may help in achieving the desired outcome of an equally represented work force.



Image: Truck Driver, West Angelas, Western Australia

# Career Pathways

There are several options when looking to pursue a career with RTIO. The below table outlines the employment pathways and where best to seek further information should you require it.

## RTIO Indigenous non-professional employment pathways

	Traineeship	Apprenticeship	Operator	Trade Qualified (Maintainers)
<b>Overview</b>	<b>Aboriginal Training and Support (ATAS):</b> employed and developed into the business to align with Regional Framework Deed through 12 month traineeships	Four-year program providing on the job training and nationally recognised qualification in four areas	Employ fixed, mobile and drill and blast operators across our Pilbara operations, targeting non-skilled, semi-skilled, and skilled roles	Employ mobile equipment and fixed plant maintainers, trade qualified roles (e.g. electricians and mechanical fitters etc.)
<b>Career pathway point</b>				
<b>Contact details</b>	Please register your interest at, <a href="http://www.bit.ly/2KHaGz4">www.bit.ly/2KHaGz4</a> For more information email <a href="mailto:Aborigineemployment@riotinto.com">Aborigineemployment@riotinto.com</a>			

## RTIO Indigenous non-professional employment pathways

	Scholarship	Cadetship	Vacation Student	Graduate	Professional
<b>Overview</b>	Supports Indigenous people who are studying at a tertiary level	Supports Aboriginal and Torres Strait Islander students to complete their undergraduate degree, and gain professional work experience	Provides university students with work experience between late November and February	Designed to assist university leavers by providing an opportunity to work across different departments within the business	Minimum requirements apply including drivers licence, demonstrated experience in area of expertise, and relevant tertiary qualifications if applicable
<b>Career pathway points</b>					
<b>Contact Details</b>	<a href="mailto:RioTinto.CommunitiesScholarships@riotinto.com">RioTinto.CommunitiesScholarships@riotinto.com</a>			<a href="https://www.riotinto.com/careers">https://www.riotinto.com/careers</a>	



# Working at Rio Tinto

RTIO have a diverse team of talented, enthusiastic individuals who foster a culture of inclusion. No matter how they may differ, our people share one thing in common. It's a belief that work is more rewarding when we are accepted and valued for our differences, not judged by them.

We all have something to contribute, and it's this contribution that makes for a great organization and fulfilling career.

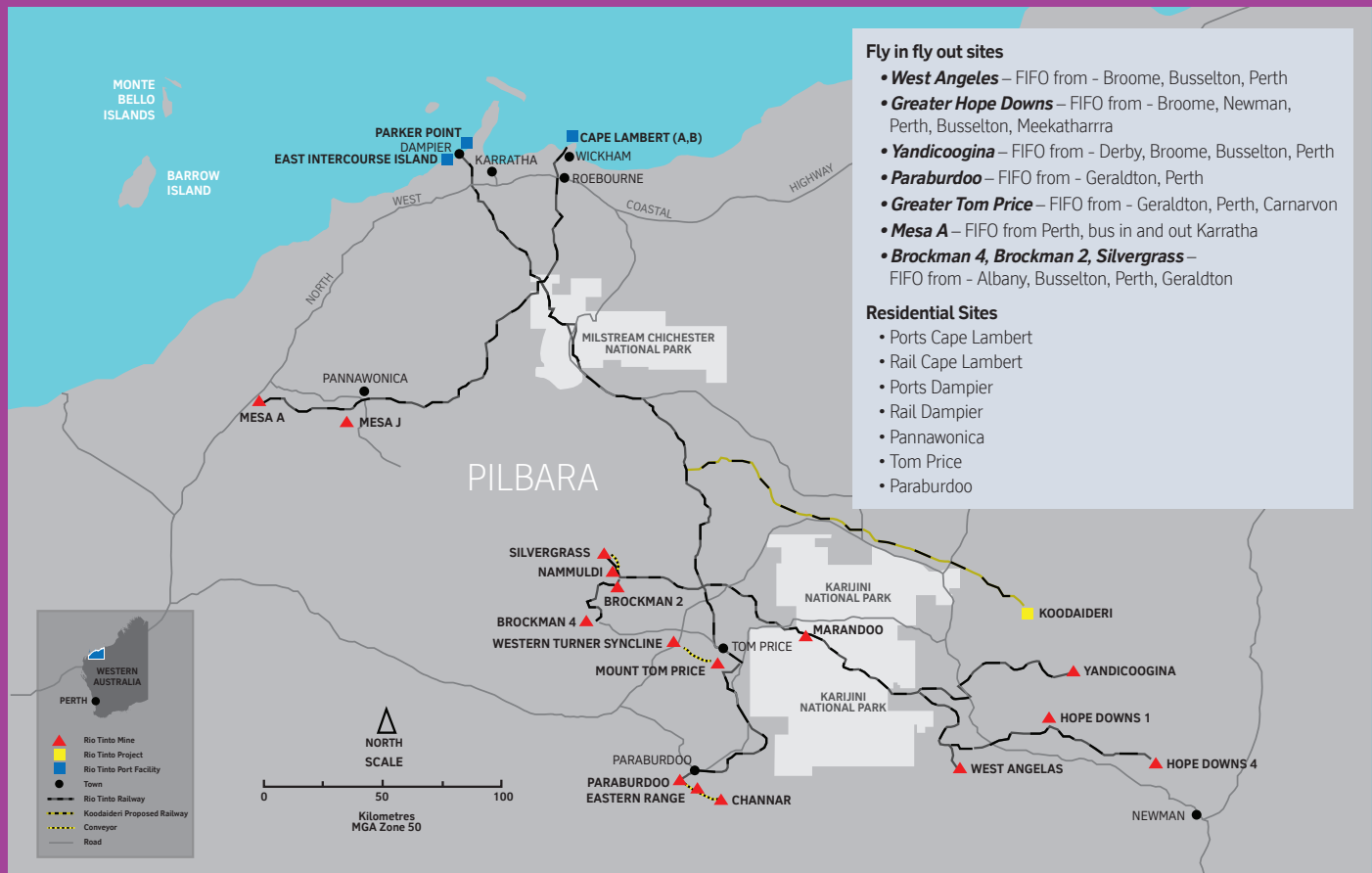
RTIO offer so many different employment opportunities and benefits that can be life changing to families and community.

