

Position Description

Job Reference Code: ELE/DG

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 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 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.

Electronic and Communications 1st year

Position Description

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: Electronic and Communications Technician Apprentice

Host Employer: Keysight Technologies Australia P/L

Supervisor: tba

Host Employer Address: 745 Springvale Road Mulgrave

Apprentice/Trainee Consultant: David Gamble

Duties of Position:

Electronics and communications technicians diagnose faults and repair electronic devices, including audio-visual, broadcast, business and medical equipment.

Electronics and communications technicians may work in workshops, private homes or manufacturers' factories. They may have a considerable amount of contact with the public.

They may also work in confined spaces, requiring standing for long periods and be required to work at heights on masts, towers and roofs.

Electronics and communications technicians must be aware of safety regulations and are often required to wear and use supplied protective equipment.

Tasks:

Apprentice will learn, assist in or complete any or all of the following:

- Attend to breakdowns in electronics and communications equipment;
- Diagnose, test and rectify faults in electronic circuits and apparatus;
- Troubleshoot digital subsystems, amplifiers and circuits;
- Find and repair faults in complex power supplies;
- Service broadcast, microwave and satellite technology;
- Service analogue, digital and data equipment and signals;
- Service fire and security alarm systems;
- Repair cameras, television receivers, DVD players, computers, and business and medical equipment;
- Dismantle, assemble and fabricate electro technology assemblies;
- Install extra low voltage wiring systems;
- Install electrical and electronic control systems.

Personal Requirements:

- Enjoy mathematical and technical activities;
- Practical and good hand-eye coordination;
- Good eyesight and normal colour vision;
- Diagnostic ability;
- An aptitude for mechanics and electronics;
- Able to work as part of a team;
- Able to work independently;
- Physically fit;
- Good Communication Skills.

Key Selection Criteria:

- A genuine desire to work in the Electronic & Communication industry
- Ability to perform precise and detailed work
- Good communication skills along with the ability to work in a team environment
- Sound literacy, numeracy and technical skills
- Aptitude for mechanics and electronics

PLEASE NOTE: This is not an Electrotechnology Apprenticeship (Electrician)

Qualifications and Licenses Required:

- Hold a Construction Induction Card or willingness to obtain;
- National police check or willingness to obtain.

Workplace Health and Safety:

- Follow Westvic and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions;
- Co-operate with the Employer and Westvic with respect to any action taken by the Host Employer and Westvic 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 without delay.

Additional Information:

Commencement Date:	May/June 2022
Hours per week:	37.5 hours per week standard, overtime maybe available
Days per week:	Monday – Friday (weekend work may be applicable)
Award / Agreement:	Electrical, Electronic & Communications Contracting Award 2010
Superannuation:	10%
Commencement Hourly Rate:	Dependent on successful candidate.

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: _____