

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 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 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 via an Australian Apprenticeship Centre.

Position Description

Employee Name: TBA

Date PD Issued: 20/12/2018

Position: Apprentice Horticulturist (Certificate III Horticulture – Park and Garden’s)

Host Employer: St John of God Warrnambool Hospital

Supervisor:

Host Employer Address: 136 Botanic Road, Warrnambool 3280

Westvic Staffing Solutions Apprentice/Trainee Consultant: Anthony Smith 55619 000

Tasks Involved:

- Undertake the care and maintenance of open space areas, garden beds and trees.
- Undertake general maintenance of buildings, plant and equipment activities within the hospital.
- Carry out nursery work including propagation of plants, preparation of potting mix, spraying herbicide and insecticide, sweeping and weeding pots and standing areas.
- Establishment and maintenance of tree plantations, shrubs, groundcovers, garden beds, floral display, etc.
- Landscape, construct and establish plantations, grass areas and garden beds.
- Safe and competent operation of small plant and equipment including but not limited to utilities, trucks, trailers, tractors, ride on mowers, chainsaws, brush cutters and spray units.
- Attend trade school training at South West TAFE.

Key Selection Criteria:

- Desire to successfully complete a 3-year Horticultural trade qualification.
- Ability to learn a diverse range of skills related to horticultural activities.
- Ability to learn manual handling skills necessary to use hand tools such as shovels, rakes, brooms, mattocks, crow bars etc.
- Capacity to learn and be able to operate a wide range of small machinery and equipment including the use of chainsaws, brush cutters, mowers, rotary hoes and knapsacks.
- Ability to work as part of a team.
- Ability to perform manual work.
- Ability to discuss and resolve basic problems.
- A current drivers licences preferred but not essential.
- Applicants will be required to obtain Working with Children’s Check and Police Check.

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 with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week:** 38
- **Days per Week:** Monday - Friday
- **Award / Agreement:** Gardening and Landscaping Services Award 2010
- **Superannuation:** 9.5%
- **Commencement Hourly Rate:** As per award

Copy to : Employee

Host Employer

Main File