At RTIO we recognise the importance of family and community commitments and we continuously try to reflect this with different work rosters and locations from which you can travel from on a fly in fly out basis or choose to live in one of our residential locations.

Captured below are our residential and FIFO sites along with the different rosters to help you decide what will work best for you when making your choice of employment.

Some of our more common rosters across the business are as follows in the table with a blend of day and nightshift. These roster schedules will be clarified upon employment.

Common Rosters	Shifts on	Shifts off
<b>2 &amp; 1</b> Can also be a combination of days and nights	7 days and 7 nights	7 days off away from site
<b>8 &amp; 6</b> Can be an all day's roster	8 working days at site	6 days off away from site
<b>8 &amp; 6</b> Can also be a combination of days and nights	4 days and 4 nights	
<b>4 &amp; 3</b> These rosters are normally for administration or professional roles	4 days at site	3 days off away from site
<b>5 &amp; 2</b> These rosters are normally for administration or professional roles	5 days at site	2 days off away from site
<b>5 &amp; 5-4 &amp; 5-5 &amp; 4</b> Can also be a combination of days and nights	5 days at site 4 nights at site 5 days at site	5 days off away from site 5 days off away from site 4 days off away from site
<b>4 &amp; 4</b> Can also be a combination of days and nights	4 days 4 nights	4 days off away from site 4 days off away from site



# What Skills We Look For In An Applicant

It is often difficult to know where to start when you first begin looking for work.

Below is a list of things you may want to consider before you begin.

- You must be able to read and write
- Must pass a drug and alcohol test
- You will need to be reasonably fit and healthy and be able to pass a fitness for work assessment
- Have relevant work experience and skills
- Have the willingness to learn new skills



Image: Geologist carrying out risk assessment

## How to Apply Indigenous Talent Network

Instead of you searching through multiple job listings, the Indigenous Talent team will review your experience and connect you to potential career opportunities which match your skills and background, as they become available.

To make sure the talent team can match you to the perfect job, please upload your details and an updated resume to the following link: <https://bit.ly/2KHGz4>

It is very important that your personal information is up to date to avoid missing an opportunity.



# Barriers to Employment

## Barrier

The word barrier means something in the way, stopping us from moving from one place to another. This can be something physical like a fence or building, but it can also mean other things like a rule, a law or even a problem that stops us from getting to where we want to go.

Barriers can sometimes be small things that turn into big things if we don't try face and fix them as they appear. There are also barriers that are big to start with and ones we must put more thought and effort into and may require more support to be able to overcome and push forward.

There are so many different things in life that can be a barrier and get in the way when we are trying to make a difference in our lives. Sometimes, the biggest barriers we face are the ones we put up ourselves.

We sometimes look at a certain task and begin to sort through the reasons as to why we can't do it rather than why we can do it, this is us putting up barriers that sometimes are not even there to begin with.

## Belief

A belief is a thought we have where we accept that something is there, to believe in something or someone is to have faith, trust and confidence in the something or someone.

We are faced with barriers in everyday life and it is having belief that we can overcome them is what gets us through. Every time we overcome a barrier, we get stronger and become more confident that we can achieve things no matter what is in our way.

Sometimes we must look at why we do what we do to give us the strength to push through anything that might be in the way. Somethings that give us that strength might be:

- build a better life for your family
- be a role model
- change your lifestyle
- support your community

Believing in ourselves when it comes to overcoming barriers is one of the most powerful things we can do to help us reach our goals. Belief helps to get us to where we want to be or what we wish to achieve.

# Service Providers

Below is a list of service providers who can assist with your journey to employment.

## Driver licence

Most roles at Rio Tinto Iron Ore (RTIO) require a minimum valid full manual “C” class driver’s license to be considered for employment opportunities.

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### Remote Driving Academy

W: <https://www.brida.com.au/about-us/nbac/>

Remote Driving Academy Aboriginal Driver Training and Education  
- culturally appropriate driver training and education.

### Roebourne:

Red Dirt Driving Academy

P: 08 9185 8805

E: [RDDACoordinator@bindirri.com](mailto:RDDACoordinator@bindirri.com)

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### Driver Trainers

Provide people with driver training in the community.

### Karratha:

Majun Driving School

08 9144 2820

### Roebourne:

Margaret Reeds Driving School

P: 0459 499 833

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### Department of Transport

#### Karratha:

P: 13 11 56

All stages of obtaining your license

- Driving Test
- Log book
- Hazard Perception Test
- Remote Licensing Service

Tools and resources / Practice links:

<https://www.transport.wa.gov.au/licensing/tools-and-resources.asp>

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### Sheriff’s Office

#### Roebourne:

W: <https://courts.justice.wa.gov.au/F/fines-pay-arrangement.aspx>

Can assist with setting up time to pay.

Check status of license, if suspension is due to fines.

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## Reading and Writing

Working at RTIO you will need to have a good standard of reading and writing. When working on site you will need to be able to read safety signs and understand what they mean and also complete safety checklists for the job you may be doing. If you require support with your reading and writing there are service providers who can help you with this.

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### North Regional TAFE

The courses offered can be tailored to best suit a group of people,  
There are courses that have components in literacy & numeracy.

#### Karratha:

P: 08 9159 6706

W: [www.northregionaltafe.wa.edu.au](http://www.northregionaltafe.wa.edu.au)

#### Tom Price

Stadium Road WA 6751

P: 1300 996 573

E: [info@nrtafe.wa.edu.au](mailto:info@nrtafe.wa.edu.au)

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This campus specialises in safety, high risk and computing courses.

