



# Cadet & Graduate Program

**TAYLOR**



# Working at Taylor

29 years | 600+ projects | 250+ team members

Taylor is a dynamic construction and property delivery partner connecting people and spaces. Established in 1994, Taylor design, construct and develop diverse projects for all sectors. We service our clients across the six core divisions of Major Projects, New Build, Refurbishment & Live Environments, Industrial, Regional and Property.

## Better Together

What makes us truly different, and what's ultimately driven our success, is our unwavering commitment to our key values. They are at our core and are fundamental to the way we do business. They govern who we are, how we act and operate, and most importantly, how we consistently deliver excellence for our clients. That's the Taylor way.

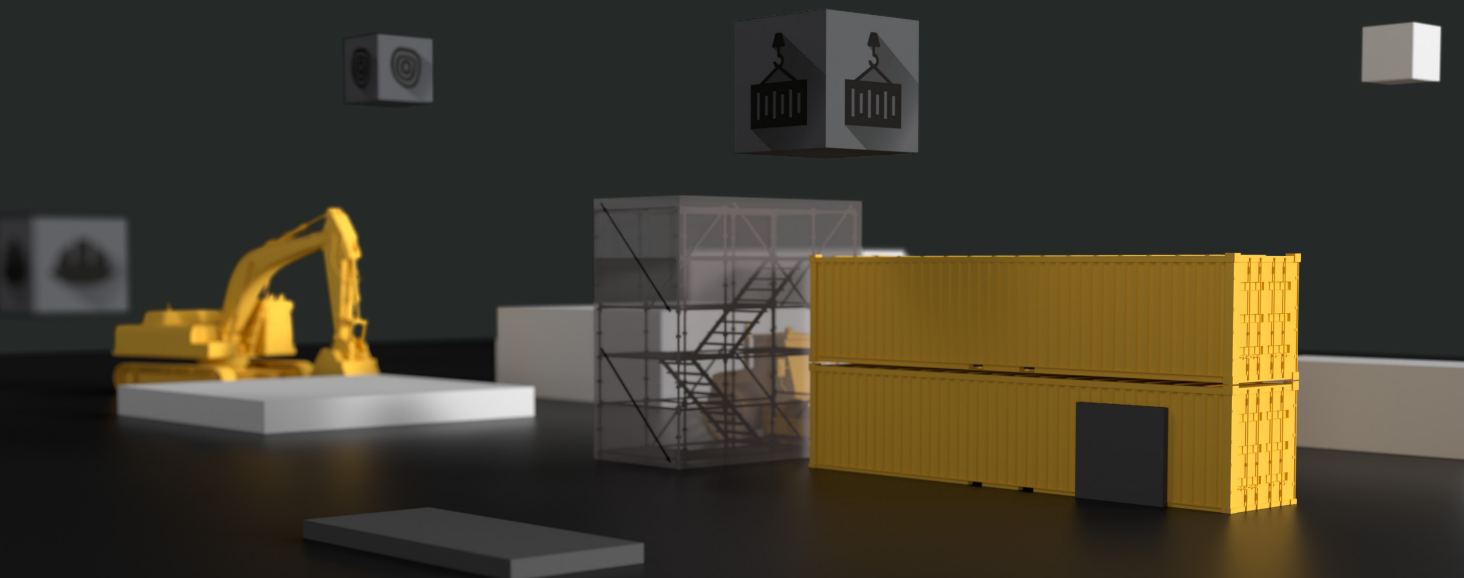
Our people are the key to our success. Taylor has built a culture of focused and passionate people who, together, collaborate to deliver quality outcomes for our clients and partners.

The success and growth of the business has been possible due to the talented industry professionals who choose to work with us. The business continues to pursue and secure construction and property opportunities of increasing size, scale, and complexity, ranging from \$10 million to \$250 million in value.

It is a fundamental requirement that we attract and develop the best talent in the industry. The long-term future of our business rests on the shoulders of the young leaders we are developing and shaping through the Taylor Cadet Program and on through the Taylor Graduate Program.

This Guide will provide you with the essential information needed to participate in the Cadet & Graduate Program.

Should you wish to apply for a cadetship at Taylor, please follow our LinkedIn page at Taylor | Australia and check for regular Job postings. All jobs are also advertised in our quarterly newsletter – be sure to subscribe via our website. Scroll down to the base of our homepage and click the Subscribe button.



# Better Together

## The Taylor Principles

We build great relationships by living our Principles — Listen, Include, Create, and Excel.

They drive our every decision and define our unique culture. By investing in positive, dynamic relationships we grow repeat business and rewarding careers.

### Excel

Go beyond the expected. Build trust with clients and partners. **Always deliver.**

### Listen

Listen to understand. **Be curious. Ask questions.** Define what success means for our clients.

### Create

Connect with people's needs. **Construct quality spaces that are fit for purpose.**

### Include

**Make space for everyone.** Diverse ideas drive innovation, and make our business stronger.

# Taylor Cadet Program

The Taylor Cadet Program aims to develop the future leaders of Taylor by providing employment opportunity and professional development experiences that support and complement a related course of external tertiary study. Cadetships are supportive pathways to a career at Taylor. As a Cadet, you will receive ongoing training, guidance, and support from workplace mentors.

## Approved Course of Study

It is a condition of employment that employees participating in the Taylor Cadet Program are continuously enrolled in an approved course of study at an Australian University. Approved courses will typically be at Bachelor level, as a minimum, and in one of the following construction related disciplines:

- Bachelor of Construction Management
- Bachelor of Construction Management and Economics
- Bachelor of Engineering (Civil / Structural / Mechatronics)
- Bachelor of Architecture

Your course of study will be approved upon employment. Any changes in an approved course of study, institution, study pattern (including acceleration or delayed studies), deferment, withdrawal or leave of absence are to be approved by the People Relations Manager.

