**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 Victorian Registrations and Qualifications Authority (VRQA)

via an Australian Apprenticeship Support Network.

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| **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name: TBA** | **Date PD Issued: 6/6/22** |
| **Position: Apprentice Painter & Decorator** | |
| **Host Employer: Advanced Painting** | **Supervisor: Ellis Smith** |
| **Host Employer Address:** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Brandon Weatherson (0439 457 931)** | |
|  | |
| A painter and decorating apprentice is required to apply paint, varnish, wallpaper and other finishes and special coatings to the walls, ceilings and other surfaces of residential, commercial and industrial buildings and structures. The work of a painter and decorator has both a practical and a decorative function, since painting surfaces not only protects them from weather damage, erosion, mould and rust, but also makes them look more attractive. | |
| **Task Included:**   * Work out the quantity of materials needed for the job by taking surface measurements or by looking at job specifications or drawings * Erect scaffolding, cradles and ladders and place drop sheets to protect areas from dripping paint * Remove old paint or paper using sanding, scraping, blowtorches, liquid paint removers and steam strippers as appropriate * Prepare surfaces by fixing woodwork, filling or sealing holes, cracks and joins and washing them down to remove dust and grease * Select and prepare paints to match colours by the addition of tints * Brush, roll or spray the paints, stains, varnishes and other finishes * When wallpapering, set out the area according to the pattern match and starting point in the room, cut the paper to the appropriate length, apply paste to the back of each strip and hang the paper on the wall, smoothing out any wrinkles or bubbles * Spray paint surfaces using a spray gun or specialised equipment * Apply decorative paint finishes such as stencils, colour glaze, graining, marbling and lettering * Wash equipment and clean work areas | |
| **Study requirements**   * Attendance at trade school as per pre-set schedule from the RTO | |
| **Personal Requirements:**   * Be physically fit * Interested in practical work * Able to work in a team environment * Desire to be a successful trades person * Able to work with hands * Able to work at heights and outdoors * Driver’s licence preferred (but not essential) | |
| **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: 38 * Days per Week: Mon – Fri (possible Saturday work) * Award / Agreement: Building & Construction General On-Site Award Residential No Year 12 * Superannuation: As per award * Gross Commencement Hourly Rate: As per Award * Registered Training Organisation: Building & Skills Center | |
| **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 Name:

Westvic Staffing Solutions Signature: Date: