



# G.14 Student Cadetship Policy

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**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** G.14 **Version:** 5  
**Council Resolution Number:** QSC  
**Effective Date:** 29 November 2023

**UNCONTROLLED DOCUMENT WHEN PRINTED**  
**Review Due:** September 2027  
**IX:** 244673

## 1 OBJECTIVE

Quilpie Shire Council (“Council”) recognises the development of new and existing people in the Shire to succeed in their chosen career path and would like to contribute to this 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 Council in the field of Engineering, Accounting or a qualification approved by the Chief Executive Officer;
- 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 eight 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 Council in the relevant field for a minimum period of 2 years. Employment conditions will be in accordance with the Queensland Local Government Industry (Stream A) Award – State 2017 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:

- 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 Queensland Local Government Industry (Stream A) Award – State 2017 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 :-
  - o With **full-time** study and have been employed for the full duration of the qualification with either part-time or vacation internship (without any subject deferrals), Council will pay 25% of the student's eligible course costs or HECS Fees at the end of each year of service (subject to the achievement of a successful appraisal review)\* until the student's eligible course costs have been reimbursed in full.
  - o With **full-time** study and have been employed for less than 50% of the duration of the qualification with either part-time or vacation internship, (without any subject deferrals) Council will pay 20% of the student's eligible course costs or HECS Fees at the end of each year of service (subject to the achievement of a successful appraisal review)\* until the student's eligible course costs have been reimbursed in full.
  - o With **part-time** study and have been employed full-time for the duration of the qualification (which is twice as long as the full-time study load, and without any subject deferrals), Council will pay 25% of the student's eligible course costs or HECS Fees at the end of each year of service (subject to the achievement of a successful appraisal review)\* until the student's eligible course costs have been reimbursed in full.
  - o With **part-time** study and have been employed full-time for less than number of years of the full-time equivalent of the qualification (without any subject deferrals), Council will pay 20% of the student's eligible course costs or HECS Fees at the end of each

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year of service (subject to the achievement of a successful appraisal review) until the student's eligible course costs have been reimbursed in full.

- 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 full-time employment, then Quilpie Shire Council will not be making any HECS or course 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 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

## 5 DEFINITIONS

Nil

## 6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Nil

IX #	Details
91084	G.108 Recruitment Policy

## 7 VERSION CONTROL

V1	05-Jan-15	Developed and adopted
V2	10-Jun-16	Reviewed and adopted
V3	08-Dec-17	Reviewed and adopted
V4	11-Sep-20	Reviewed and adopted
V5	01-11-23	Reviewed and adopted

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