All course fees and costs associated with your approved course of study are the responsibility of the Cadet.

## University Attendance

To enable Cadets to undertake their approved course of study, the Company allows Cadets to attend to their studies one (1) full day per week (Monday to Friday) during the university teaching semester.

Cadets are to select a course of study that requires only one (1) full day per week absence from the workplace. Any requests for flexibility outside of this must be approved by the People Relations Manager.

The Cadet remuneration offering covers 5 days a week (Monday to Friday). Participants of the Cadet Program can attend to their studies 1 full day per week during university semesters with no impact to salary. Cadets are required to work all weekdays during university break.

## Study Leave

To assist Cadets to prepare for examinations and assessments, Cadets are permitted one (1) day study leave per subject. Study leave days are to be scheduled in advance by application to your manager through the Taylor Leave

System. Study leave does not accumulate, it will be forfeited if not taken each semester.

Any additional leave required to complete your studies is to be taken as annual leave.

## Examination Leave

Cadets are granted exam leave for each subject. This leave is for the day of the exam. Application for Exam Leave should be made through the Taylor Leave System to your manager upon receipt of your exam timetable.



Taylor Cadets 2021

## Cadet Remuneration & Benefits

A competitive salary will be based on your years of University Study and on any relevant work experience in the industry. Although you are not required to possess relevant work experience to enter the Taylor Cadet Program.

Be sure to read our HR Capability Document for a detailed look at our employee benefits, including a day off for your birthday and an extra days leave on a public holiday long weekend to getaway for a weekend break or simply rest and relax. Our Cultural Calendar of Events will give you a diverse range of opportunities to socialise and give back to our community.



### University Results

Dedication to tertiary studies as well as to employment is an essential combination in meeting the objectives of the Taylor Cadet Program.

University results are to be provided to People Relations following the completion of each semester of study. Annual salary progression is contingent on Cadets receiving satisfactory academic results for their approved course of study. Excellent academic performance is encouraged and will be celebrated.

Poor academic performance or course failure may lead to Cadets not meeting the requirements of the Taylor Cadet Program, which may place your continued employment at risk.

### Work Location & Travel

Cadets will be required to work on a variety of project sites throughout Greater Sydney. You may also have an opportunity to work in regional areas of NSW, should that be available and suitable for the Cadet.

Cadets are required to hold a current driver's license. You may be required to work on project sites not easily accessible by public transport.

### Hours of Work

Core hours for Cadets are typically worked between the hours of 7:00am to 5:00pm, Monday to Friday.

The construction industry works a regular 6-day week,, however it is not a requirement for cadets to work regular Saturdays. Cadets may work a Saturday from time to time and any requirement to work a Saturday will be agreed between the Cadet and their manager.

Cadets working a Saturday will be paid extra for those hours worked, in addition to their base salary, at the applicable standard hourly rate.

### Cadet Peer Group

A Cadet Peer Group provides Cadets with the opportunity for professional and social interaction with fellow Cadets. The Cadet Peer Group is and supported by Management. Cadet Peer Group meetings provide a regular forum for Cadets to meet and exchange experiences.

Team building and professional development activities and presentations will be organised by the company throughout the year. The Cadet Peer Group is an important professional development opportunity.

### Peer to Peer Support & Mentoring

A peer support team member is available for Cadets through onboarding, this is a Taylor team member who has been through the same cadet program as you and understands the challenges you may face when starting out. We want our Cadets to have a positive early experience, maintain a confident attitude, and feel comfortable in their role. Your peer support team member will help to guide you through the first few weeks or months on the job.

Further down the track the opportunity exists for you to participate in professional mentorship with Senior managers, and members of the Senior Leadership Team. This opportunity is invaluable, few corporate initiatives reach as many areas of employee growth and fulfillment as mentoring. A mentor will help you grow personally and professionally in ways that can be exceedingly difficult without such guidance.



1. UTSBEA Site Tour at Estia Health Care Home, St Ives

2. Sydney Opera House Western Renewal





### Taylor Women in Construction

Taylor Cadets, both women and men, will have the opportunity to engage in the Taylor Women in Construction program (TWIC). This Taylor initiative promotes training and events to bring greater awareness to diversity and inclusion in the workplace. TWIC aims to connect women at Taylor with; each other, colleagues, clients, partners, and external industry stakeholders.

At Taylor, fostering greater awareness and understanding of the challenges and opportunities facing women in construction is vitally important. We understand that diversity of experience, backgrounds, orientations, and perspectives drive innovation to deliver better business outcomes for everyone.

TWIC is proudly co-created by women and men at Taylor to promote the representation of women in the property and construction sector.



1. Tara Aquatic Centre & Sports Precinct, North Parramatta
2. Advanced Manufacturing Research Facility, The First Building, Bringelly
3. Taylor Women in Construction



# Dynamic Partners

01

We **listen** and ask what defines success and how to best deliver value

250+  
Team  
Members

600+  
Completed  
Projects

29 yr  
History



We are committed to the  
**Health, Safety  
& Wellbeing**  
of all those who work on a  
Taylor Project

02

We **include** diversity of thought to create innovative solutions

93% of  
**Employees**

Feel proud to work  
at Taylor  
*2021 Engagement Survey*

Employer of Choice 2019

03

We **create** spaces by focusing on the end user and connect the projects we deliver with their needs

\$650M  
Turnover

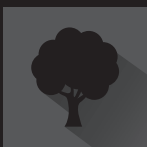
04

We **excel** as a trusted advisor and delivery partner

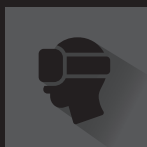
**Aboriginal and  
Torres Strait Islander  
Participation**

Consistently exceeding 200%  
of government targets.  
Reflect Reconciliation Action Plan  
achieved in 2022.

