**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 – Engineering (Mechanical)** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.  The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s. | |
| **Employee Name: TBA** | **Date PD issued: May 2022** |
| **Position: Certificate III Engineering – Mechanical (Tool Maker)** | |
| **Host Employer: A & L Windows** | **Supervisor: TBA** |
| **Host Employer Address: 131-149 National Drive Dandenong South** | |
| **Westvic Staffing Solutions Field Officer: David Gamble** | |
| **Duties of Position:**  Responsible directly for maintenance. Operates as a resource on various project teams responsible for existing and new products and processes to ensure maximum efficiency and best practice in all aspects of design. | |
| Tasks involved:  * Analyse and understands sketches, models or descriptions and technical drawings. * Sets up and operates machine tools and tests conformance of machines. * Weld and fabricate as directed through maintenance program. * Examine faulty machinery and equipment for defects * Undertakes regular emergency repairs of metal parts of machinery & equipment using various hand tools and fits and assembles parts * Use of hand tools, power tools (E.g. mallets, rollers and screw drivers) (E.g. drills and power saws) to fit and assemble parts, which require knowledge of principles of mechanics. * Ability to comprehend and follow specified safety documents including Provisional Safety Analysis PSA’s and Safe Work Instructions-SWI * Able to routinely identify and follow job paperwork * General maintenance tasks around the factory and grounds as required. | |

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| **Expected Outcomes/Key Measures:**   * A strong willingness to learn and eventually be able to confidently evaluate requirements and prioritise these in order of risk to the business. * Establish a routine maintenance program for all tools in the businesses. * Effectively coordinate with the senior technical engineer, the set up of maintenance facilities on site as required by the operatives of each business unit. * Optimise new designs to minimise duplication in tool making. * Operate as a resource on various projects looking at re-design of existing products to provide higher levels of efficiency and quality of design. * Provide advice to RDE team on new designs and tooling requirements to ensure maximum productivity. * Assist in designing manual handling solutions as directed. * Provide technical advice to management and operations as required. * Openness to training, proving training and managing the implementation of new tool/equipment introduction. |
| **Personal Requirements:**  This position requires the person to have acquired the following skill set;   * Sound communication and teamwork skills * Ability to demonstrate consistent completion of work to a high standard with great attention to detail. * Strong sense of responsibility and accountability * Ability to work as an effective team member * Desire to learn with the use of tools and machinery. |
| **Qualifications and Licences Required:**   * Some industry experience would be beneficial. * Certificate II in Engineering would be beneficial. |
| **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 with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. |
| **Copy to: 🗌 Employee 🗌 Host Employer 🗌 Main File** |

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| **Additional Information:**   |  |  | | --- | --- | | **Commencement Date:** | May/June 2022 | | **Hours per week:** | 38 hours per week standard, overtime maybe available | | **Days per week:** | Monday – Friday (weekend work may apply) | | **Award / Agreement:** | Manufacturing & Associated Industries & Occupations Award 2010 post 1 Jan 2014 | | **Superannuation:** | 10 % | | **Commencement Hourly Rate:** | Dependent on successful candidate. | |

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