### Reading Writing Hotline

P: 1300 6 555 06

The Reading Writing Hotline provides a national phone service for adults seeking English language, literacy and numeracy referral information, advice and support.



# Alcohol and Drugs

RTIO has a zero tolerance of alcohol and drugs. It is our responsibility that we aren't putting people or businesses at risk when our candidates identify with these barriers.

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## **Pilbara Community Alcohol and other drug service run by Mission Australia**

P: 1800 005 579

E: [PilbaraCS@missionaustralia.com.au](mailto:PilbaraCS@missionaustralia.com.au)

W: [www.missionaustralia.com.au](http://www.missionaustralia.com.au)

Mission Australia provide a service to help with social, environmental, physical, mental and vocational issues also after-effects of addiction.

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## **Aboriginal Medical Services**

### **Mawarnkarra Health Service**

#### **Roebourne:**

P: 08 9185 0852

W: [www.mawarnkarrahealthservice.org.au](http://www.mawarnkarrahealthservice.org.au)

Mawarnkarra deliver a medical service to improve the physical, spiritual, cultural, social and emotional wellbeing for families. For more information on all aspects of health and wellbeing contact the health service on the provided details.

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## **Yaandina - Turner River**

### **Roebourne/Hedland:**

A: Lot 257 Great Northern Highway South Hedland

P: 08 9172 4490

E: [info.turnerriver@yaandina.org](mailto:info.turnerriver@yaandina.org)

The Turner River Centre provides a facility in the Pilbara that allows people who have completed a detox process from drugs and / or alcohol to recover from their addictions. It is a 24-hour support, care and support plans. A referral accompanied by a medical assessment is required to access Turner River and these can be requested from a doctor or the community drug and alcohol counsellors at Mission Australia.

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## **Pilbara Mental Health and Drug and Alcohol service**

### **Tom Price:**

P: 1800005579

W: <https://www.mycommunitydirectory.com.au>

The Pilbara Mental Health Service provides specialist mental health services to the Pilbara region. The service aims to deliver a comprehensive range of recovery focused, quality, community treatment services to residents and visitors to the region.

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## **Pilbara Mental Health and Drug Service**

### **Newman:**

A: Newman District Hospital,

54 Mindarra Road, NEWMAN

P: 08 9174 1240

The Pilbara Mental Health and Drug Service provides assessment, counselling, referral and support to people who are experiencing problems as a result of alcohol or drug use or mental health.

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## **Tom Price Medical Centre**

A: 854 Central Road, TOM PRICE

P: 08 9189 1901

The services include general practice, chronic disease management, health assessments, occupational medicine, pre-employment medicals, skin cancer, travel medicine, obstetric care, childhood vaccinations, women and men's health and mental health.

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# Health and Fitness

Maintaining a good level of physical and mental health is not just good for our own wellbeing but is also required by most companies now when looking to apply for a job. You will be asked to do a medical check around your fitness and health as a part of your job application. The more you can do to get fit and healthy before you apply will give you a better chance of getting a job.

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## Aboriginal Medical Service

### Roebourne:

Mawarnkarra Health Services

P: 09 9182 0851

W: [www.mawarnkarrahealthservice.org.au](http://www.mawarnkarrahealthservice.org.au)

Aboriginal Medical Services deliver a service to improve the physical, spiritual, cultural, social and emotional wellbeing for families. Alcohol and Nutrition program; Social and Emotional Wellbeing program and Environmental Health Program, Counselling. After hours service

### South Hedland:

Wirraka Maya

P: 08 9172 0400

W: <http://www.wmhsac.com/>

Both Mawarnkarra and Wirraka Maya health services offer a number of programs and services to their clients and can be reached on the details supplied.

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## Pilbara Mental Health

### Karratha:

P: 08 9144 7800

Pilbara Mental Health Service (PMHS) provides specialist mental health services to the Pilbara region.

Locally based teams are located in the large centres across the Pilbara (Hedland, Karratha, and Newman).

Outreach services are provided by each of these teams to surrounding towns, communities and remote areas.

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## City of Karratha

### Gym Locations

W: <http://karrathaleisureplex.com.au/>

W: [www.lifeandsoul.com.au](http://www.lifeandsoul.com.au)

W: <https://f45training.com.au/karratha/home>

W: <https://karratha.wa.gov.au/map-listing/wickham-recreation-precinct>

- Karratha Leisureplex Gym
- Life and Soul Gym Karratha
- F45 Karratha
- Jurdurn Marnda Boxing Club Wickham
- Evolve Fitness Wickham
- Wickham Recreational Precinct
- Impact Karratha

Gym and personal trainers - There are several service providers that can provide tailored personal training. Please refer to your community local business directory for further listings.

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## Sonic Health Plus

A: 54 Mindarra Drive

Newman, WA, 6753

P: 08 9175 8333

- Injury management
- Pre- employment medicals

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## Tom Price Hospital

A: 862 Mine Road, Tom Price

P: 08 9159 5222

E: [wachs-](mailto:wachs-pilbara.tphadministration@health.wa.gov.au)

[pilbara.tphadministration@health.wa.gov.au](mailto:pilbara.tphadministration@health.wa.gov.au)

Provides allied health services for chronic disease patients with visiting specialists every six to eight weeks. A GP referral for these services is required.



## Work Experience and Skills

If you are new to the workforce or have been unemployed for some time or you are planning to change your career pathway there are services available to help with resume's, interview skills, training as well as VTEC programs.

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### Empowering People in Communities (EPIC)

P: 08 9185 0000

W: [www.empoweringpeople.org.au](http://www.empoweringpeople.org.au)

EPIC is a not for profit organisation that is operating in the Pilbara. They provide a range of services in

- Disability services
- Career centres
- Parenting services
- Community programs

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### The Community Development Program (CDP)

#### Ashburton Aboriginal Corporation

A: 39 Boonderoo Road, Tom Price

P: 08 9189 1758

E: [perth.admin@ashburton.net.au](mailto:perth.admin@ashburton.net.au)

W: [www.ashburton.net.au](http://www.ashburton.net.au)

#### REFAP

A: Shop 10, 5- 15 Karratha Village

Sharpe Avenue, Karratha

P: 08 9144 2603

E: [admin@refap.com.au](mailto:admin@refap.com.au)

W: <https://www.refap.com.au/>

The Community Development Program (CDP) is the Australian Government's remote employment and community development service. The CDP is targeted towards job seekers living in remote regions and who are in receipt of Newstart Allowance, Parenting Payment or Youth Allowance benefits. Job seekers with activity requirements are expected to do up to 25 hours per week of work-like activities and can undertake formal training, including LLN and driver's training, as part of their activity requirement. Job seekers can also gain up to six months of work experience in a real workplace.

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### VTEC Provider

#### Real Futures Pty Ltd

P: 1800 732 538

E: [info@realfutures.net](mailto:info@realfutures.net)

W: [www.realfutures.net](http://www.realfutures.net)

#### Bloodwood Tree Association Inc

P: 08 9138 3010

E: [reception@bloodwoodtree.org.au](mailto:reception@bloodwoodtree.org.au)

W: [www.bloodwoodtree.org.au/](http://www.bloodwoodtree.org.au/)

VTEC providers work closely with services, individuals and communities to identify, train and support Indigenous people into jobs and achieve long-term employment outcomes. VTECs work with employers, employment services and Indigenous communities to identify jobs and establish training requirements. During a guaranteed work placement of 26 weeks, VTECs provide wrap-around support for the employee, at no cost to the employer.

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### Wirrpanda Foundation

P: 08 9242 6700

E: [admin@wf.org.au](mailto:admin@wf.org.au)

W: <https://www.wf.org.au/>

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### Jobs & Skills Centre

#### North Regional TAFE

Dampier Road, Karratha.

Office is in the TAFE building

P: 08 9168 9488

E: [pilbarajsc@nrtafe.wa.edu.au](mailto:pilbarajsc@nrtafe.wa.edu.au)

W: [www.northregionaltafe.wa.edu.au](http://www.northregionaltafe.wa.edu.au)

W: <https://www.jobsandskills.wa.gov.au/>

Jobs and Skill Centre's assist with careers, training and employment advice and assistance. Services are free, and accessible to all members of the community. Training includes leader in Me, pre-employment trades training, Project Management Training, Work Readiness Programs and Supervisory training.

# Rio Tinto Iron Ore Economic Development Team

The Rio Tinto Iron Ore (RTIO) Economic Development team are responsible for a large range of activities in their fields ranging from Indigenous recruitment/employment enquiries from people external to the business through to one on one personal assistance and support for existing internal personnel.

Some of the core work that this team assist with are;

- Employment opportunities
- Recruitment inquiries
- New starter on-boarding processes
- One on one mentoring
- Leader coaching and support
- Educating on Indigenous issues
- Employee coaching & Support
- Community engagement
- Liaising with Traditional Owner groups and their members.
- School engagement and career educational programs
- Working on retention strategies

This team consist of three departments that cover the entire Pilbara mining footprint of RTIO from the inland operations that sit in both the East and West Pilbara through to the coastal operations that stretch from Cape Lambert to Pannawonica, taking in the Dampier Ports and East Intercourse Island Operations.

RTIO Economic Development							
Indigenous Employment Strategy & Support				Indigenous Employment -Coastal		Indigenous Employment West Pilbrara	Indigenous Employment East Pilbara
Career Readiness Specialist		Indigenous Talent Management Specialist		Indigenous Support Officers		Indigenous Support Officers	Indigenous Support Officers
Career Readiness Advisor	Career Readiness Advisor	Indigenous Talent Advisor	Indigenous Talent Advisor	Ports Cape Lambert	Ports Dampier	Greater Tom Price x2	West Angeles
				Rail Cape Lambert	Rail -Dampier	Koodaideri	Hope Downs 1
				Greater Brockman x 2	Pannawonica	Marandoo / Western Turner Syncline / B1	Hope Downs 4
						Greater Paraburdoo	Yandicoogina

## Indigenous Employment Strategy and Support:

Indigenous Employment Strategy and Support team consists of two teams: the Indigenous Talent Management and Career Readiness teams.

## Indigenous Talent Management:

The Indigenous Talent Management team source Indigenous candidates through the Indigenous Talent Network data base and pipeline them into vacant roles that match their skillset and then put them forward to the global recruitment team.

## Career Readiness:

The aim of our Career Readiness team is to work closely with the Traditional Owner groups and local service providers to help develop and implement work ready initiatives and opportunities to encourage and sustain employment for Traditional Owners and Pilbara Aboriginal people across our RTIO footprint



# Registration Process

## Indigenous Talent Network (ITN)

This link <https://bit.ly/2KHGz4> will take you to the following page to upload details

### Welcome to a world of opportunity

Join our Talent Network - where we'll connect you with the latest information regarding our exciting career opportunities.

\*First Name

\*Last Name

\*Primary Email

Country

Australia ▼

Do you identify as ATSI?

- Select a value - ▼

Which of these Traditional Owner groups do you identify with?

- Select a value - ▼

Area(s) of interest

Asset Management - Asset Strategy

Asset Management - Engineering

Asset Management - Maintenance

Asset Management - Planning & Scheduling ▼

Mobile Number

\*Resume

Browse...

I have read and understood the Privacy Statement and consent to the processing of my personal data in accordance with this Privacy Statement. In particular, I consent to the processing of my personal data for the purposes described in this Statement (including data analytics), the disclosure of my personal data with the Rio Tinto Group and to Rio Tinto's external service providers in accordance with sections 3 and 4 (including where this involves disclosures across national borders or out the European Economic Area).

☒ Yes, I provide consent

☐ Receive our latest job by email
 [Show Search Criteria](#)

JOIN NOW

Please note that if you do not consent, we cannot accept your registration for the Rio Tinto Network. Also, if you decide to withdraw your consent later, we may need to remove you from any relevant recruitment processes and also remove your profile (if you have created one).

[PRIVACY](#) | [TERMS AND CONDITIONS](#)

Follow us on Facebook, like, follow and share the RTIO – WA Indigenous Employment page for regular news and updates  
<https://www.facebook.com/riotintoironoreindigenousemployment>

You can also apply for roles and register for job alerts at  
[www.riotinto.com/careers](http://www.riotinto.com/careers)

### Helpful Links

Apprentice Practice testing link  
<https://www.shldirect.com/en/practice-tests>

Cover letter  
<https://www.fprs.com.au/news/how-to-write-an-effective-cover-letter/46988/>

Resume template email [Aboriginalemployment@riotinto.com](mailto:Aboriginalemployment@riotinto.com)

## Resume

### Personal Details

**Name:** Joe Bloggs

**Language Group:**

**Address:** 93 Smith Road, Perth, 6000

**Phone contact:** 0401 000 101

**E-mail:** joebloggs@gmail.com

**Driver's License:** C'Class 451263

### Summary Statement

I am an enthusiastic and dedicated individual, with strong communication and interpersonal skills, enjoys team environments. I am highly motivated and organised, customer service and hospitality; this demonstrates my ability to work in a variety of settings.

### Professional Qualifications

#### Certificate II Warehousing

2017

#### First Aid Certificate

2013 (renewed 2015)

#### Driver's License

2014

#### Forklift Ticket

2012

### Skills and Strengths

- |                                                  |                          |
|--------------------------------------------------|--------------------------|
| - Communication                                  | - Self motivated         |
| - Working as part of a team                      | - Positive attitude      |
| - Performing well under pressure                 | - Using time effectively |
| - Flexibility and adaptability                   | - Confidence             |
| - Maintaining a strong work ethic                | - Using initiative       |
| - Problem solving and conflict management skills | - Leadership skills      |

#### Computer skills:

- Microsoft Word, Excel, Publisher, Outlook, and PowerPoint.
- Internal communication and management systems
- Email and internet software

### Employment History

#### March 2016 – Current – Team Member, Woolworths Carlton

- Customer Service
- Running of small team
- Microsoft Word, Excel, Publisher, Outlook, and PowerPoint.
- Internal communication and management systems

#### Mar 2015 - March 2016 – Mobile Operator, Rio Tinto

- E830, E930, D10, Digger, EX204
- Step Up Supervisor
- Microsoft Word, Excel, Publisher, Outlook, and PowerPoint.
- Internal communication and management systems



## Education History

**Diploma of Education Studies**

Perth University  
2017

**Certificate of Education**

Perth College  
2014

## Personal Interests

**Travel** – On country, oversea seeing different Cultures

**Music** - Guitar

**Outdoor pursuits** – Camping

**Art** – Painting, Sculpture

**Health and fitness** – Football, Cricket, Netball ect

## Volunteer Experience

**Red Cross – Current**

At the Red Cross I help with....

**Royal Flying Doctor**

At the Royal Flying Doctor I help with....

## Awards and Achievements

- School Captain, 2014, Perth Collage
- Year 12 Certificate
- University
- Year 12 Certificate
- University

## Professional Referees

**Sam Smith – Duty Manager at Woolworths Perth**

M: 0404 040 404

**Burno Mars – Supervisor at Rio Tinto**

M: 0408 080 888

## Personal Attributes

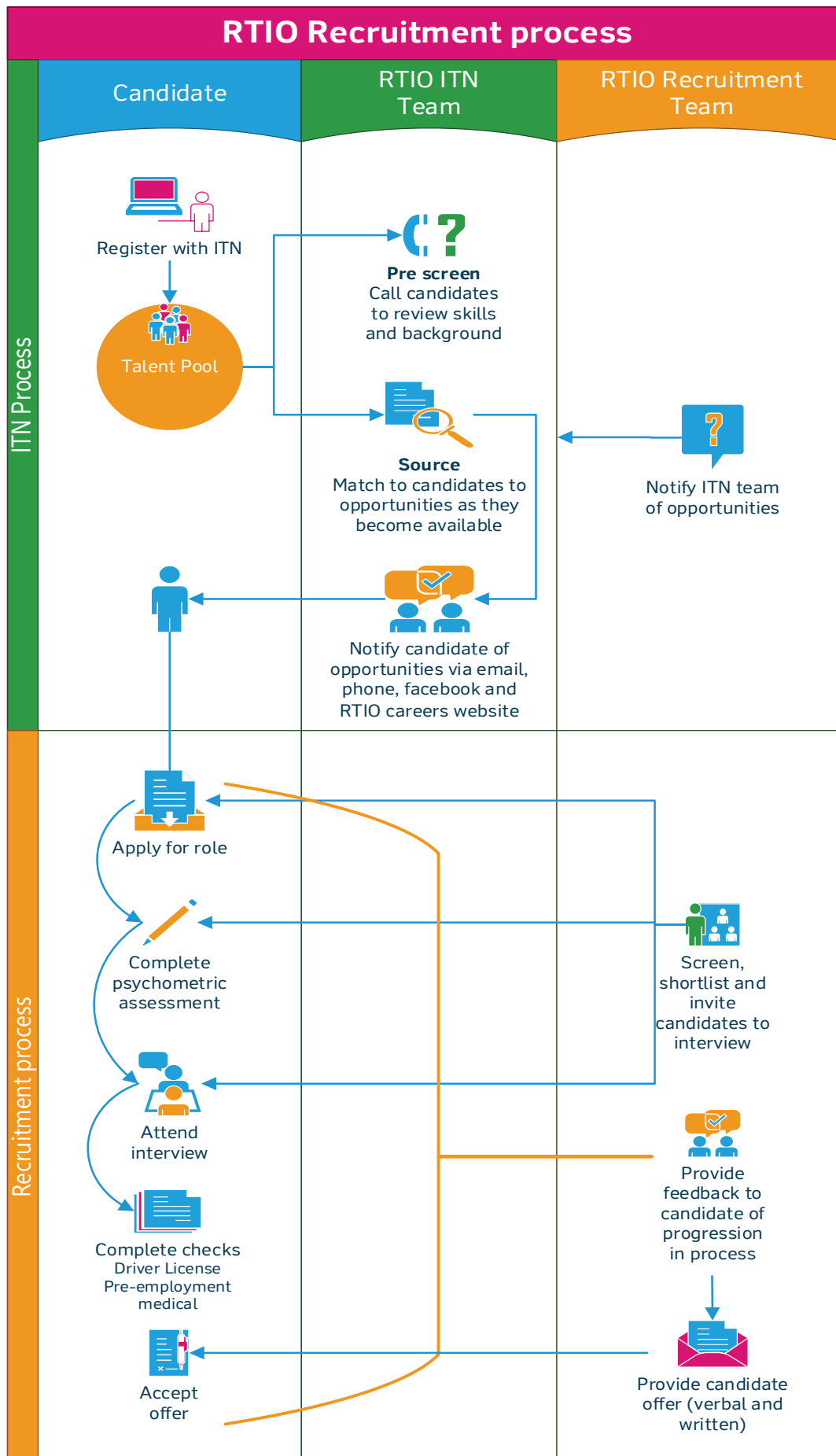
**Effective Communication Skills:** Articulate communicator with an understanding of the different communication styles needed when interacting with customers, colleagues, and the general public.

**Honest and Reliable:** Ability and willingness to take on tasks with a degree of responsibility due to strong morals and ethics ensuring tasks are completed on time and to the highest standard.

**Flexibility:** Understands the need to remain flexible to support last-minute demands and changes. Comfortable with changing environments and situations to ensure set tasks are completed.

**Time Management:** Dedicated to effectively managing time by prioritising responsibilities and allocating enough time to carry out given tasks.

# Recruitment Process



For more information contact the Indigenous Talent team [aboriginal.employment@riotinto.com](mailto:aboriginal.employment@riotinto.com)



# Fitness for Work

## What do I need to know about the pre-employment medical assessment?

Medical assessments are carried out to ensure an employee is fit to work in a specific environment, can fulfil the requirements of a role and to protect them from potentially harmful work environments.

The pre-employment medical examination provides a baseline health assessment for a worker before they enter a role with an employer. The examination assists with risk management and identifies whether a worker is medically suitable in the role in which they are applying.

A fitness for work examination is part of the recruitment process for all applicants and positions at RTIO. Did you know that before you start working for Rio Tinto you will need to undergo a pre-employment medical depending on the job you are after? Different jobs have different fitness requirements. A healthy body and a good level of fitness will be of great help and benefit in getting a job with RTIO. Please refer to the fitness checklist located in this document to get you started.



Image: Karratha, Pilbara, Australia

## A standard pre-employment medical check includes

- Blood pressure
- Vision
- Height and weight
- Urine sample
- Doctor review of medical history questionnaire:
  - o Oral and ear
  - o Respiratory
  - o Cardiovascular
  - o Abdominal
  - o Skin
  - o Nervous system

## How do I prepare?

1. Consult with your doctor or aboriginal medical service provider and have a pre-general health check up
2. Movement is key, try to get in 30 minutes of exercise activity daily – quick walking, riding a bike, a game of basketball, incidental exercise - take the stairs, park further away in the carpark, gardening. Every little bit helps.
3. Check in with your local Aboriginal Corporation to see if you can apply for assistance with a gym membership or check in with your local gym provider if a direct debit can be arranged.
4. Link in and visit your local gym provider and have a pre-health assessment done to get a tailored health and fitness program to meet your fitness for work goals.

Below is a table with examples of the types of medicals that you may have to do for the role that you are applying for.

Role	Medical
Mobile Operator	<p><b>RTIO High (Site Based)</b></p> <p><b>Employee Medical Questionnaire</b> - The aim of the Pre-Employment Medical (PEM) Questionnaire is to ensure that applicant's physical and other related abilities are matched to the medical and fitness standards for the duties of a job. The applicant can productively carry out the duties of the position safely.</p> <p><b>Drug &amp; Alcohol Screen</b> - A Drug and Alcohol Screen is performed when a biological sample such as blood, urine, saliva or breath is collected and analysed. The presence of certain drugs and alcohol or their metabolites indicates that the substance detected has been consumed.</p> <p><b>Physical Examination by Doctor</b> - A physical examination is a routine test your primary care provider (PCP) performs to check your overall health. A PCP may be a doctor, a nurse practitioner, or a physician assistant. The exam is also known as a wellness check. You don't have to be sick to request an exam.</p> <p><b>Workcover Audiometry (Ear Testing)</b> - An audiometry exam tests your ability to hear sounds. Sounds vary, based on their loudness (intensity) and the speed of sound wave vibrations (tone). Hearing occurs when sound waves stimulate the nerves of the inner ear. The sound then travels along nerve pathways to the brain.</p> <p><b>Fitness Test &amp; Musculoskeletal Screen</b> - A Musculoskeletal Assessment provides an evaluation of the condition and function of a worker's musculoskeletal health, lifting capabilities and any injuries that may impact on their ability to safely perform the inherent requirements of their job.</p> <p><b>Spirometry</b> - is a common office test used to assess how well your lungs work by measuring how much air you inhale; how much you exhale and how quickly you exhale. Spirometry is used to diagnose asthma, chronic obstructive pulmonary disease (COPD) and other conditions that affect breathing.</p>
Administration	<p><b>RTIO Low (For office-based roles)</b></p> <ul style="list-style-type: none"> <li>- Drug Screen (Urine Test)</li> <li>- Alcohol Screen (Breathe Test)</li> <li>- Employee Medical Questionnaire</li> <li>- Drug &amp; Alcohol Screen</li> <li>- Physical Examination by Doctor</li> <li>- Workcover Audiometry</li> </ul>

For further information about medicals and components, please contact Sonic Health: [info@sonichealthplus.com.au](mailto:info@sonichealthplus.com.au) or visit their website: <http://www.sonichealthplus.com.au>.

