**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 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 to Victorian Registrations and Qualifications Authority (VRQA) via an Australian Apprenticeship Support Network.

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| **Plasterer**  **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. | | |
| **Employee Name: TBC** | **Date PD Issued: 14/06/2022** | |
| **Position: SB Plastering Apprentice (Wall & Ceiling)** | | |
| **Host Employer: DKR Rendering & Plastering** | **Supervisor: Danny** | |
| **Host Employer Address: Portland** | | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Kyla Bryce 0460 307 724** | | |
| **Duties of Position:**  Plasterers make, apply and fix internal linings of commercial and domestic buildings | |
| **Tasks Involved:**   * **A plasterer may perform the following tasks:** * Measure room walls, * Workout plasterboard layout and install insulation and moisture barriers. * Measure and mark cutting lines on plasterboard. Cut plasterboard, lift and position panels, * Nail, glue or screw the boards to walls, ceilings or battens. * Prepare corner beading, panel moulding, ceiling centres and other plaster fittings. * Cover joins and nail holes with wet plaster or sealing compounds and smooth them using wet brushes and sandpaper. * Install fire rated wall barriers. * Spray fibrous materials over surfaces to be covered. Install acoustic walls and treatments. | |
| **Work Conditions:** Plasterers work indoors in commercial and residential buildings. The various tasks workers must perform require them to use tools, equipment, and machinery in a safe and efficient manner. | |
| **Personal Requirements:**   * Enjoy practical work * Good health and eyesight * Able to work as an effective team member * Able to work at heights | |
| **Key Selection Criteria:**  N/A | |
| **Qualifications and Licences Required:**  N/A | |
| **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 Host 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 :** 16 * **Days per Week:** 2 Days Per Week * **Award / Agreement:** Building and Construction General On Site 2010 – No Year 12 * **Superannuation:** 10% * **Allowances:**Tool,Industry (Included in gross wage) * **Hourly Rate:** TBC | |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_