

AEN 6.2.3.3 Plumbing and Gasfitting

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.

Apprentice Plumber / Gasfitter

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:

Date PD Issued: January 2021

Position: Apprentice Plumber

Host Employer: Good Constructions

Supervisor: Jolyon Good

Host Employer Address: Cheltenham

Westvic Staffing Solutions Apprentice/Trainee Consultant: David Gamble

Duties of Position:

A Plumber / Gasfitter is responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution and waste water disposal in residential, commercial and Industrial buildings.

Tasks involved:

- Prepare and/or study plans and specifications to work out the layout of plumbing systems and materials needed
- Find and mark positions for connections, measure pipes and mark cutting or bending lines, then cut holes through walls and floors to accommodate pipes
- Cut, thread and bend pipes, assemble and install piping, valves and fittings, and join pipe sections and secure pipes
- Test lines as required by local plumbing regulations
- Install equipment such as boilers, chillers, pumps, heating and cooling systems, gas appliances, water tanks, water heaters, solar water heating systems, fixtures such as toilets, wash basins and industrial processing units
- Weld and braze pipework (steel, copper, plastic and stainless steel)
- System testing and commissioning
- Maintain and repair plumbing systems
- Interpret drawings and specifications
- Measure and mark reference points for location of equipment
- Test piping systems for gas appliances
- Install piping systems for combustible gases
- Install gas appliances and ancillary equipment
- Install appliance flues
- Install gas pressure regulating devices and gas detection systems
- Provide consumer information about the operation and maintenance of appliances
- Install LPG systems in caravans and marine craft
- Undertake maintenance of gas appliances
- Maintain pipes, appliances, flues and ancillary equipment associated with the use of fuel gas
- Install and repair roofing
- Undertake sewerage and drainage works

Personal Requirements:

- Able to plan your time and work under pressure
- Good communication skills
- Punctuality
- Able to work well in a team
- Ability to listen and follow instructions

Qualifications and Licenses Required:

- A current Victorian drivers licence (or in process of obtaining preferably manual)
- White Card (or in process of obtaining)

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
- Award / Agreement: Plumbing & Fire Sprinklers Award 2010
- Superannuation: 9.5%
- Gross Commencement 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: