

# G.14 Student Cadetship Policy

---

- 1 OBJECTIVE ..... 1**
- 2 SCOPE ..... 1**
- 3 STATEMENT..... 1**
  - 3.1 Cadetship Requirements.....1
  - 3.2 Equal Employment Opportunity .....1
  - 3.3 Duration of Cadetship .....1
  - 3.4 Progress.....1
  - 3.5 Employment After Graduation.....1
  - 3.6 Withdrawal From Cadetship .....2
  - 3.7 Cadetship Details .....2
  - 3.8 Conditions .....2
- 4 DEFINITIONS..... 3**
- 5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS..... 3**

Date Adopted by Council	10 June 2016	Council Resolution No.	09-04-18
Effective Date	10 June 2016	Review Date	June 2020
Policy Owner	Council	Responsible Officer	CEO
Policy Number	G.14	IX Reference	91184
Version Number	V1	05-Jan-15	Developed and adopted
	V2	10-Jun-16	Reviewed and adopted
	V3	13-Apr-18	Reviewed – no changes

- CEO Chief Executive Officer
- MCCS Manager Corporate & Community Services
- MES Manager Engineering Services
- MFS Manager Financial Services

## 1 OBJECTIVE

Quilpie Shire Council recognises the need to assist young people in the Shire to succeed in their chosen career path and would like to contribute to this by assisting school leavers by offering Cadetships. The purpose of this Policy is to provide encouragement and assistance for Council employees employed in a cadet role to assist in their success in their chosen career path.

## 2 SCOPE

This Policy applies to employees of Quilpie Shire Council undertaking a cadetship.

## 3 STATEMENT

### 3.1 CADETSHIP REQUIREMENTS

Cadetships may be offered to students studying or intending to commence tertiary qualifications at a recognised tertiary institution. It is intended that the study shall be external at a tertiary institution that is acceptable to Quilpie Shire Council and that the qualification obtained is recognised by professional associations. Candidates will be selected on merit and interviewed by a Selection Panel. The assessment will include:

- Commencement or are about to commence study at a tertiary institution acceptable to Quilpie Shire Council in the field of Engineering;
- Satisfactory academic performance;
- Aptitude;
- Personal qualities;
- Applicants must be an Australian Citizen.

### 3.2 EQUAL EMPLOYMENT OPPORTUNITY

Council is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and consistent with the organisation's Anti-Discrimination & EEO Policy.

This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.

### 3.3 DURATION OF CADETSHIP

The term of the Cadetship will be for a maximum of six academic years. During this time, students will be required to provide Council with a timetable prior to nominating a likely completion date to obtain their qualification.

### 3.4 PROGRESS

If a sponsored student fails to pass prescribed examinations in any one semester or is reported to be making unsatisfactory progress, Council then reserves the right to withdraw from the Cadetship agreement.

### 3.5 EMPLOYMENT AFTER GRADUATION

On completion of the tertiary qualification the Cadet will be required to continue employment with Quilpie Shire Council in the relevant field for a minimum period of 2 years. Employment conditions will be in accordance with the Local Government Officer's Award 1998 and Council's current Enterprise Bargaining Agreement.

### 3.6 WITHDRAWAL FROM CADETSHIP

Should a Council employed Cadet be unable to complete a course of study for unforeseen reasons on discussion with Council the Cadetship may be cancelled. Each case will be considered on its merit.

### 3.7 CADETSHIP DETAILS

The Cadetships shall be awarded to the applicant showing the greatest merit. To aid the selection panel in determining merit, selection criteria have been developed that require formal submission as part of the application.

The Cadetship shall include the following:

- Quilpie Shire Council will reimburse up to \$1000.00 per year towards the purchase of textbooks, software or associated study aides. Receipts must be provided to obtain reimbursement.
- Council agrees to fund a maximum of two return airfares per year or reimbursement of other travel costs such as fuel to the place of study for required residential study and the agreed associated costs. The amount of assistance approved will depend on the course of study being undertaken with degree level courses attracting a higher level of assistance.
- The Student will be employed on a full time basis under the Local Government Officer's Award 1998 in conjunction with Council's Enterprise Bargaining Agreement.
- Council will maintain the student's full ordinary wages whilst the student is at residential school.
- On successful completion of the qualification Quilpie Shire Council will pay 20% of the student's HECS fee or course costs on appointment to a permanent position with Quilpie Shire Council.
- On completion of 1 years full time employment with Quilpie Shire Council and on achievement of a successful appraisal review Council will pay another 20% of the students HECS fee or course costs.
- On the completion of 2 years full time employment with Quilpie Shire Council and on achievement of a successful appraisal review Council will pay another 20% of the students HECS fee or course costs.
- On the completion of 3 years full time employment with Quilpie Shire Council and on achievement of a successful appraisal review Council will pay another 20% of the students HECS fee or course costs.
- On the completion of 4 years full time employment with Quilpie Shire Council and on achievement of a successful appraisal review Council will pay another 20% of the students HECS fee or course costs.
- Council offers up to two weeks paid study leave in addition to annual leave per semester. When applying for this leave it is at the Supervisor's discretion depending on the section's work requirements. The amount of study leave approved will depend on the course of study being undertaken with degree level courses attracting a higher level of assistance.

### 3.8 CONDITIONS

The following conditions apply to study assistance:

- The student shall be responsible for any other expenses associated with his/her study in excess of the study assistance to be provided by Council in the above cadetship details clause.
- If the student fails any subject, then the subject is to be repeated at the earliest opportunity at the student's own cost. If failure of a subject affects the ability of the sponsored student to complete the course within the required time frame, Council reserves the right to withdraw assistance.
- On completion of a qualification if the student declines the offer of employment then Quilpie Shire Council will not be making any HECS payments on behalf of the student.

- Study assistance will not become payable until the student's enrolment has been confirmed by the Tertiary Institution.

#### 4 DEFINITIONS

Nil

#### 5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Nil

IX #	Details
91084	G.108 Recruitment Policy