

### Trainee Individual Support

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**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 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 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 State Training Authority via an Australian Apprenticeship Centre.

## Position Description – Trainee Individual Support

**Employee Name:** TBC

**Date PD Issued:** 14/09/2022

**Position:** Trainee in Individual Support

**Host Employer:** Mulleraterong Centre Inc.

**Supervisor:** Annette Read

**Host Employer Address:** 59 Alexandra Parade, Hamilton, Vic, 3300

**Westvic Staffing Solutions Apprentice/Trainee Consultant:** Kim Cameron

### Tasks Involved:

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

- Provide support to people with disabilities in the areas of personal care, health and well-being, accessing the local community, learning independent living skills and making choices about their lives
- Create and maintain an environment that empowers people with disabilities.
- Identify and utilize specific communication methods to interact with people with disabilities.
- Advocate for people with disabilities.
- Complete administrative work including maintaining client records and daily electronic Notes writing
- Cooperate with colleagues in consultative processes to improve health and safety by using the relevant tools and systems, such as procedures, guidelines and policies.
- Observe the safe working practices you have been trained in, and as far as you are able, protect your own and other's health and safety.
- Ability to work as part of a team and contribute positively when interacting with others.
- Understand, work towards and meet Mulleraterong Centre Inc. quality objectives.
- Carry out all work according to the Mulleraterong Centre Inc. policy and guidelines.
- Provide services to people with a disability to achieve maximum independence in accordance with established practices.
- Perform work in a legal and ethical framework, which supports the rights and interests of clients following appropriate reporting mechanisms to meet duty of care requirements:
  - report all changes in health status immediately
  - direct all enquiries regarding care to supervisor
  - complete documentation in accordance with legislation.
  - Support clients to voice their opinions or needs, to ensure their rights are upheld
- Work effectively as an individual and in work groups to contribute to achievement of Mulleraterong Centre Inc. objectives and communicate effectively within the workplace.
  - maintain confidentiality and privacy of client according to Mulleraterong Centre Inc. guidelines
  - establish and maintain appropriate relationships with clients and their families
  - demonstrate commitment to ongoing training and development of self
- Apply relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care.
  - participate in mandatory training
  - maintain record of training
- Provide support and assistance to maintain quality care
- Follow Occupational Safety and Health guidelines
- Ensure safe operations of equipment
- Maintain good time management and organizational skills
- Other duties as required

### Key Selection Criteria:

- To be committed to completing a Certificate III in Individual Support
- A genuine interest in a career in disability and/or personal support
- Good communications skills and a desire to learn
- A caring and supportive attitude
- The ability to work independently and as part of a team
- Patience and discretion
- To be committed to the rights of people with a disability

**Qualifications and Licenses Required:**

- Drivers licence an advantage
- A NDIS Worker Screening Check
- COVID – 19 Vaccination Certificate

**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: 32.5**
- **Days per Week: Monday-Friday**
- **Award / Agreement: SCHADS**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBA**

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: \_\_\_\_\_