

Pre – **Employment** Training a Recruitment approach

Abstract:

Education, Job awareness, training and employee suitability for the role are becoming the key factors in obtaining the right person for the job. OHS&W requirements and the risk of litigation or penalty ensure that as an employer we must get it right. The importance of selecting the right person for the task and that person understanding the role are now major factors impacting on our workforce. Injury, employee turnover and job satisfaction affect productivity & profitability so what can be done to off set some of these constraints? This paper will look at pre-employment training and candidate selection.

Objective:

To supply quality candidates educated in basic foundry principles promoting increased productivity and safety in the workplace.

Introduction:

Challenge Recruitment in conjunction with local Tafe and the Centre of Manufacturing have developed an innovative approach to staffing solutions by adopting “Job Ready” Methodologies. Challenge Recruitment has been a preferred supplier to the foundry industry for many years by not just accepting normality when selecting candidates. We believe we have a unique and flexible product in our Foundry Ready Program. Unique in the fact that the program allows Challenge to take a specifically chosen candidate with no prior experience in the foundry industry and offer deliberately structured curriculum. The two-day course allows the candidate an insight into foundry best practise before ever starting a position on a host site. It has been a long term issue that candidates placed on site that have not previously experienced the actual programme have been unable to comprehend the industry and have unfortunately resigned the position. Challenge accept the basic principles of foundry are generic across a broad spread of companies, however, we also understand that site specific criteria need also to be added, fortunately the course structure allows this flexibility.

Occupational Health and Safety

During the last several years there has been an ever increasing awareness and importance placed on OHS&W in the workplace. It is now ever so important to ensure that not only the plant and equipment are in serviceable and safe condition but also the operator is suitable for the task. We can no longer afford to employ at the gate and place a person on the job just because he/she looks good. The ever-decreasing labour pool also means that the calibre of applicants may not be as high as in the past or work ready.

Industry Awareness

With an ever-decreasing labour pool, locating and recruiting candidates for employment in the foundry industry, is an increasing problem. One of the factors that has a large influence is that many suitable prospects have no knowledge of what the industry has to offer, in general, the emphasis has been on university, IT or white collar careers. Prior to running any training programs prospective employees are canvassed and detailed information sessions are given so that candidates have an awareness of job requirements. This then puts them in a position to make an informed decision on career choice. It is of little use to go through recruitment, training and site induction for the new employee to say "this is not what I expected" and leave within 1 or 2 days or does not complete the first shift.

Selection

Before commencing any training program selection of suitable candidates is directly related to successful outcomes and productive employment. New comers to the industry are often placed into a job that they may not be suited and although being a good worker, fail. Prior to selection a risk assessment of the workplace should be undertaken so as to define duties available and rate the task, taking into account such things as

- Weight of product
- Repetition
- Bending and reaching
- Type of equipment in use

For example it is not much point in training and placing a person who is 6'6" in an environment where there are low benches or a lot of bending and stooping.

Further to the assessment the candidate needs to have the job and training fully explained along with the expectations of the employer. Throughout the "Foundry Ready" program candidates are also monitored for suitable placements with host employers and are given an opportunity to see what the work environment will be like 1st hand with factory visits to participating hosts.

COURSE OUTLINE:

Day 1 - Morning Session:

OHS&W	Metal Founding Practise.
Orientation of course outlines.	Visual Demonstration.
Applying OHS&W to Metal Foundry.	Principles & Concepts.
Handling Hazardous Materials.	Step by Step Discussion of Individual Equipment used in Foundry.
Importance of Hygiene.	Explanation of Moulding Process.
Fire & Emergency systems.	Production of a Casting.
Foundry Workshop Familiarisation.	Lock Out Procedures.
The host employer's Systems specific Policies & Procedures/Induction.	
Challenge Recruitment Policies & Procedures.	
Chemical Storage.	

Day 1 - Afternoon Session:

Fettling Hand Tools & Equipment.	Fettle & Trim Castings.
Types of Tools used in Dressing.	Breaking out of Mould.
Using Hand Tools.	Practical Application of Tools While Dressing.
Using Power Tools.	Concepts of Dressing a Casting.
Using Machines.	Safety While Dressing.
Personal Protective Equipment.	Demonstration of Applying Personal Protective Equipment.
Safety in a Dressing Shop.	Changing of Grinding Disc.
	Types of Grinding Disc.

COURSE OUTLINE: (CONTINUED)

DAY 2

Communication.	Quality Concepts.
Reporting.	Quality Standard
Interpersonal Skills.	Inspection of Castings.
Reading of Instructions.	Reporting Defects.
Motivation Discussion.	Apply Quality Concepts in Practice.
Career Path Opportunities.	Definition of Quality.
Workplace Ethic.	Who is the Customer?
	Visual Casting Inspections.
	Can a Casting be repaired?
	Testing Procedures.
	Correct use of Jigs.
	Service Finish of Castings.
	Shrinking, Slag Inclusion, Flashing and Finishing.

Work Experience:

Challenge Recruitment realise that theory is the starting point and the critical importance of understanding. At this point the candidate is empowered with the basic interpretation of Foundry practises. The next stage in the process is to allow the candidate the opportunity to utilise their recent learning’s and put them in to practice. This process is achieved over a minimum three (3) day work experience trial, in which the candidate will be closely observed by both Challenge and the Host, in such areas as:

- ✓ Ability to learn and accept new tasks.
- ✓ Punctuality.
- ✓ Attendance.
- ✓ Work Ethic.
- ✓ Quality of work performed.
- ✓ Team Work.

At this point the candidates progress is evaluated and if successful, will now have the opportunity for ongoing casual employment dependant on business needs.

Cost:

Challenge Recruitment has identified various options of minimising cost to all parties. One option available to The host employer’s Systems is the use of Traineeships for all candidates thus allowing for some financial reward for both The host employer’s Systems and Challenge Recruitment. The upfront cost of training will be absorbed by Challenge Recruitment.

Implementation Process:

Should the host employer accept the proposal the following timeframe and implementation strategies are recommended:

Week 1 Advertising Positions and Training
Week 1 Information Sessions, Interviews & Participant Selection

Week 2 First "Foundry Ready Program"
Week 3 Work Experience
Week 4 Second "Foundry Ready Program"
Week 5 Work Experience

Challenge Recruitment will need to meet with the host employer's representatives on site on week 1 to finalise course structure, outcomes, site survey, and task analysis.