Unique  
**Value  
Management**



**Excellence in  
Sustainability**  
Consistently  
exceeding ESD  
targets



**Adopting  
Emerging  
Technologies**  
AR/VR  
powered  
by 5G



**Adding  
Social Value**  
We're  
invested  
in the  
communities  
we shape

**Fundraising and Advocacy**

**>\$310K**  
for Sporting Chance

**>\$975K**  
for Property  
Industry  
Foundation

**>\$400K**  
for partners including:  
- Taronga Conservation  
Society  
- JDRF  
- NeuRA  
- Sydney Opera  
House Trust

# People Build Businesses

## From Cadet to Career



**Adam Vassallo**  
Project Manager  
15 years at Taylor

Adam was awarded the prestigious 2020 National AIB, Professional Excellence Award in Building & Construction for his outstanding leadership on the Wildlife Retreat at Taronga.

The Taylor Cadet Program gave me diverse opportunities to work in different divisions and projects across industry sectors such as Education, Hospitality, Public Buildings and Performance Spaces. It prepared me for many challenging, rewarding, and iconic projects I've been involved in over the years, including the delivery of the Wildlife Retreat at Taronga and the Concert Hall Renewal at the Sydney Opera House. Taylor continually empowers and supports me to push my career in the direction I want.

Over the years, the team has grown exponentially. It has been great to see other Taylor team members like myself grow within the business after starting in the Cadet Program.



**Paul Lucas**  
Project Engineer  
7 years at Taylor

Paul is currently working on the Subbase Platypus Torpedo Factory Renewal Project. This landmark project for North Sydney has been a challenging engineering project but one that has inspired him to test his abilities and provide a lasting

The Taylor Cadet Program provides individuals the opportunity to experience the construction industry first-hand in an encouraging and supportive environment. I wouldn't have stayed in the same business for 7 years if Taylor wasn't a great place to work where people look after you.

You are challenged daily so everyday is different and you get to experience one of the most diverse and interesting project portfolios amongst other construction companies in Sydney. If you are ready to take control and step up in the construction industry, then the Cadet Program at Taylor is a wonderful place to start your journey.

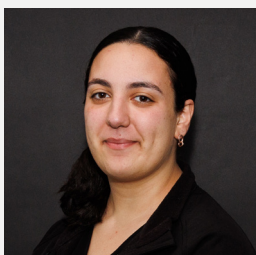


**Lulu Zhang**  
Contract Administrator  
5 years at Taylor

Oliver is a member of the Australian Institute of Building (MAIB) and is a NSW AIB Committee Member.

"There are no stupid questions", is something my first team at Taylor constantly reminded me and is something that has greatly facilitated my progression from Cadet to Contract Administrator. Through the elimination of any fear associated with the unknown and having and having a strong support network, I've been provided endless opportunities to expand my knowledge of the Construction Industry from contractual, buildability and design perspectives.

Previously I've been able to transfer technical skills from my time with the Estimating Team for a task on a live project, which has enabled more accurate and time efficient reporting. Small things like these have helped me clearly see that my interactions with different teams have impacted my career growth and competency as a



**Christina Succar**  
Graduate Site Engineer  
3 years at Taylor

Christina is working on the new Scape Kingsford Student Accommodation building. A key component of this project is to achieve a 5 Star Green Star rating.

I started my experience within the construction industry in late 2020 with the Taylor's Cadet Program. This has been a rewarding experience for me as a new starter within the industry. Now Graduate Site Engineer, I continue to learn and grow through my current position. The Cadet & Graduate Program has supported my learning because I am able to gain firsthand insights through experience onsite and within the office.

One of the best parts of my job is the versatility, every day brings its new challenges which has developed my problem-solving skills and communication within a team. Building connections has been the highlight for me as every day I gain a better perspective, adapting these valuable lessons as stepping stones for my future growth.



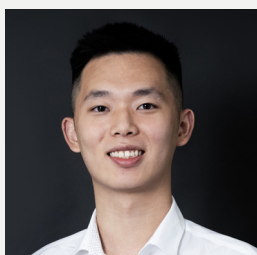
## Current Cadets



**Mikayla Sfeir**  
Cadet

The Program's flexible nature has enabled me to discover a range of new skills beyond the site environment, from start-up through to project delivery. Since commencing in November 2021, I have gained exposure to an exciting array of projects and worked closely with industry experts across various business departments, including estimating, WHSE, contract administration, and site engineering.

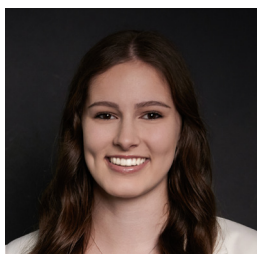
Taylor proudly celebrates Diversity – as a female in STEM, I feel valued and empowered in my contributions to the business. I continue to learn and evolve and am very grateful for the guidance and support I've received from my mentors and the project team. I look forward to continuing to expand my knowledge and understanding with Team Taylor.



**Nick Tsai**  
Cadet

Since commencing the Taylor cadetship program in January 2022, I have found the opportunity to be an extremely rewarding experience. The program has supported my learning through hands-on experience & different rotations whilst also allowing flexibility for my university studies. Completing the program whilst attending university has allowed me to understand better the content taught in the classroom.

The team at Taylor has been very helpful in my career development, providing guidance and support through all the new processes. The various rotations in the program, such as estimating, contract administration and site engineering, will expose me to the various career paths available and a better understanding of construction processes.

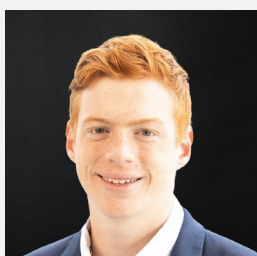


**Rebecca Dearing**  
Cadet

Through Taylor's Cadet Program, I've gained invaluable real-life industry experience and exposure to the building and management processes that form the basis of a successful project.

I have been involved in two very different projects since joining the Program in January 2022, working alongside the Estimating, Contract Administration, Site Engineering and Design Management teams to form a holistic view of how construction developments come to life. I have applied skills learnt at University to practical, real-life scenarios by being onsite and observing the day-to-day undertakings of the project teams.

My team always helps me when needed, answers my questions, and shares advice. I'm excited to keep expanding my knowledge and understanding with the guidance of Team Taylor.



**Scott Chapman**  
Cadet

Building knowledge, meeting other Cadets at different stages in their professional journey, gaining exposure to an interesting array of projects and always having access to friendly support are just some of my favourite features of the Taylor Cadet Program. I began my journey at Taylor in January 2021 where I have been able to continually apply the skills I have learnt through university into practical, real-life scenarios with the support and mentoring of industry leaders.

The Program is flexible with university and has enabled me to discover a range of new skills beyond the site environment such as exposure to Estimating and various business sectors involved in project start-up and delivery. I'm excited to keep expanding my knowledge and understanding through the Taylor Cadet Program and look forward to what my future with Taylor holds for me.



# Iconic Sydney

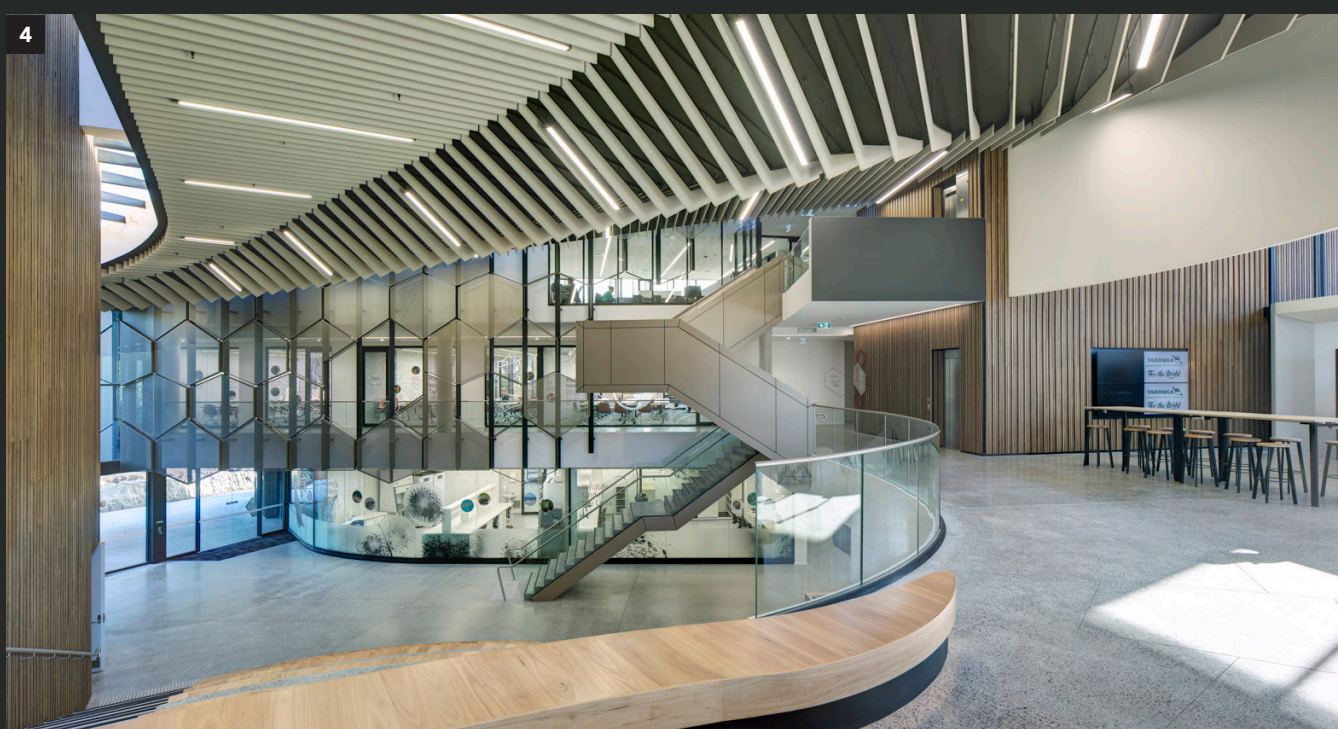


1. Wildlife Retreat at Taronga Zoo

2. Sydney Opera House Western Renewal

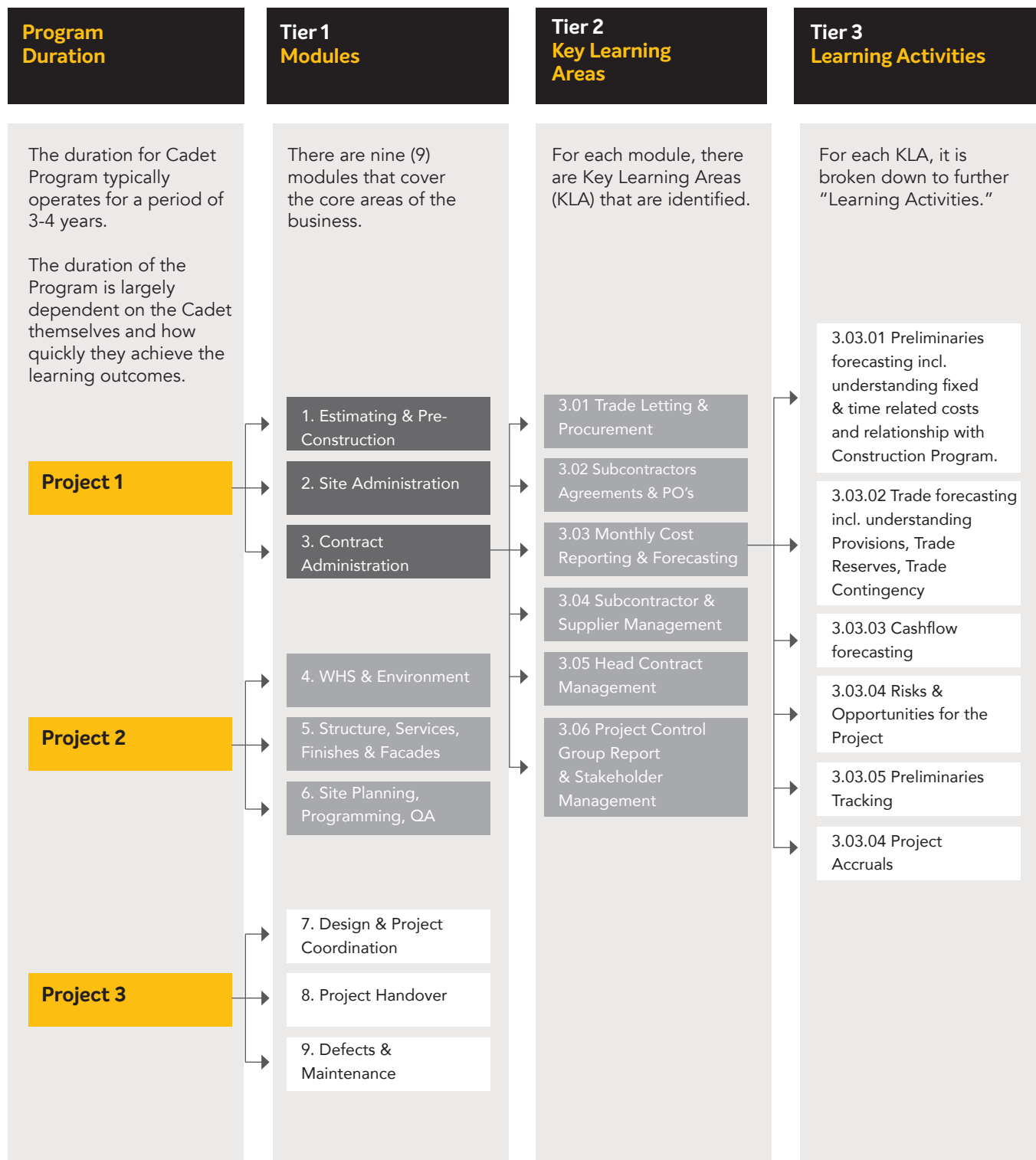
3. Boomerang Towers, Sydney Olympic Park

4. Taronga Institute of Science and Learning





# Cadet Competency Framework Flow Diagram



# Cadet Competency Framework

<b>1.</b>	<b>Estimating &amp; Pre-Construction</b>
1.01	Quantity Measures & Take Off
1.02	Tender Submissions / Construction Programs / Construction Methodologies
1.03	Bid Preparation
<b>2.</b>	<b>Site Establishment &amp; Project Administration</b>
2.01	Project Establishment
2.02	Document Control
2.03	General Administrative Duties
<b>3.</b>	<b>Contract Administration</b>
3.01	Trade Letting & Procurement
3.02	Subcontractors, Agreements and Purchaser Orders
3.03	Monthly Cost Report & Forecasting
3.04	Subcontractor & Supplier Management
3.05	Head Contract Management
3.06	Project Control Group (PCG) Report & Stakeholder Management
<b>4.</b>	<b>Workplace Health &amp; Safety + Environment</b>
4.01	Company WHS & Environmental Procedures and Systems
4.02	Risk Management
4.03	Site Safety Walks and Inspections
4.04	Induction Presentation
4.05	Site Safety Communication
<b>5.</b>	<b>Structure &amp; Services, Finishes &amp; Facade</b>
5.01	Structure Works
5.02	Services Works
5.03	Finishes Works
5.04	Façade Works

Image Reference: Parramatta West Public School

<b>6.</b>	<b>Site Planning, Programming and Quality Assurance</b>
6.01	Logistics Planning
6.02	Programming
6.03	Trade Coordination Meetings & Site Diaries
6.04	Quality Control & Inspection Test Plans (ITPs)
<b>7.</b>	<b>Design &amp; Project Coordination</b>
7.01	Design Coordination Between Consultants and Services Trades
7.02	Authority and Major Infrastructure Items Including Water, Sewer, and Power
7.03	Ongoing Design Coordination Through Lifespan of Project
7.04	Coordination of Authority and Consultant Inspections & Communication
<b>8.</b>	<b>Project Handover &amp; Certification, Finalisation</b>
8.01	Occupation Certificate (OC) and Head Contract Project Completion (PC) Obligations
8.02	Final PCA, Authorities, Consultant Inspections Plus Commissioning of Services
8.03	Owner & Building Maintenance Manuals
8.04	Handover Preparation
<b>9.</b>	<b>Defects &amp; Maintenance</b>
9.01	Defects Identification
9.02	Defect Management





TAYLOR

VISITOR

Graduate  
Program



# Taylor Graduate Program

Your time in the Cadet Program will give you a broad overview of all aspects of Construction related roles. Upon successful competition of the Taylor Cadet Program, you will be offered a Graduate Position at Taylor and enter the Taylor Graduate Program to focus on your chosen career path.

