

## AEN 6.2.1.1 Agriculture (General Farming)

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**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

# Agriculture – Mixed Farming Cropping & Sheep

## 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: 27/9/22**

**Position: Trainee Farm Worker (Studying Certificate III Agriculture)**

**Host Employer: Launchley Farm**

**Supervisor: John and Jack Chatham**

**Host Employer Address: 2436 Ballarat-Maryborough Road, Ascot**

**Westvic Staffing Solutions Apprentice/Trainee Consultant: Brandon Weatherson – 0439 457 931**

### Duties of Position:

Agriculture trainees assist farmers and graziers with growing crops and feeding and raising livestock and all general farming operations. Accommodation is provided for the trainee onsite at the farm free of charge. Trainee would be responsible for utilities and personal needs.

### Tasks Involved:

- Cultivate soil, sow crops and control weeds by slashing, rotary hoeing or chemical spraying
- Take part in harvesting operations which may involve the use of tractors, harvesters, forklifts and hand tools
- Feed livestock
- Clear away animal waste and hose out operational areas
- Shear and perform other tasks involved in the breeding and raising of livestock such as dipping, branding, crutching, gelding, marking and assisting with artificial insemination
- Maintain and repair farm buildings, bores, fences, machinery, troughs, windmills and other equipment.
- Patrols, inspects and reports on the condition of sheep.
- Provide sheep with feed and water.
- Assists with maintaining the health and welfare of livestock.
- Musters and drives sheep to shearing sheds and between paddocks to ensure sufficient feed is available.
- Herds sheep for shearing and keeps mobs separate during shearing.
- Spreads fleeces on skirting tables for classing, pressing wool and branding bales.

### Work Conditions:

Farm hand work can be physically demanding. They spend much of their time working outdoors. During lambing or calving, mustering and/or harvesting time farm hands may be required to work long and irregular hours.

### Personal Requirements:

- Interested in practical work
- Able to undertake manual, and sometimes heavy, work
- Able to handle animals with confidence and patience
- Able to work for long hours, outdoors, in all kinds of weather conditions
- Able to endure isolation and limited social contact
- Mechanical aptitude

### Key Selection Criteria:

### Qualifications and Licences Required:

- Drivers licence an advantage

**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 (possibility of weekend work in Busy period)**
- **Award / Agreement: National Training Wage**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBC**
- **Allowances: as per award**

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 \_\_\_\_/\_\_\_\_/\_\_\_\_