



Position Description – Sport and Recreation

Westvic Staffing Solutions Group Training 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 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 Field Officer.

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 employer (Westvic Staffing Solutions) 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

Sport and Recreation Trainee	
Position Description	
Employee Name: TBC	Date PD Issued: 06/05/2022
Position: Sport and Recreation Trainee	
Host Employer: Timboon P12	Supervisor: Davin Read / Dean Whitehead
Host Employer Address: Bailey Street, Timboon VIC 3268	
Westvic Staffing Solutions Field Officer: Jacob Rhodes	
Tasks Involved: <ul style="list-style-type: none"> • Assist with the setting up and conducting major sporting programs • Undertake supervision of groups in participation with teachers • Assist with the student activities program • Undertake sports administration • Be expected to obtain a Victorian Drivers Licence prior to or soon after commencement • Liaise with staff and students in relation to sports organisation and implementation. • Maintain sports equipment • Attend camps and sports day outside of normal school hours. 	
Qualifications and Licences Required: <ul style="list-style-type: none"> • Victorian Drivers Licence would be an advantage • Bronze Medallion Qualification would be an advantage • First Aid • Working with Children Check 	
Workplace Health and Safety: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Hours Per Week: 38 • Days per Week: Monday – Friday • Award / Agreement: National Training Wage Level A • Superannuation: 10% • Commencement Hourly Rate: TBC 	
Copy to : <input type="checkbox"/> Employee <input type="checkbox"/> Host Employer <input type="checkbox"/> 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 Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date: