



YOUTH CADETSHIP SCHEME

Cadet Information
Guide 2016-2017



**Working for
all Victorians**

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CONTENTS

WELCOME TO THE JOBS VICTORIA YOUTH CADETSHIP SCHEME.....	4
2017 PARTICIPATING DEPARTMENTS AND AGENCIES.....	5
RECRUITMENT PROCESS.....	6
ROLES & RESPONSIBILITIES	8
CADETSHIP REQUIREMENTS.....	9
FREQUENTLY ASKED QUESTIONS	10
FURTHER INFORMATION.....	11

WELCOME TO THE JOBS VICTORIA YOUTH CADETSHIP SCHEME

Youth Employment Scheme (YES) trainees are a valuable talent pool and increase the Government's workplace diversity. And it is for these reasons a number of departments and agencies have expressed interest in creating new positions to retain YES Trainees.

In December 2016, the Victorian Government launched the Jobs Victoria Youth Cadetship Scheme in partnership with the Community and Public Sector Union (CPSU) and with support from across the Victorian Government.

Youth Cadetships build on YES and provide two-year paid placements that give young Victorians a job in the public service.

Youth Cadetships also provide training in a Certificate IV in Government which, combined with the practical experience from on the job learning, gives trainees a solid foundation for a career in the public sector.

The Jobs Victoria Youth Cadetship Scheme will have an intake of 25 cadets in 2017, increasing to an additional 55 cadets in 2018 and again in 2019.

A Youth Cadetship is a great new pathway that may assist you in your journey towards a meaningful career.

I encourage you to take advantage of the opportunities presented to continue developing and growing your skills within the Victorian Public Service and consider a cadetship as part of your future career aspirations.

Yours sincerely,



Hon Wade Noonan MP

Minister for Industry and Employment

May 2017

2017 PARTICIPATING DEPARTMENTS AND AGENCIES

In 2017 the following Victorian Government departments and agencies are participating in the YCS:

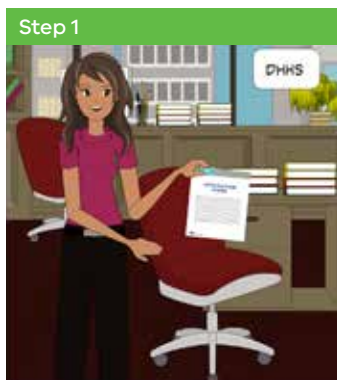
Department/agency	Acronym
Court Services Victoria	CSV
Department of Education and Training	DET
Department of Economic Development, Jobs, Transport and Resources	DEDJTR
Department of Environment, Land, Water and Planning	DELWP
Department of Health and Human Services	DHHS
Department of Justice and Regulation	DJR
Department of Premier and Cabinet	DPC
Department of Treasury and Finance	DTF
Victoria Police	VicPol
Victorian Public Sector Commission	VPSC

RECRUITMENT PROCESS

The Jobs Victoria team, along with HR areas in each participating department, manages the recruitment process, which has two pathways.

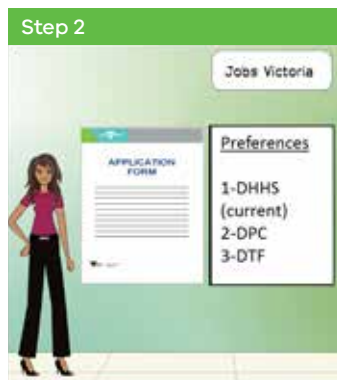
Pathway One: Preference to stay in home department/agency

Pathway One allows departments and agencies to retain their existing trainees as a cadets, without needing to consider other applications.



Step 1

Laura, a YES trainee, completes the YCS Candidate Application Form. The department where she did her traineeship, DHHS, is her preferred workplace.



Step 2

Laura submits her YCS Candidate Application Form with workplace preferences to the JYCS Team. The JYCS Team records Laura's form.



Step 3

Laura's application is sent by the JYCS Team to the department/agency - in this case DHHS - where she completed her traineeship.



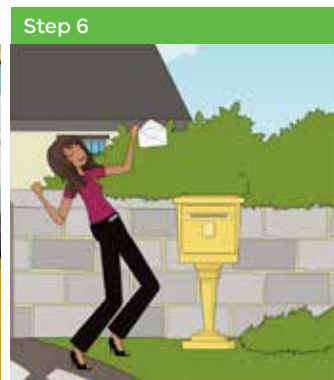
Step 4

Departments/agencies undertake their usual HR processes for applicants who completed their traineeship there. Laura is interviewed at DHHS.



Step 5

Departments inform the JYCS Team of the applicant/s they wish to employ, nominating one applicant per position. Some positions may stay unfiled for now.



Step 6

Laura receives a letter from DHHS and the JYCS Team informing her of her cadetship placement. Laura does not need to undertake further selection or interviews.

Pathway Two: Considering other departments/agencies

Pathway Two allows for your application to be considered by departments/agencies other than the one in which you completed your traineeship. There are a few scenarios that might mean your application is considered at Pathway Two, either after or instead of Pathway One. For example:

- you missed out on a cadetship in the workplace in which you completed your traineeship (as in the case below)
- you would prefer to undertake your cadetship in another department or agency
- your current workplace is not taking cadets.



ROLES AND RESPONSIBILITIES

JOBS VICTORIA TEAM

The Jobs Victoria team will oversee the implementation and management of the program and will work in collaboration with departments and agencies. It will provide advice and develop and implement related policies and procedures as required.

YES/YCS COORDINATOR

The YES/YCS Coordinator will work with the hiring manager to recruit and employ YES trainees for the YCS program. YES/YCS Coordinators support YES trainees throughout their traineeship. Coordinators will identify YES trainees who are eligible and encourage them to apply for a cadetship after graduating from YES if they are otherwise unable to secure a role in the VPS.

HUMAN RESOURCES

Human Resources (HR) will put in place the mechanisms to ensure that VPSG-1 positions are available for cadets. They will act as a conduit for YES and YCS, supporting managers and YES/YCS Coordinators to ensure there is a successful pipeline of YCS cadets.

HR will manage the process for recruitment and selection of YCS applications. This will include taking the request for YCS placements, managing the recruitment and selection process, and on-boarding the successful applicant.

MANAGER

Managers will complete the relevant documentation to engage a cadet through YCS and submit the completed paperwork to HR for processing. Managers will introduce cadets to the workplace and ensure they have completed orientation. They will undertake day-to-day supervision, prepare a work and study plan, and provide the cadet with access to mentoring, workplace and training support.

REGISTERED TRAINING ORGANISATION

A registered training organisation (RTO) is an organisation providing Vocational Education and Training (VET) to students, resulting in qualifications or statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia. Box Hill Institute will deliver the Certificate IV in Government to cadets.

CPSU CADETSHIP LIAISON OFFICER

The CPSU Cadetship Liaison Officer (CLO) will be the cadet's point of contact outside the workplace. They will support the cadet in their role and collect information on the experience of cadets to improve the program overall.

CADETS

Cadets are young people who have completed or nearly completed a YES traineeship and are accepted into the YCS program. The checklist on the next page is a guide to the cadet's key responsibilities throughout the year.

CADETSHIP REQUIREMENTS

The cadet must satisfactorily complete all the learning and development activities. This will include completing a Certificate IV in Government and achieving performance standards outlined in your performance development plan (PDP).

Cadet's Responsibilities

Commencement of cadetship	<ul style="list-style-type: none">• Read and abide by the VPS Code of Conduct	First two weeks
Orientation	<ul style="list-style-type: none">• Participate in local work induction• Develop a performance and development plan with descriptors of VPSG-1 as part of your probation meeting• Ensure you enrol in Certificate IV in Government• Establish contact with CLO	First month
One-on-one meeting	<ul style="list-style-type: none">• Able to ask questions/raise concerns• Advise your manager of your learning and development dates	Weekly meetings
Team building	<ul style="list-style-type: none">• Encourage collaboration within and across teams• Attend team/branch meetings	Team meetings/ team projects
12 months review	<ul style="list-style-type: none">• Complete Certificate IV in Government modules• Performance conversation with your manager• Review of your readiness to apply for VPSG-2 position (merit process)	12 months
18 months review	<ul style="list-style-type: none">• Performance review discussion to be finalised within three months prior to completion of your cadetship	18 months
	<ul style="list-style-type: none">• Discuss career opportunities with the department, other VPS departments or external to the VPS	21 months

FREQUENTLY ASKED QUESTIONS

How do I apply for the YCS?

If you are a current YES trainee, you will need to speak to your current manager and express your interest in a cadetship. You can complete the *Youth Cadetship Scheme: Candidate Application Form* and send it to the YES/YCS Coordinator in your department for processing (see **Attachment 2** for your relevant YES/YCS Coordinator).

Can I apply outside of my current department or agency?

Yes, YES trainees can apply for cadetships within different departments/agencies. If you want to discuss options in different departments/agencies you can get into contact with the relevant YES/YCS Coordinator or have a discussion with the Jobs Victoria team. You can then state your preferences on the *Youth Cadetship Scheme: Candidate Application Form*.

What are the fees for the Certificate IV in Government training?

The Certificate IV in Government Training Program has been added to 'funded course list' and will receive a Victorian Training Guarantee (VTG) government subsidy. Jobs Victoria will contribute \$1,200 towards training costs through a scholarship for each cadet. Cadets will contribute a small cost towards training and also pay a student services and amenities fee per year.

Cost 2017	Full fee	VTG*	Balance	Scholarship	Final cost	Payment responsibility
Training cost	\$5,661 (ex GST)	\$3,575 (ex GST)	\$2,086 (ex GST)	\$1,200/	\$886 /104 = \$8.52 per week (ex GST)	Paid by the cadet through wage deductions
Administration fee for welfare support (one-off payment on initial enrolment)			\$1,323 (inc GST)			Paid by the department/ agency
Student Services and Amenities Fee			\$169* (inc GST) per year			Paid by the cadet

*Victorian Training Guarantee – a concession on tuition fees available for government-subsidised training places

Who will deliver the Certificate IV in Government training?

Box Hill Institute will deliver a customised Certificate IV in Government qualification. Box Hill leads the training system in excellence and innovation. It provides essential life skills and support services to students. The training will be delivered at the Box Hill campus.

What to know more? Go to the website: www.boxhill.edu.au

What training will I undertake in the Certificate IV in Government?

The Certificate IV in Government will include:

- Four x five-day study clinics to be held at Box Hill Institute (Monday to Friday), which cadets will be required to attend- Workplace projects
- Individual and group research sessions, and
- Distance learning (online tutorials).

The customised training creates an engaging, stimulating and inclusive learning environment.

The core units for the certificate IV in Government (PSP40116) are:

PSPETH001	Uphold the value and principles of public service
PSPLEG002	Encourage compliance with legislation in the public sector
PSPPCY004	Support policy implementation
PSPGEN043	Apply Government processes
PSPGEN029	Value Diversity
PSPGEN023	Deliver and monitor service to clients

The nine elective units are available. It is expected the Certificate will be completed within the two years of commencement.

What if I choose to cease studies or leave the VPS?

The hiring department or agency will need to talk with you to find out why. Fees paid by Jobs Victoria may need to be recovered as a debt if studies cease without reasonable cause.

How are placements allocated for YCS?

Departments identify a resourcing need that could be filled by a cadet. The manager then completes all relevant documents and sends them to the YES/YCS Coordinator and HR department to commence the recruitment process.

The YES/YCS Coordinator will coordinate the recruitment process and forward applications to the hiring manager for consideration. It is be a merit-based and equitable process. Once the preferred candidate has been selected, a cadetship position will be offered.

Can I transfer departments after commencement?

Yes you can. This can only happen if the other department has a vacancy and there is an agreement between the two departments about the placement.

Will I be able to apply for higher VPS positions during my cadetship?

Yes. Cadets will commence at a VPSG-1. The cadetship aims to support you to a level where you can compete strongly for VPSG-2 and VPSG-3 positions. Cadets do not need to complete their cadetship before being promoted within the VPS. Cadets must, however, complete the Certificate IV in Government.

FURTHER INFORMATION

Your first point of contact for support and information is your home HR department, YES/YCS Coordinator or CPSU Liaison Officer (Phone: 03 9639 1822). For more information on the YCS visit www.jobs.vic.gov.au or contact the Jobs Victoria team:

Phone: 1300 208 575 **Email:** jobsvictoria@ecodev.vic.gov.au

Attachments:

1. *Youth Cadetship Scheme: Candidate application form*
2. *YES/YCS Coordinators: Contact list (effective January 2017)*

