

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.

Position Description - Retail Bakery

Employee Name: TBA

Date PD Issued: 07/09/2022

Position: Certificate III in Baking (Apprenticeship)

Host Employer: Browns Depot Bakery

Supervisor: Nic Brown

Host Employer Address: 106 Koroit Street, Warrnambool 3280

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

Duties of Position:

Apprentice bakers will gain the necessary skills and knowledge to work as a baker in a retail or wholesale bakery, or in a commercial kitchen. Bakers prepare a variety of baked goods. By following existing recipes, they prepare large quantities of breads, pastries, and cakes. Bakers are also responsible for maintaining and cleaning all baking equipment, monitoring and ordering new supplies based on production requirements.

Tasks Involved:

- Following recipes and instruction to weigh and measure ingredients for the preparation of baked goods
- Mixing, kneading and forming dough
- Monitoring oven temperature, humidity and baking times
- Producing sweet products including breads, cakes and biscuits
- Removing baked goods from oven, turning out and arranging items for display
- Decorate, glaze, apply icing, and prepare toppings for baked goods
- Assisting with sale of bakery goods
- Complying with food hygiene and safety requirements
- Keeping work and/or shop areas clean and tidy
- Monitoring stock and ordering in new supplies based on production requirements
- Operating cash register & EFTPOS
- Operate slicing, cutting, and wrapping equipment
- Observe workplace hygiene, Workplace Health and Safety, and security procedures

Work Conditions:

Bakers may be required to work early mornings and night shifts on weekdays, weekends and public holidays. They work in busy environments and may be required to lift and carry heavy weights and work with hot ovens and hot/sharp implements and machinery. Bakers spend long periods on their feet and may have to deal with difficult customers.

Personal Requirements:

- Physical strength and stamina with the ability to lift and carry heavy weights
- Willingness to undertake early morning or late-night shifts
- Ability to follow both written and verbal instruction
- Enjoy working with people
- Friendly, helpful, polite and patient manner
- Good communication skills
- Able to record information accurately
- Able to project a professional manner at all times
- Well presented
- Efficient, with good organizational and planning skills
- Able to handle money
- A genuine interest in the industry

Qualifications and Licenses Required:

- Driver's license preferred

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: TBA**
- **Award / Agreement: Food, Beverage and Tobacco Manufacturing Award 2010**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBC**

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 ____/____/____