

**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

## Apprentice - Painting & Decorating

### Position Description

**Employee Name:**

**Date PD Issued: 08/01/2019**

**Position: Apprentice Painter**

**Host Employer: RPD Painting**

**Supervisor: Sarah**

**Host Employer Address: 35 Rotherham St Belmont**

**Westvic Staffing Solutions Apprentice/Trainee Consultant: Darren Mounsey**

#### **Duties of Position:**

Apprentice Painters prepare surfaces for painting, mix, match and apply paint to various surfaces, completing touchups, and coordinating large painting projects.

#### **Tasks Involved:**

- Scrape, sandpaper, prime, or seal surfaces prior to painting.
- Clean walls to ensure proper adherence.
- Cover surfaces with cloth or plastic to ensure protection.
- Fill cracks, holes, and joints.
- Remove fixtures such as pictures, doorknobs, lamps, and electric switch covers prior to painting.
- Apply paint to surfaces including canvas, walls, floors, doors, and cabinets.
- Mix, match, and apply paint, varnish, shellac, enamel, and other finishes.
- Paint using a brush, roller and spray gun.
- Apply several coats according to paint directions.
- Work on ladders and at heights to reach high ceilings or walls.
- Clean up all equipment, including brushes and spray guns

#### **Work Conditions:**

Usually work regular business hours, although on some projects they may need to work longer hours, including weekends work on building sites and in commercial or residential buildings. A combination of working indoors and outdoors.

#### **Personal Requirements:**

- Motivated and have a positive work ethic
- Well presented & have good people skills
- Willing to learn & aim for excellence
- Possess a high level of attention to detail
- Able to work within a team environment
- Genuinely interested in Painting & Decorating
- Hold a current drivers licence and be willing to travel throughout the service area

#### **Qualifications and Licenses Required:**

Drivers licence is required

**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**

- **Hours Per Week: 40 per week paid for 38 with an ADO every 4 week**
- **Days per Week: Monday to Thursday 7.30am to 3.30pm and Friday 7.30am to 3.30pm**
- **Award / Agreement: Building and Construction General On-site Award 2010 - Painter**
- **Superannuation: 9.5%**
- **Commencement Hourly Rate: \$13.2452263**

Copy to :  Employee Host Employer Main File