

# Apprenticeships

AN EMPLOYERS POINT OF VIEW



**ANCA**  
CNC MACHINES

# Why would an Employer need an Apprentice

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The reasons are varied but possible reasons could be;

- Succession Planning – current work force approaching retirement, or increase in workload (new business opportunities)
- Specific skills set requirements – unique product or market
- Social responsibility – want to contribute to society
- Industry requirements – Big projects need large work force – Tunnel Projects

No matter the reason it will show the Employer wants to invest in their future for the business and will be prepared to spend the time and effort.

It is costly so it will important for them to select the right candidates for their needs

ANCA falls into the second point – we have specific skill requirements and so we are prepared to spend the time and effort – we have our own Apprentice Program – Runners up in the Victorian Training Awards – Employer Contribution

ANCA offers Engineering Apprenticeships along the Mechanical trades.

This qualification leads to a few career pathways such as;

- Precision fitting
- CNC Operator
- Mechatronics/Robotics

The qualification can be adaptable to other pathways depending on chosen electives at TAFE

- Fitter and Turner
- Maintenance Fitter
- Tool maker

This is to name a few options, there are many more

# How the ANCA Apprenticeship program works

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- It is a four year Contract
- Obtain a Cert III Engineering – Mechanical MEM30219
  - We encourage further education – Cert IV, Diploma within the four years
- One day per week for TAFE attendance during the school term
  - Currently use AIG for first year and then Chisholm or Swinburne for the remainder
  - Apprentice can have a choice in preferred TAFE – reasons could be it is closer to home, facilities, etc
- First Year is spent in our custom Apprentice Training centre going through our In-House training Manual – TAFE teacher comes on site to deliver TAFE requirements
- The remainder of the Apprenticeship spent rotating through the different departments on a progress learning pathway gathering the skills and knowledge how to build our product – TAFE is one day per week onsite (COVID restrictions in place) at Campus
- TAFE fees are paid by the Apprentice but we fully reimburse them once they have passed all the Units. This is motivation to make sure you succeed. Apprentices normally pay for the year and then treat it like a saving scheme for the Christmas period.

# Who is ANCA?



- ANCA is a world leading manufacturer, developing the next generation of CNC machine tools that feed the cutting tool industry

## *ANCA Machine Range*

### TX Platform



TXcell

TX7+

### MX Platform



MX7 Linear

MX5 Linear

### FX Platform



FX7 Linear

FX5 Linear

### Erosion & grinding



EDGe



SBG

TapX



FX3 Linear

# Who is ANCA?

- ANCA machines create tools for our customers, or their customers

## TX-TOOLS



## TAPS



# Who are ANCA's Customers



- Tools created by our machines are used in everyday items across many industries
- Industries included are Electronics, Automotive, Construction, Aviation and Medical

*There is hardly anything you have touched today that has not been influenced by an ANCA Machine Tool*



# ANCA in a nutshell



- Research your pathway – make sure you understand what you are taking on, seek advice from others
- Attitude – this is critical for success
- Communication – be aware people don't think like you so prepare to adapt how you communicate – Face to Face conversations are very different to Mobile phone Text's. Also understand different ways of Communicating
- Take ownership – it is your future – how good you are depends on you
- Don't be afraid to ask questions – there is no such thing as a silly question, ask again if you don't understand the first time
- Be motivated – if you focus on this, things will flow easier – positive thinking is powerful
- Respect – respect others around you, it goes along way. Also respect the equipment you work with and never forget to respect yourself.
- Your future, your choice, what you put in is what you get out.

# The Dreaded Interview process.....



Most of what people tell you always sounds easier than it seems but you will not experience it if you don't give it a go. Experience tells you how to adapt, try different approaches because you are not guaranteed to get the first one you apply for. Use that experience to be better next time.