For further resources please contact the RTIO Career Readiness team at [RTIOCareerReadiness@riotinto.com](mailto:RTIOCareerReadiness@riotinto.com)

# Fitness Checklist

Here are some of the tests:

We strongly recommend that you consult your doctor prior to commencing these exercises

So, how did you go?

Can you do all these exercises?

If so, you could be ready for a job with Rio Tinto.

If you didn't do so well, you can improve your results in this test by exercising regularly (at least 30minutes about 3-4 times a week), eating a healthy and varied diet, avoiding drug used and drinking alcohol in a responsible way.

## Push ups

- aim for at least 15 in a row. Women should also aim for 15, but can do half push-ups from the knees



## Overhead press

- lifting a 5kg weight from chest height to above head until arms are almost straight. Aim for at least 15



## Sit ups

- you should be able to do one full sit up starting with knees at a 90 angle and your head on the ground



## Reserve sit up

- lie flat on your back and lift your heels off the ground and hold for two seconds. You should be able to one good lift



## Back extension

- lie on your stomach with your hands resting under your chin and elbows out to the side. Slowly lift your head and chest off the ground and hold for a second before lowering back to starting position. Aim for at least 15



## Single leg squat

- stand on one leg and lower half way down to the floor and back to standing height. Aim for at least 10 on each leg



## Full squat bounce

- stand on both legs, squat until your finger tips can touch the ground, keeping your back upright, then bounce up to standing position. Aim for at least 10







# Aboriginal Training and Support Program

The ATAS program provides employment opportunities for Aboriginal people, with a focus on our Traditional Owner groups, in non-skilled and semi-skilled roles across our operations. RTIO sources candidates for ATAS roles throughout the year. All candidates who register for our program will be placed into our ATAS talent pool for consideration.

The ATAS program provides employment opportunities, with learning and development pathways that focus on future skills, long term career options and employability skills.

The ATAS program provides employment opportunities for Aboriginal people, with a focus on our Traditional Owner groups, in non- skilled and semi-skilled roles across our operations.

ATAS employees commence Certificate II or III traineeship courses that align to specific roles across our Mine, Rail and Port Operations.

The Traineeships are for 12 months, with the potential to transition into permanent employment within our business, dependant on successful completion of the course, good safety behaviours and a strong desire to remain working in mining.

Throughout the program, employees are supported by their site leaders and a team of development advisors, who work together to manage the workplace training and development requirements for each trainee. There are also Indigenous Support Officers available across all our sites.



To be considered for opportunities you must be fit for work, have good communication skills and be motivated to learn new knowledge and skills.

At various times throughout the year, we will facilitate information sessions where hiring leads can meet with suitable candidates from our ATAS Talent Pool. These Information Sessions are a great opportunity for both the Hiring lead and candidates to meet, get to know one another and discuss the ATAS roles in further detail.

## Contact us

Please register your interest at  
<https://bit.ly/2KHGz4>.

For more information contact the  
 Indigenous Talent team  
[aboriginal.employment@riotinto.com](mailto:aboriginal.employment@riotinto.com).

## ATAS Training Pathways

<b>Roles</b>	<b>ATAS Training Programs</b>
<b>Fixed Plant Operator</b>	<b>Certificate II in Resource Processing</b>
<b>Dewatering Operator</b>	<b>Certificate II in Surface Extraction Operations</b>
<b>Mobile Operator</b>	
<b>Drill &amp; Blast</b>	<b>Certificate II in Drilling Operations</b>
<b>Tool Store Officer</b>	<b>Certificate II in Warehousing Operations</b>
<b>Laboratory Operator</b>	<b>Certificate II in Laboratory Skills</b>
<b>Belt Splicer</b>	<b>Certificate II in Polymer Processing</b>
<b>Field Assistants</b>	<b>Cert II Mining/Field Assistant</b>
<b>Lube Technician</b>	<b>RTIO Lube Technician Training</b>
<b>Business Admin</b>	<b>Cert II/III Business</b>
<b>Train Examiner</b>	<b>RTIO Training Program</b>

## Pre-apprenticeship Pathways

<b>Electrician</b>	<b>Certificate II in Electro-technology</b>
<b>Mechanic</b>	<b>Certificate II in Automotive Servicing Technology</b>
<b>Mechanical Fitter</b>	<b>Certificate II in Engineering</b>



# Apprenticeships

Along with the traineeships available through the Aboriginal Training & Support program (ATAS), there is also the option of an apprenticeship if you prefer to focus your efforts on a trade qualification.

Apprenticeships are a great way to kick start your working career and Rio Tinto have a whole range of areas in which you can apply to and obtain a trade in your preferred qualification.

To start an apprenticeship with Rio Tinto you will need the following:

- Your own accommodation
- A year 11 pass in math and English or a pre-apprenticeship course at school aligning with your chosen trade pathway, (ie: mechanical cert if you're are looking to a mechanical trade)
- Be willing and able to commit to training for four years
- Be prepared to live in or fly in and out of a town or area in which Rio Tinto operate in
- Be physically fit and healthy and able to pass a fitness for work assessment
- Able to pass alcohol and other drug screening tests
- Be willing to learn new things and work hard to succeed







# Student Vacation Program

Rio Tinto is offering local high school students in Years 10, 11 and 12, the opportunity of vacation employment with the Iron Ore division. This includes Ports Dampier, 7 Mile, Dampier Salt and Ports Cape Lambert.

The program is an opportunity for students to gain experience in the processes associated with paid employment and for Rio Tinto to encourage students to consider an employment pathway with the company by providing an insight into work at site.

Selected students will work an eight-hour day from Monday to Friday for two consecutive weeks.

Vacation employment opportunities are available in the following areas:

- Service and support roles, such as Health and Safety, Administration, Environmental, Engineering and Marine
- Operational roles, such as Workshop / Trades Assistant and Fixed Plant

Rio Tinto work in collaboration with WorkPac Group, who coordinate the recruitment for this program, as well as provide valuable support to site.

Students will be under full supervision for their two-week placement and will be provided with direct learning and mentoring in using the RTIO hazard awareness tools and ensuring their safety at all times.


**RioTinto**

## Rio Tinto Western Australia Indigenous Scholarship

### What is the Rio Tinto Western Australia Scholarship?

The RTIO Western Australia Indigenous scholarship program supports Indigenous people who are studying at a tertiary level. This is a direct result of the shared commitment between Rio Tinto and Aboriginal groups within the area of operations in the Pilbara.

### The program aims to:

- Benefit Indigenous people, in particular those belonging to Traditional Owner groups in Rio Tinto's area of operations in the Pilbara;
- Support Indigenous people in successfully completing tertiary studies;
- Provide a pipeline opportunity of tertiary-qualified Indigenous people for employment at RTIO
- Contribute towards the communities of the Pilbara region.

Indigenous people who are recognised outside of the Pilbara area of operations are also eligible to apply.

### To be eligible for the scholarship you must:

- Be an Australian resident
- Be of Aboriginal and/or Torres Strait Islander descent;
- Provide evidence of your Indigenous identity by means of recognition with a 'common seal' from the relevant Indigenous group
- Demonstrate strong academic achievement and potential.
- Meet Australian Taxation Office (ATO) requirements ensuring the funds provided are tax exempt, including:
  - The individual must be a full-time student
  - The individual must be enrolled at a Western Australian university
  - The individual must not be required to be an employee as a condition of their scholarship
  - The individual must not be contracted wholly or principally for their labour
  - The individual must not be required to provide personal services now or in the future
  - The scholarship must be principally for educational purposes

For more information email  
[riotinto.communitiesscholarships@riotinto.com](mailto:riotinto.communitiesscholarships@riotinto.com)  
 or visit [riotinto.com](http://riotinto.com)




**RioTinto**

## Rio Tinto Indigenous Cadetship Program

### What is the Rio Tinto Indigenous Cadetship Program?

The Rio Tinto Indigenous Cadetship Program supports Aboriginal and Torres Strait Islander students to complete their undergraduate degree, and gain professional work experience within the organization. Rio Tinto provides a study allowance, and 12 weeks of paid vacation work to students on the program.

### To be eligible for the program you must:

- Be of Aboriginal and/or Torres Strait Islander descent
- Be enrolled for full-time study
- Be enrolled at an Australian university
- Be enrolled in your first undergraduate degree
- Not have completed a Cadetship previously

### Eligible mining-related disciplines:

#### Engineering & Mathematics

- Chemical
- Civil
- Mechatronic
- Electrical
- Geotechnical
- Metallurgy reliability & asset management
- Mining
- Control Systems
- Mechanical
- Data Science
- Software engineering

#### Earth Sciences

- Geology
- Geoscience
- Hydrology
- Earth Sciences
- Hydrogeology
- Surveying

#### Business

- Accounting
- Finance
- Economics
- Management
- Human resource
- Communications
- Supply chain management

#### Science Support

- Occupational HS/ risk
- Psychology/ human factors

#### Environmental Science

- Ecology
- Archaeology
- Anthropology

For more information email [riotinto.communitiesscholarships@riotinto.com](mailto:riotinto.communitiesscholarships@riotinto.com) or visit [riotinto.com](https://www.riotinto.com)



# Operators and Maintainers

There are various roles across the operations that require a more hands on experience ranging from trade qualified roles such as electricians or mechanical fitters and heavy diesel mechanics through to mobile and fixed plant operators. Here is a brief outline of what you might be expected to do in some of these roles.

**Electricians** – look after all aspects of electrical works onsite from fault finding and repairs of operations equipment including high voltage isolations to low voltage maintenance and repairs.

**Heavy Diesel Mechanics** – perform maintenance and repairs on small and large mobile mechanical equipment onsite ranging from work vehicles through to dump trucks and trains (locomotives).

**Mechanical Fitters** – repair and maintain more of the fixed plant machinery like crushers, screens and conveyor systems. Mechanical fitters are mostly used in maintaining and repairing all aspects of the ore processing plants.

**Mobile Plant Operators** – are required to operate a large range of earth moving equipment from the very large mining equipment in the pits like dump trucks and bulldozers, graders and diggers.

**Fixed Plant Operators** – are more processing plant-based operators who are responsible for looking after the production and processing fixed plants. If you are an operator on the ports, you will be required to look after the plant from the train unloader through to the ship loader including conveyor belts. If you are a fixed plant operator on the inland site where the raw ore is dug up, you will be responsible for all aspects of fixed plant operations from the crushers through to the train loading section.

Regardless of which of these areas you may work in you will be trained in all aspects of the role and safety requirements until you are qualified and confident to be able to do your job.







# Career Readiness Team



Working together with Pilbara Traditional Owner groups and local service providers to help develop and implement work ready initiatives and opportunities in a joint effort to assist Pilbara Aboriginal people on their journey to gaining meaningful employment.

For information please contact the Career Readiness Team:  
**[RTIOCareerReadiness@riotinto.com](mailto:RTIOCareerReadiness@riotinto.com)**

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