

GTO 6.2

Position Description

Westvic Staffing Solutions Group Training 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 South West 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 Group Training?

Group training 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 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 Field Officer.

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 an employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee and explains 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 via an Australian Apprenticeship Centre

Apprentice Bricklayer Position Description	
Purpose	
<p>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.</p> <p>The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s.</p>	
Employee Name :	Date PD Issued:
Position: Apprentice Bricklayer	
Host Employer: G&J Fraser Bricklaying	Supervisor:
Host Employer Address:	
Westvic Staffing Solutions Field Officer: Stephen Soulsby	
Tasks Involved:	
<ul style="list-style-type: none"> • Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block to construct or repair walls, partitions, arches, sewers, and other structures: Measures distance from reference points and marks guidelines on working surface to lay out work. • Spreads soft bed of mortar that serves as base and binder for block, using trowel. • Applies mortar to end of block and positions block in mortar bed. • Taps block with trowel to level, align, and embed in mortar, allowing specified thickness of joint. • Removes excess mortar from face of block, using trowel. • Finishes mortar between brick with pointing tool or trowel. • Breaks bricks to fit spaces too small for whole brick, using edge of trowel or brick hammer. • Determines vertical and horizontal alignment of courses, using plumb bob, gauge line, and level. • Fastens brick or terra cotta veneer to face of structures, with tie wires embedded in mortar between bricks, or in anchor holes in veneer brick. • May weld metal parts to steel structural members. • May apply plaster to walls and ceiling, using trowel, to complete repair work. • May be designated according to material used as Cinder-Block Mason; Concrete-Block Mason; Terra-Cotta Mason; or work performed as Bricklayer, Maintenance. • When specializing in construction of specified structures, is designated according to specialty as Bricklayer, Sewer; Chimney Builder, Brick. • May be designated: Block Setter, Gypsum; Hollow-Tile-Partition Erector; Plaster-Block Layer; Silo Erector. 	
Work Conditions:	
<p>Bricklayers normally work outside, which may require laboring in cold or inclement weather. The work requires standing, bending and kneeling for much of the day, and may involve lifting heavy bricks, all of which can be physically demanding. Bricklayers may be vulnerable to injuries such as falls from scaffolding or cuts from tools, so they must follow proper safety procedures and wear protective gear such as hard hats. Most bricklayers work 40-hour weeks, though overtime is not uncommon.</p>	

Personal Requirements:

- Enjoy practical work
- Have good hand-eye coordination
- Be good at technical activities
- Be able to follow plans
- Be able to cope with the physical demands of the job

Qualifications and License's Required:

Driver's License

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 Host 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 : 38**
- **Days per Week: Monday to Friday**
- **Award : Building and Construction on Site Award 2010**
- **Superannuation: 10%**
- **Hourly Rate: TBA**

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 ____/____/____

Approved by:.. ..

Version no:.

Controlled copy, uncontrolled when printed

Issue date:

Next review date:..