

**FOREWORD**

Self-motivated Manager with an extensive career in workshop and site management.

Highly developed interpersonal, networking and negotiation skills. Self-motivated, capable of influencing others to greater productivity, leading by example, demonstrating self-discipline, strong work ethic and a pragmatic approach to meeting organisational requirements within dedicated timeframes.

**CAREER HISTORY****De Goey Contractors Pty Ltd – Workshop Facility Manager****Mar 2020 - Current**

- Providing technical direction and professional support to division personnel
- Organizing, planning, and managing the daily tasks and operations of Facility
- Ensuring that staff members comply with the policies and procedures
- Assisting with employee recruitment
- Provide support estimating and tendering
- Manage project schedules to ensure timely deliveries
- Oversee staffing adjustments to obtain maximum productivity
- Identify areas of improvements and concerns and accordingly develop action plans
- Monitor and manage Project budgets
- Monitor plan and implement asset management and servicing for facility
- Work with department managers and project managers on projects execution
- Timesheet/ leave & purchase order approvals via CRM programme.

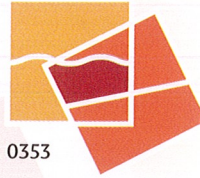
**Premier People – Fenner Dunlop/Jaf Engineering – Boilermaker****Oct 2017 - Dec 2018**

- Timesheet/ leave & purchase order approvals via CRM programme.
- Ensuring sufficient task analysis is completed to carry work out safely
- Reading and interpreting drawings, plans, work orders and production schedules to determine product or job instructions and specifications
- Examining work for defects, and measure with straightedges or templates to ensure conformance with specifications
- Working towards team plans and targets
- Compiling with all site and HSEQ policies and procedures
- Understanding industry legislation and compliances.

**QUALIFICATIONS**

- Certificate IV in Frontline Management
- Certificate IV in Engineering
- Certification of welding supervisors – structural steel welding
- Certificate III in Engineering Fabrication Trade
- First Aid & CPR
- Mate2Manager Advanced
- Law Awareness training





This is to certify that

***Steven Wayne Baxter***

has fulfilled the requirements for

***Certificate IV***  
***in***  
***Frontline Management***

State Code: D151 National Code: BSB40807

A summary of the employability skills developed through this qualification can be downloaded  
from <http://employabilityskills.training.com.au>

Note: Some qualifications in training packages may not yet incorporate employability skills,  
therefore summaries for those qualifications are not yet available for download.

Managing Director



Certificate No. 1002811

Date of Issue 28 April 2010





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**THIS IS TO CERTIFY THAT**

**STEVEN BAXTER**

has fulfilled the requirements for

**MEM40105**  
**CERTIFICATE IV IN ENGINEERING**

**WELDING**

Dated the: 12 October 2022

Stephen Love  
**Managing Director Australasian Expansion**



NATIONALLY RECOGNISED  
TRAINING

This qualification is recognised  
within the Australian  
Qualifications Framework





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### RECORD OF RESULTS

**Name of Student: Steven Baxter**

**Name of Qualification: MEM40105 Certificate IV in Engineering**

#### UNIT CODE

#### UNIT DESCRIPTION

MEM05005B	Carry Out Mechanical Cutting	RPL
MEM05007C	Perform Manual Heating and Thermal Cutting	RPL
MEM05008C	Perform Advanced Manual Thermal Cutting, Gouging and Shaping	RPL
MEM05011D	Assemble Fabricated Components	RPL
MEM05012C	Perform Routine Manual Metal Arc Welding	RPL
MEM05015D	Weld Using Manual Metal Arc Welding Process	RPL
MEM05016C	Perform Advanced Welding Using Manual Metal Arc Welding Process	RPL
MEM05017D	Weld Using Gas Metal Arc Welding Process	RPL
MEM05018C	Perform Advanced Welding Using Gas Metal Arc Welding Process	RPL
MEM05019D	Weld Using Gas Tungsten Arc Welding Process	RPL
MEM05020C	Perform Advanced Welding Using Gas Tungsten Arc Welding Process	RPL
MEM05036C	Repair/Replace/Modify Fabrications	RPL
MEM05042B	Perform Welds to Code Standards Using Flux Core Arc Welding Process	RPL
MEM05043B	Perform Welds to Code Standards Using Gas Metal Arc Welding Process	RPL
MEM05047B	Weld Using Flux Core Arc Welding Process	RPL
MEM05048B	Perform Advanced Welding Using Flux Core Arc Welding Process	RPL
MEM05049B	Perform Routine Gas Tungsten Arc Welding	RPL
MEM05050B	Perform Routine Gas Metal Arc Welding	RPL
MEM05051A	Select Welding Processes	RPL
MEM05052A	Apply Safe Welding Practices	RPL
MEM09002B	Interpret Technical Drawing	RPL
MEM11011B	Undertake Manual Handling	RPL
MEM12023A	Perform Engineering Measurements	RPL
MEM12024A	Perform Computations	RPL
MEM13014A	Apply Principles of Occupational Health and Safety in the Work Environment	RPL
MEM14004A	Plan to Undertake a Routine Task	RPL
MEM14005A	Plan a Complete Activity	RPL
MEM15002A	Apply Quality Systems	RPL
MEM15024A	Apply Quality Procedures	RPL
MEM16006A	Organise and Communicate Information	RPL
MEM16007A	Work with Others in a Manufacturing, Engineering or Related Environment	RPL
MEM16008A	Interact with Computing Technology	RPL
MEM17003A	Assist in the Provision of On The Job Training	RPL
MEM18001C	Use Hand Tools	RPL
MEM18002B	Use Power Tools/hand Held Operations	RPL
MSAENV272B	Participate in Environmentally Sustainable Work Practices	RPL
MEM24012C	Apply Metallurgy Principles	C
MEM15004B	Perform Inspection	C
MEM05026C	Apply Welding Principles	C
MEM05024B	Perform Welding Supervision	C

12 October 2022

Stephen Love

Managing Director Australasian Expansion







This is to certify that

**Steven Baxter**

has satisfied the requirements for

**Certificate III**

**In**

**Engineering  
Fabrication Trade  
MEM30398**

Date 20 / Sep / 2006

Signature

Certificate No. 522

Provider Number: 5891



The Qualification certified herein is recognised within the Australian Qualifications Framework  
Achieved through Apprenticeship Arrangements



### **STATEMENT OF ATTAINMENT**

This is a statement that

**Steven Wayne Baxter**

has attained

  
HLTAID009

Provide cardiopulmonary resuscitation

HLTAID011

Provide First Aid

A Statement of Attainment is issued when an individual has completed one or more accredited units

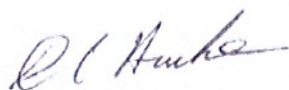
This certificate is recognised within the  
Australian Qualifications Framework

National Providers Number 31504

Issue Date

30<sup>th</sup> of August 2023

Certificate No: 88022811



D Hackett - CEO



**NATIONALLY RECOGNISED  
TRAINING**



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# CERTIFICATE OF COMPLETION

This certificate is awarded to:

Steven Baxter

MATE2MANAGER ADVANCED

7TH NOVEMBER 2023

Building Your Foundation: A Self-Assessment

Managers vs Leaders

Planning a Successful Transition

Communication & Expectation

The Way Forward

Accelerators



A handwritten signature in black ink, appearing to read 'Judy Porter'.

Judy Porter

BBeSt(Psych) |  
Advanced Strengths Coach |  
MBTI Practitioner



# CERTIFICATE OF ACHIEVEMENT

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This is to certify that

**Steven Baxter**

has successfully completed  
the course

**Workplace Safety**

A stylized, handwritten signature in blue ink, reading 'S. Smith'.

STEVEN SMITH  
EXECUTIVE DIRECTOR,  
AUSTRALIAN INSTITUTE OF MANAGEMENT

15-12-2023

DATE OF COMPLETION

**SEIZE  
THE  
FUTURE**





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INSTITUTE (AUS)  
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# CERTIFICATE

## OF TRAINING

**WELDING SUPERVISOR**

**STEVEN BAXTER**

has successfully fulfilled the pre-examination requirements  
and passed the examination specified in

**AS 2214 - 2004**  
**CERTIFICATION OF WELDING SUPERVISORS -**  
**STRUCTURAL STEEL WELDING**

Dated the: 11 October 2022

Stephen Love  
**Managing Director Australasian Expansion**

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