



Westvic Staffing Solutions Apprenticeship Employment Network Operations originated in 1984 as a not for profit, community based company and has since evolved as a leading regional provider of employment and training services throughout Victoria.

Our services are professionally delivered by dedicated staff, committed to:

- Delivering quality employment and training services to the community
- Increasing the trade and vocational training and employment capacity of the South West Region
- Providing a bridge between school and employment

What is Apprenticeship Employment Network?

Apprenticeship Employment Network is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

- Carefully selects the Australian Apprentice
- Manages the Training
- Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
- Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Apprentice/Trainee Consultant.

What is an Australian Apprenticeship / Traineeship?

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

What is a Training Agreement?

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between the employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee, and explain the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the State Training Authority to Victorian Registrations and Qualifications Authority (VRQA) via an Australian Apprenticeship Support Network.

Apprentice Carpenter

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.

Employee Name:

Date PD Issued: 10/09/2022

Position: Apprentice Carpenter

Host Employer: BDH Constructions

Supervisor: John Duynhoven

Host Employer Address: 110 Main Street Elliminyt Vic 3250

Westvic Staffing Solutions Apprentice/Trainee Consultant: Stephen Sinnott

Duties of Position:

Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential and commercial buildings.

Tasks Involved:

- Set out an outline of the building on the ground of the site, using string and pegs to allow for excavations
- Erect floors and wall frameworks (timber or metal), roofs and suspended ceilings and lay timber floors
- General framing
- Read plans and specifications to determine the materials required, dimensions and installation processes
- Install metal and timber windows and sashes and metal and timber doors
- Construct and erect prefabricated units.
- Cut materials with hand and power tools and assemble or nail, cut and shape parts
- Install door handles, locks, hardware, flooring underlay, insulating material and other fixtures
- Maintain and sharpen tools
- Demolition
- Use and maintain hand and power tools
- Attend trade school
- Construct formwork, concrete and associated works
- Assembly of cabinets
- Use and maintain:
 - Panel Saw
 - Edge Banding
 - Thicknesser
 - Planer

Work Conditions:

Usually work regular business hours, although on some projects they may need to work longer hours, including weekends work on building sites and in commercial or residential buildings may work in wet, muddy, dusty, or noisy conditions, and sometimes have to work in cramped spaces and at height.

Personal Requirements:

- Enjoy practical work
- Able to work with your hands
- A sense of balance and ability to work at heights
- Good at maths
- Good health and eyesight

- Able to work as an effective team member

Key Selection Criteria:

- A genuine desire to work and succeed in the construction industry
- Self-motivated and enthusiastic
- Excellent work ethic
- An ability to work as part of a team
- Sound literacy and numeracy skills
- The ability to problem solve

Qualifications and Licenses Required:

Drivers licence an advantage

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week: 40 – Accrue one RDO a month or ASBA**
- **Days per Week: Mon-Fri or as per school work day**
- **Award / Agreement: Building and Construction General Onsite Award 2020**
- **Superannuation:**
- **Commencement Hourly Rate: As per award**
- **Allowances: As per award**

Copy to : Employee

Host Employer

Main File

Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____