

**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

### 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: 8/9/2022

Position: Administration Trainee – Finance & Regulation / Asset Planning

Host Employer: Wannon Water

Supervisor:

Host Employer Address: 25 Gateway Road, Warrnambool 3280

Westvic Staffing Solutions Apprentice/Trainee Consultant: Anthony Smith 0427 356 826

### Duties of Position:

Trainees in Business Administration will learn to undertake a range of functions to contribute to the smooth operation of the administration activities for both the Finance & Regulation and Asset Planning teams.

### Tasks Involved:

A Business Administration trainee may perform any or all of the following tasks:

#### Finance & Regulation (Accounts Payable)

- Assist with the accurate and timely processing of vendor invoices, to ensure payment within vendor payment terms on a fortnightly basis.
- Assist with regular review and reconciliation of creditor statements
- Liaise with and follow up creditor queries
- Provide support in the conduct of the accounts payable function
- Electronic filing (into CM) of Finance documents
- Assist with other Finance & Regulation activities as required

#### Asset Planning

- Developing cost templates for new and modified water and sewer service areas
- Assisting in the collection of spatial data
- Data processing of water use and water loss using Power BI
- Support the preparation of capital works projects, including timing plans and contractor audit checklists
- Supporting meetings by taking and distributing minutes
- Support the preparation of proposals that identify inflow and infiltration management priorities
- Other tasks as directed

### Work Conditions:

Finance & Regulation / Asset Planning trainees may work for one person or a group of people. In some areas of employment, long hours of work and/or travel may be required.

**Personal Requirements:**

- Aptitude for learning
- Well organised
- Able to work as part of a team
- Able to meet deadlines
- Good communication skills
- Aptitude for working with computers (Windows 2010)
- Able to work accurately and neatly
- Reliable
- Will be required to undergo Police Check

**Qualifications and Licenses Required:**

- Completion of Year 11 or 12
- Current Victorian Driver's License or a commitment to having one by commencement of traineeship

**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:** 40 hours per week with one rostered day off per month
- **Days per Week:** Monday – Friday 8.15am – 5pm (45 min lunch)
- **Award / Agreement:** WWEA 2020 /National Training Wage 2010
- **Superannuation:** 10.5%
- **Gross Commencement Hourly Rate:** \$
- **Registered Training Organisation:** Access to a \$250 uniform annual reimbursement

**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: