**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: TBC** | **Date PD Issued: 29/4/2021** |
| **Position: Apprentice Mechanic – Light Vehicle** |
| **Host Employer: Hamilton Automotive** | **Supervisor: Michael Nolte** |
| **Host Employer Address: 20-22 Riley St, Hamilton** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Brandon Weatherson** |
|  |
| **Tasks Involved:*** Identify mechanical problems, often by using computerized diagnostic equipment
* Test parts and systems to ensure that they are working properly
* Follow checklists to ensure that all critical parts are examined
* Perform basic care and maintenance, including changing oil, giving tuneups, checking fluid levels, and rotating tires
* Repair or replace worn parts, such as brake pads and wheel bearings
* Disassemble and reassemble parts
* Use testing equipment to ensure that repairs and maintenance are effective
* Explain to clients their automotive problems and the repairs done on their vehicles
* Undertake steering and suspension diagnosis service and repairs
 |
| **Work Conditions:**Most automotive service technicians and mechanics work in well-ventilated and well-lit repair shops. Although automotive problems often can be identified and fixed with computers, technicians perform many tasks with greasy parts and tools, sometimes in uncomfortable positions. |
| **Personal Requirements:*** Ability to identify the problem quickly.
* Good knowledge of automobiles.
* Effective analytical and communication skills.
* Good reading, computer, and mathematics skills.
* Ability to learn new technology and repair and service procedures and specifications.
* Should be able to operate electronic diagnostic equipment
 |
| **Qualifications and Licences Required:**Current Victorian Drivers Licence |
| **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.
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| **Additional Information*** Hours Per Week: 38
* Days per Week: Monday - Friday
* Award / Agreement: Vehicle Manufacturing, Repair Services and Retail Award 2010
* Superannuation: 9.5%
* Gross Commencement Hourly Rate: TBC
* Registered Training Organisation – South West Tafe
 |
| **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: Jacob Borella

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: John Borella

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: Anthony Smith

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_