**Position Description**

**Job Reference Code: CAB**

**Westvic Staffing Solutions is a** community based, not for profit organisation established back in 1984. Since this time, we have evolved as a leading regional provider of employment and training services across 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 Group Training?**

Group training **i**s 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 an employers (Westvic) and the Australian Apprentice / Trainee and explains the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the State Training Authority via an Australian Apprenticeship Centre.

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| **Cabinet Maker** **Position Description** |
| **Profile**Established custom cabinet maker based in Keysborough is seeking an enthusiastic 1st year apprentice keen to learn all aspects of cabinetry and joinery. |
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| **Employee Name: TBA** | **Date Issued: May 2022** |
| **Position: Certificate III in Cabinet Making** |
| **Host Employer: TLD Kitchens** | **Supervisor:** TBA |
| **Host Employer Address: 5/189 Cheltenham Road Keysborough** |
| **Apprentice / Trainee Consultant:** David Gamble |

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| **Duties / Tasks*** Build and install kitchens and assorted joinery;
* Learn all aspects including designing joinery from the ground up;
* 3d computer design drawing;
* Ordering and quoting;
* Helping clients to select finishes;
* Scheduling work and measuring up.
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| **Personal Attributes*** Demonstrated passion and interest for Cabinet Making and Joinery;
* Ability to learn, flair for design;
* Computer literate;
* Able to show initiative, enthusiasm and able to follow instructions;
* A keen eye for detail and quality and able to work to a high level of accuracy;
* Excellent time management and planning;
* The ability to work as part of a team with or without supervision and a friendly and positive disposition with good communication skills;
* Punctual and a reliable means of transport to and from work every day;
* Able to work away and work overtime when required.
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| **Key Selection Criteria:*** A genuine desire to work in the cabinet making industry;
* An ability to work in a safe and responsible manner;
* Good communication skills along with the ability to work in a team environment;
* Sound literacy and numeracy skills;
* Aptitude to interpret plans, drawings and for creative design.
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| **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:**

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| **Commencement Date:** | **May/June 2022** |
| **Hours per week:** | 38 hours per week |
| **Days per week:** | **5** |
| **Hours:** | **38** |
| **Award / Agreement:** | **Timber Industry Award 2010** |
| **Superannuation:** | **10%** |
| **Commencement Hourly Rate:** | **tba** |
| **Allowances:** | **tba** |

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| **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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_