

GTO 6.2

Position Description – Education Support Trainee

Westvic Staffing Solutions Group Training 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 South West 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 Central Highlands Region
- Providing a bridge between school and employment

What is Group Training?

Group training 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 Field Officer.

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 employer (Westvic Staffing Solutions) 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

Position Description – Education Support Trainee

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:

Date PD Issued: 13/10/2020

Position: Education Support Trainee (Cert III Education Support)

Host Employer:

Supervisor:

Host Employer Address:

Westvic Staffing Solutions Field Officer: Lisa Barton

Tasks Involved:

An Education Support trainee may perform any or all of the following tasks:

- Undertake supervision of groups in participation with teachers
- Assist with the student activities program
- Be expected to obtain a Victorian Drivers Licence prior to or soon after commencement
- Liaise with staff and students
- Monitor children during classroom and play activities
- Assist classroom teachers
- Prepare materials and classrooms for class activities.
- Instruct and monitor students under the guidance of classroom teacher.
- Follow School policies and procedures
- Assist with general enquiries from children, parents and staff
- Attend meetings and training
- Assist in canteen if required
- Attend outings and excursions (may be required to attend overnight school camps)
- Undertake general tasks as required or as directed by supervisor
- Undertake Yard Duty
- Assist with OSHC program

Work Conditions:

Trainees must expect to be on their feet for long periods of time. They must have high levels of personal hygiene and the ability to work under pressure in a team environment.

Trainee will be working indoors and outdoors

Key Selection Criteria:

- Hold Year 12 VCE / VCAL
- Genuine interest in working in a school environment
- Ability to work with children
- Friendly personality with strong communication skills
- Conscientious and hard working
- Punctual and reliable

Qualifications and Licenses Required:

- Working with Children Check

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.

Additional Information:

- **Commencement Date:** TBC
- **Hours Per Week:** 38
- **Days per Week:** Monday – Friday
- **Award / Agreement:** National Training Wage
- **Superannuation:** 10.5%
- **Commencement Hourly Rate:** As per award

How to apply

Go to our website –

Complete the Application Form listed with this advertisement ensuring to upload a copy of your cover letter and resume.

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: _____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____