With that in mind;

- Be prepared, know what you are applying for, have questions of your own
- Be on time. Very important. Know who to contact if you have run into an issue on your way, traffic etc.
- Think about your dress code – no harm in asking prior to the interview
- An employer is going to want to know about you, how do you handle certain situations; have you experienced any situations where you have had to think on your feet; talk about working on your own or in a team; why do you want this apprenticeship (favourite one); what examples/experience can you show of your interest in the trade you are applying for (projects at home/school that could relate, part time job, work experience, pre-apprenticeship)
- Confidence goes along way and be truthful, if you are unsure of a question asked then ask for some clarification around it
- Understand the expectations of the Apprenticeship with the employer but also remember that you will have expectations on your employer too. Provision of safe working environment, correct wages and on time payment, opportunities to learn and to put the learning into practice, time off for TAFE, etc
- Follow up after the event – emails to thank them for their time, your excitement/enthusiasm for the opportunity, and so on

## Do I need to finish school to do an Apprenticeship?

The short answer is No, however someone who finishes school and gets results lower than they expected still learn a lot. By this I mean you will know, with hindsight, where you could have put in extra time, asked more questions to your teacher, planned a better study routine, etc.. This gives you experience as to how you will need to do to be able to cope with a life/work/study balance a whole lot better. On saying that, the other side of the coin is that some young people thrive better in a work environment and learn easier by 'doing' (working with your hands – that's what makes a tradesperson). Which ever way, make sure you understand what you are taking on.

## Can I take on further studies while doing an Apprenticeship?

Again, short answer is Yes, however you must remember that you will have signed a contract that would revolve around you completing the trade requirements, anything on top of that will be on you. This could involve discussions with your employer. They expect you would have time away from work to attend TAFE for your Apprenticeship only. Depending on the extra studying you want to do (more often it will be the follow on qualifications to your apprenticeship) there will be pre-requisites you must complete and they will be in your Trade subjects/units. But it is still possible because TAFE's do have evening classes and once you have met any pre-requisites you can run a further qualification along side it (normally you may find this will be towards the end of your second year or even in your third year). Talk to your TAFE's as well, they will have the best knowledge of how to do it.

## Does a Pre-Apprenticeship help towards getting an Apprenticeship?

Yes. It shows your potential employer that you have an invested interest in the trade and are committed to making it work. They will want to invest in someone who has the right attitude and willingness to learn. The biggest reward for an employer is getting a well rounded apprentice who completes the Apprenticeship and rewards the employer with years of good service

# Things to consider while you are doing your Apprenticeship



If you are successful in gaining an Apprenticeship you should consider the following;

- Make sure you understand any company policies and procedures and follow them
- Make sure you continue to meet any obligations/expectation discussed during the interview process – the employer made their choice at that point and would expect you to keep your end of the discussions through out the Apprenticeship
- You also need to remember that you have rights too, make sure your employer is keeping their end of the bargain too – make sure you do this respectfully – there are options for you to get help with any issues so make sure you know where to get it. Your communication skills are important here.
- There are normally probationary periods to see whether you still meet expectations within a certain period. This works both ways, the Employer may not meet your expectations too – make sure you understand this at the beginning and how to deal with it. Again help is always available
- Don't treat it as just a job. You will get more out of it if you are generally interested in all aspects of it (this came straight from one of my Apprentices)
- Learn how to take 'Feedback'. You will make mistakes and learning how to move past them and grow is very important (from another Apprentice)
- Keep asking questions. This is part of your learning pathway so ask questions and take notes as you go to remind you later of important aspects of tasks you perform. There are no silly questions. Your trainer should know when to adapt their thinking and teaching techniques if you are asking the same question. We all learn differently. Asking questions also keeps your communications skills working and improving.
- You will want to try and be your best all the time as this goes a long way into developing a reputation of being a 'Go to Person'. You will need to be able to sell yourself through your actions and results in order to be able to get full time employment after your apprenticeship. Also take pride in your work. It helps to set the Standard of work you will find acceptable and will set traits of self discipline.