

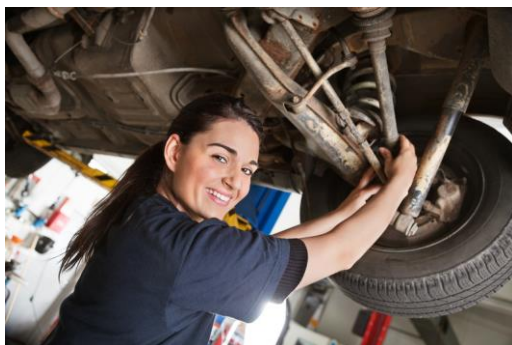
DO YOU NEED STAFF?

Employing an Apprentice or Trainee is a solution for your workforce

Westvic Staffing Solutions is one of the largest employers of apprentices and trainees in Victoria. We employ apprentices and trainees in full time, part time, and school-based positions in a variety of trades and qualifications.

Employing an apprentice or trainee, your business will receive an injection of enthusiasm and you will be enabling them to develop important skills while making a valuable contribution to their life and future.

Employing an apprentice or trainee could lead to your business securing a full time employee for your business.



THE BENEFITS

Westvic Staffing Solutions will:

- ✓ provide a comprehensive induction program
- ✓ provide you with the flexibility to employ full time or part time on a short- or long-term basis
- ✓ pay your apprentice or trainee on your behalf and manage superannuation, annual leave and personal leave entitlements
- ✓ provide assistance and advice on current WHS requirements and regulations
- ✓ allows you to use shared Host arrangements
- ✓ conduct regular contact and visits by an experienced Apprentice / Trainee Consultant

WHAT IS INCLUDED IN YOUR HOST EMPLOYER CHARGE OUT RATE?

- ✓ The Wage for your Apprentice or Trainee
- ✓ Superannuation
- ✓ Annual leave and leave loading
- ✓ Personal leave
- ✓ Training fees (associated with the Registered Training Organisation)
- ✓ Personal Protective Equipment (PPE)
- ✓ WorkCover



Westvic Staffing Solutions provides expertise in the employment of apprentices and trainees that benefits both you and your apprentice or trainee.



westvic.org.au

WE CAN HELP.

Westvic Staffing Solutions – Q&A Apprenticeship Employment Network (AEN)

The following information explains the Apprenticeship Employment Network service and what Westvic Staffing Solutions can do for your business:

Q: What is an apprenticeship?

A: An apprenticeship is the time spent learning a skilled trade under a qualified tradesperson. Apprenticeships generally are between 3-4 years in duration.

Q: What is a traineeship?

A: A traineeship is the time spent learning a job (or vocation) under a supervisor. Traineeships generally are between 1-3 years in duration.

Q: What is the Apprenticeship Employment Network Service?

A: Under the Apprenticeship Employment Network service, Westvic Staffing Solutions legally employ apprentices and trainees under contract, who are leased or hired to businesses which act as supervisors and on the job trainers and are referred to as a host employer.

Q: What are the benefits of using Westvic Staffing Solutions?

A: It's hassle free. Westvic Staffing Solutions pay the wages, taxes, superannuation, personal and annual leave including leave loading, allowances, training fees and handle any WorkCover concerns. We organise the registration process, induction, training and provide protective clothing if required.

Q: What does Westvic Staffing Solutions expect from its host employers?

A: We expect all host employers to comply with work place safety regulations and provide a safe working environment which is free from bullying and harassment. Training and supervision is also a key element provided by the host employer.

Q: How much does it cost?

A: Westvic Staffing Solutions will invoice or direct debit the host employer monthly. This cost recuperates the wages etc and includes an administration charge. Our dedicated Apprentice / Trainee Consultants can present a quotation which includes an hourly charge rate.

Q: Can Westvic Staffing Solutions recruit an apprentice or trainee for me?

A: Yes. This is part of our service. Businesses can also provide an apprentice or trainee and still be employed through the Apprenticeship Employment Network service.

Q: What happens once the apprentice or trainee has commenced?

A: A dedicated Westvic Staffing Solutions Apprentice / Trainee Consultant will visit regularly to carry out performance reviews and provide training progress updates. Your Apprentice / Trainee Consultant is available to contact during both work and after hours if needed.

Q: Do I have to employ an apprentice or trainee with Westvic Staffing Solutions for the full duration of the qualification?

A: No. Durations can be negotiated to reflect short, medium or long term business needs. Westvic Staffing Solutions will assist to find another host/placement in this situation.

Q: What if I have a work shortage?

A: One of the main benefits of using Westvic Staffing Solutions is that during work shortage periods the apprentice or trainee can be "returned", and Westvic Staffing Solutions will assist in finding another host employer.

Q: What happens if I have performance issues with the apprentice or trainee?

A: Westvic Staffing Solutions will handle any concerns with the placement which include poor performance, behavioural and other work-related issues.

Q: Are there incentives to employ an apprentice or trainee?

A: Yes. The Federal Government provide financial incentives in which Westvic Staffing Solutions forward onto the host employer.

Q: What happens if my apprentice or trainee is injured on the job?

A: Westvic Staffing Solutions will investigate and document the cause of the injury and handle any medical or work cover issues. We also manage return to work plans as required.

Employ an apprentice or trainee the easy way.