The Taylor Graduate Program is a transitional program that usually runs for a duration of 1-2 years and aims to help our Cadets realise their ambitions for their chosen career pathway. The program allows our recently graduated Cadets some extra time to in a Graduate role to focus on the skills required for their chosen pathway. It is a stepping stone on your career pathway to a position as an autonomous professional.





# Graduate Roles

Upon Graduation our Cadets must provide evidence that they have completed their degree. A meeting will be held with the Cadet and their Line Manager to discuss their chosen career path, their competency level, and the completion of the Cadet Program Modules.

The purpose of the meeting is to establish that a sound understanding has been achieved prior to completion of the Cadet Program and progression through to the Graduate Program. Any areas where further training is required will be identified.

The Graduate Program relies on the graduates self-motivation, drive, and initiative to be ready to take the next step in their chosen pathway. Those pathways include commercial, engineering, estimating and design disciplines.

Usually graduates progress to the Commercial and Engineering disciplines after completing the Cadet program as opportunities for those areas are greater in number. However, as the career path map below shows, you can take an alternate pathway if that graduate role is available for you at that time, or you can transition to another discipline once you have gained some further experience in managing elements of construction projects.

## Graduate Contract Administrator

The Contract Administration discipline is a project office-based role where an individual will play an important part in the day-to-day financial control of the project. The role involves interactions with all stakeholders from clients to subcontractors and includes all aspects of financial control, contracts management and financial reporting. As a commercial team member, you will consult with all members of the project to ensure the budgets, cost allocations and forecasts are accurately maintained and substantiated. This career pathway will begin as Contract Administrator and may lead you onto senior commercial roles such as Contract Manager, Commercial Manager or Project Manager.



1. Gordon Quarter, Gordon

## Graduate Site Engineer

The Engineer discipline is a project site-based role where an individual will play an integral part in the day-to-day operations of the site. This includes active participation in WHS compliance, planning, design resolution, contractor interaction, programming, and quality assurance. The role operates as a link between the Project and Site Management Teams and the experiences gained will provide multiple career options through to Project Manager and beyond.

## Estimating Coordinator

Construction Estimating is a foundational principle in forecasting the cost of construction for a particular project. Estimating determines a project's feasibility, scope of work, budget, construction methodology, design as well as material, supplier, and subcontractor selection. Expert estimating aims to safeguard the business from financial loss and offer our clients value. A career in Estimating will give an individual a unique insight into market and industry trends.

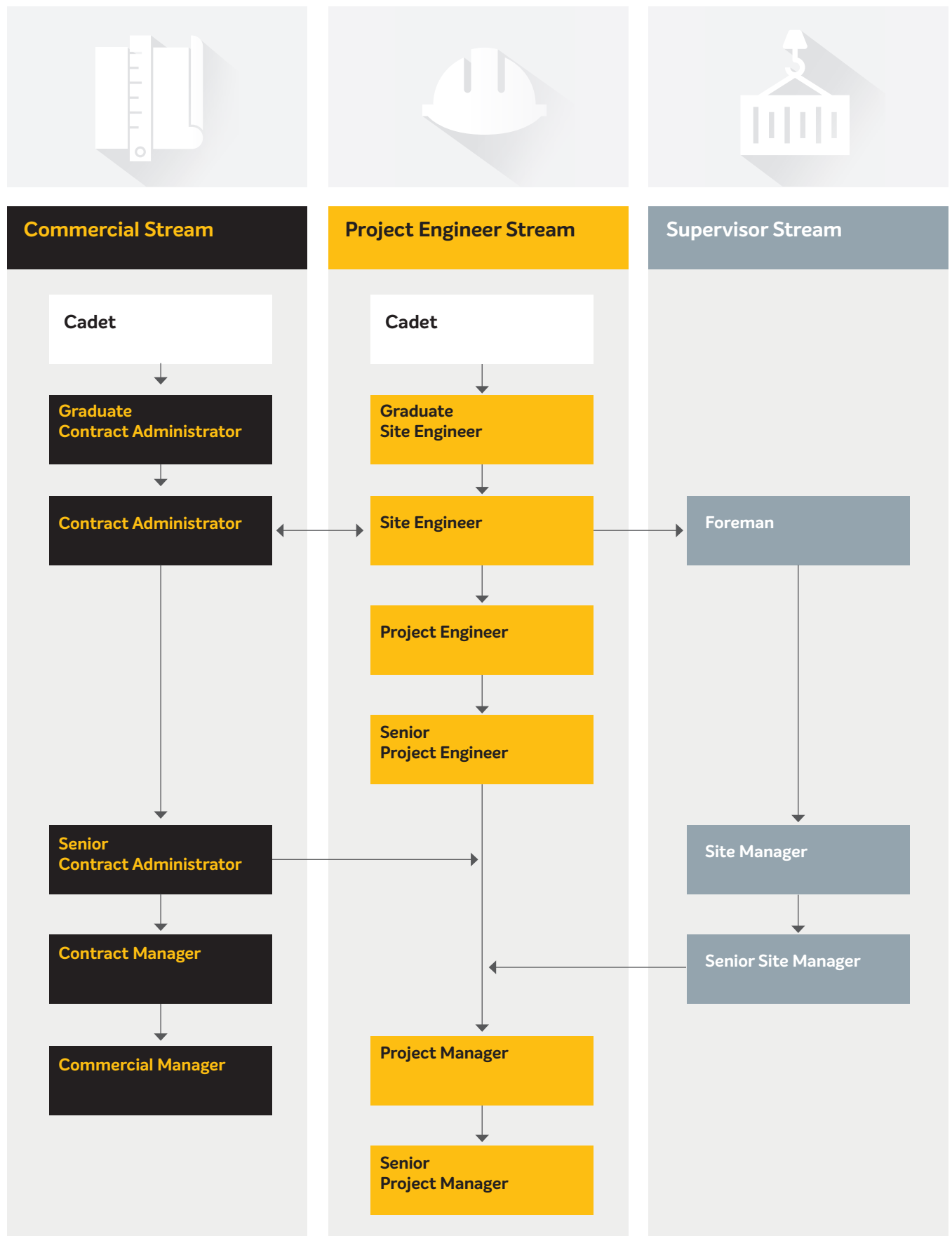
## Design Coordinator

The Design Coordinator assists the Design Manager who manages and controls the process of design and documentation on a project. They guide the project team to provide documentation that meets project requirements and assists in meeting targets and milestones for approvals, procurement, construction, commissioning, and handover activities. The role will see you based both in Head Office and on site for periods of time. You will progress to the Design Manager role and have a key role at the early stages of a project and be a major face of the business when dealing with clients and consultants.

## Services Coordinator

The Services Coordinator assists the project team in understanding the building services installation processes throughout the delivery phase of a project. They efficiently identify, analyse, and solve services coordination issues and actively manage and coordinate the on-site building services related activities, including monitoring of ESD deliverables, for each of the services disciplines (electrical, mechanical, hydraulic, fire and lifts) to achieve safety, quality, program, and budget objectives. The role requires you to be the conduit between the project team, subcontractors, consultants, authorities, and the client to ensure information flows both internally and externally. You will progress to the Services Manager role where you will be responsible for delivering on all project, commercial, time and financial targets in respect to the overall services design and commissioning.

# Career Path





# Career Path



## Estimating Specialty

## Design Specialty

Experience in managing elements of construction projects

Estimating Coordinator

Design Coordinator

Services Coordinator

Estimator

Design Manager

Services Manager

Senior Estimator

Senior Design Manager

Senior Services Manager

# Graduate Competency Framework

Upon graduation from the Cadet Program, our graduates have now decided on the career pathway they feel is right for them. The Graduate Program is about further development in your chosen career pathway.

During the Graduate Program you will be working towards competence in that chosen role. As such you will be rated on the role specific competencies for your chosen pathway only. Graduates may set their own stretch targets to broaden their experience in other pathways, but this is not rated in the Graduate Program.

The rating scale is a simple one, it's aim is to strive towards working independently in most aspects of your chosen career.

Not yet competent

Competent working under close supervision

Competent to work independently

The Graduate Program is divided in two parts.

## Core Competencies

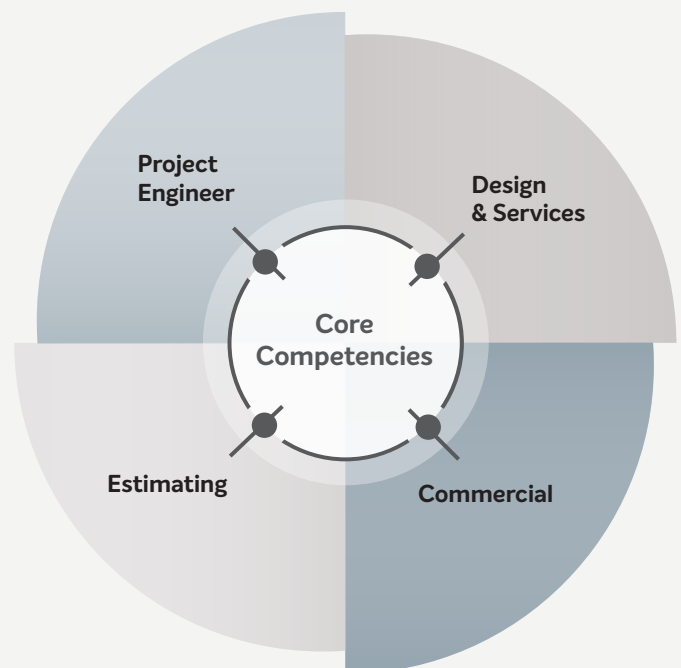
You will need to work on all core competencies 1 through 6.

01. Behavioral Competencies
02. Document Control & Record Management
03. Work Health and Safety & Environment
04. Quality Management
05. Planning & Programming

## Pathway Competencies

You will only choose one of these areas to focus on. Usually, A or B. Should you be interested in a career path in C or D, you will need to discuss this with the People Relations Team on availability of open roles at that time. These roles may also be available to you later in your career once you have gained some more

- A. Contract Administration
- B. Engineering
- C. Design & Services
- D. Estimating





## Coaching & Support

The Graduate Competency Framework is administered through collaboration and consultation with the Graduates current direct Manager, usually the Project Manager. It is recommended that the Graduate schedules at a minimum a recurring quarterly meeting with their direct manager to review their progress to competency.

At each meeting a rating will be recorded for each competency so that you clearly understand the areas for further development and can plan your activities as such to gain further experience in those areas.

## Graduate Program Leaders

The Graduate Program is championed by experienced leaders in the business. These leaders act as Program mentors and are available for guidance throughout the program. The Graduate may contact them for advice, support or guidance. The Graduate Program leaders, if needed, may be present at the meeting to assess your progress.

## Remuneration & Benefits

Our Graduates remuneration is reviewed upon graduation and annually. A competitive salary review aims to reflect their new and increasing level of skill, experience, and contribution to the business. A performance review in April each year is followed by a July remuneration review. Taylor operates across seven business units: Major Projects, New Build, Refurbishment & Live Environments, Industrial, Regional, and Property. Having the opportunity for such a wide range of cross sector training in a stable and reputable construction company is invaluable.

Be sure to read Taylors HR Capability Document for the many benefits we offer our employees.

## Completing the Program

The program is complete when you have achieved a sufficient level of 'Green' ratings and are competent to work independently in your role. The decision lies with the Project Manager who will assess your competency based on your Competency Framework Ratings which reflect the Technical and Behavioral requirements of the Position Description.

Achieving the desired level of competency means that you can work autonomously in your role as Contract Administrator or Site Engineer, or another available role, when you graduate from the program.

It is anticipated that a graduate from our Cadet Program will require 12 to 24 months to effectively complete the Graduate Program.

It may take longer to complete the Cadet Program if you enter the Program towards the end of your degree. The optimal time to apply for a position in our Cadet Program is at the commencement of your second year of University so that you have time to gain experience and exposure to a variety of tasks.

Similarly, timeframes for graduation from the Graduate Program may vary on a case-by-case basis considering your experience when entering the program. Opportunities to gain a variety of experience will vary depending on what projects you have worked on throughout your employment and whether you have sufficient experience in all stages of the construction program, including startup and completion.

Once the graduate and their manager agree that the graduate has met the minimum requirement set out in the Framework, then People Relations and the Program Leaders are notified so the graduate can officially exit the program and be promoted to their next role.

Remember, the most important objective of the graduate is not to complete the program quickly, but to reach a level of competence that makes them a valuable team member and sets them up for future success.

With a well-structured and supported Graduate Program, we aim to support our cadets and graduates to succeed and excel as future leaders at Taylor.



2. Powerhouse Museums Discovery Centre, Castle Hill

# Graduate Program Modules – Core Competencies

<b>1.</b>	<b>Behavioural</b>
1.01	Personal Attributes
1.02	Relationships
1.03	Results
<b>2.</b>	<b>Document Control &amp; Records Management</b>
2.01	Diligence and Adherence to Protocol
2.02	Acconex Proficiency
2.03	Managing Drawings & Specifications
2.04	Document Control
2.05	Shop Drawing Review
<b>3.</b>	<b>WHSE Management</b>
3.01	Safety and Environmental Legislation
3.02	WHSE Project Management System
3.03	Internal and External Audits
3.04	Safe Work Method Statements
3.05	Project and Subcontractor Registers and Records
3.06	Safety & Environmental Filing System
3.07	Safety Administration and Roles
3.08	Safety & Environment Inspections
<b>4.</b>	<b>Workplace Health &amp; Safety + Environment</b>
4.01	Australian Standards
4.02	Quality Management Systems
4.03	Project Quality Management Plans
4.04	Consultant and Subcontractor QA
4.05	Internal and External Audits
4.06	Defect Rectification Process
4.07	Materials Traceability and Compliance
4.08	Construction Verification and Monitoring
4.09	Completion Planning

<b>5.</b>	<b>Environmentally Sustainable Design Management</b>
5.01	ESD Process and Technical Management
<b>6.</b>	<b>Planning &amp; Programming</b>
6.01	Planning and Responsibilities within the Bid Phase
6.02	Site Planning Responsibilities
6.03	Identify Program Constraints
6.04	Planning Software
6.05	Key Approvals & Constraints
6.06	General Pre-construction and Construction Sequence
6.07	Programming
6.08	Subcontractor Appointment and Material Procurement
6.09	Measuring & Quantifying Construction Drawings
6.10	Production Rate Data



# Graduate Program Modules – Pathway Competencies

A.	Graduate Contract Administration
1	Project Start-up Procedures
2	Project Management Plan
3	Procurement Policy & Procedures
4	Project Administration
5	Head Contract Conditions
6	Engagement, Assessment, & Administration of Subcontractors, Suppliers & Consultants
7	Insurance & Risk
8	Closeout
9	WHSE Management
10	Compliance, Networking, Current Trends & Mentoring
11	Client Relationships
12	Environmentally Sustainable Design (ESD)
13	Financial Software
14	Project Monthly Reporting
15	Negotiation Skills
16	Industrial Relations

B.	Graduate Site Engineer
1	WHSE Management
2	Programming & Coordination of Works
3	Cost Management
4	Compliance with Management Plans & Systems
5	Environmentally Sustainable Design
6	Subcontract Management
7	Professionalism
8	Client Relationships
9	Effective Communication
10	Time Management
11	Document & Records Management
12	Defect Rectification
13	Industrial Relations

## Cadet & Graduate Program

C.	Graduate Design Services Coordinator
1	Design Process
2	Stakeholder Relations
3	Design Meetings & Communication
4	Prototype
5	Design Brief Compliance
6	Design Coordination & Documentation
7	Design Program
8	Cost Planning and Value Management
9	WHSE Management
10	Client Relationships
11	Compliance with Plans, Policies & Procedures
12	Design Software
13	Standards, Codes of Practice & Green Star
14	Services Management
15	Problem Solving
16	Mechanical, Electrical and Hydraulic Engineering
17	Fire Safety Systems

D.	Graduate Estimating Coordinator
1	Cost Planning & Tenders
2	Document Management
3	Handover Documentation to Project Manager
4	Cost Planning Design Phase
5	WHSE Management
6	Client Relationships
7	Database & Tender Documents
8	Measurement
9	Systems & Processes
10	Client Elemental Cost Planning
11	Trade Cost Planning
12	Value Engineering
13	Professionalism & Communication
14	Submissions



# Thank you

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**TAYLOR**