

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.

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name:

Date PD Issued:

Position: Administration Trainee – Knowledge Services

Host Employer: Wannon Water

Supervisor: Amy Rosolin 5565 6642

Host Employer Address: 25 Gateway Road, Warrnambool 3280

Westvic Staffing Solutions Apprentice/Trainee Consultant: Anthony Smith 0427 356 826

Duties of Position:

Trainees in Business Administration will learn to undertake a range of functions to contribute to the smooth operation of the administration activities within an organisation. Activities will include providing assistance to the Knowledge Services team in the registration, distribution and management of daily emails, faxes and mail in accordance with established practices.

Tasks Involved:

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

Knowledge Services

- With guidance and direction be responsible for the daily registrations, classification and distribution of general mail, emails and faxes within Wannon Water's Electronic Records and Document Management System – Content Manager.
- Filing, storage and retrieval of documents according to documented procedures and protocols
- Preparation of daily outgoing mail
- Opening and sorting of daily incoming corporate mail
- Participate in Knowledge Services Projects as directed

Work Conditions:

Business administrators may work for one person or a group of people.

Personal Requirements:

- Well organised
- Able to work as part of a team
- Able to meet deadlines
- Good communication skills
- Aptitude for working with computers (Windows 2010)
- Able to work accurately and neatly
- Reliable
- Will be required to undergo Police Check

Qualifications and Licenses Required:

- Completion of Year 11 or 12
- Current Victorian Driver's License or a commitment to having one by commencement of traineeship

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:** 40 hours per week with one rostered day off per month
- **Days per Week:** Monday – Friday 8.15am – 5pm (45 min lunch)
- **Award / Agreement:** WWEA 2020 /National Training Wage 2010
- **Superannuation:** 11%
- **Gross Commencement Hourly Rate:** \$
- **Registered Training Organisation:** Access to a \$250 uniform annual reimbursement

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 Name:

Westvic Staffing Solutions Signature:

Date: