

**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 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.

## 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: TBC

Date PD Issued: 04/07/2022

Position: Apprentice Plasterer completing Certificate III in Wall & Ceiling Lining

Host Employer: Brad Kelly Plastering

Supervisor: Brad Kelly

Host Employer Address: Warrnambool VIC 3280

Westvic Staffing Solutions Apprentice/Trainee Consultant: Kyla Bryce M: 0460 307 724

### 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.

### Duties of Position:

Plasterers make, apply, and fix internal linings of commercial domestic buildings.

### Tasks Involved:

- Measure room walls,
- Workout plasterboard layout and install insulation and moisture barriers.
- Measure and mark cutting lines on plasterboard. Cut plasterboard, lift, and position panels,
- Nail, glue or screw the boards to walls, ceilings, or battens.
- Prepare corner beading, panel moulding, ceiling centres and other plaster fittings.
- Cover joints and nail holes with wet plaster or sealing compounds and smooth them using wet brushes and sandpaper.
- Install fire rated wall barriers.
- Spray fibrous materials over surfaces to be covered. Install acoustic walls and treatments.

### Work Conditions:

Plasterers work indoors in commercial and residential buildings. The various tasks workers must perform require them to use tools, equipment, and machinery in a safe and efficient manner. Working hours are generally Monday - Friday work week, depending on each job's construction schedule.

**Additional Information**

- Hours Per Week: 38
- Award / Agreement: Building and Construction General On Site Award
- Superannuation: 10.5%
- Gross Commencement Hourly Rate: TBC
- Allowances: Tool, Travel, Industry

**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: