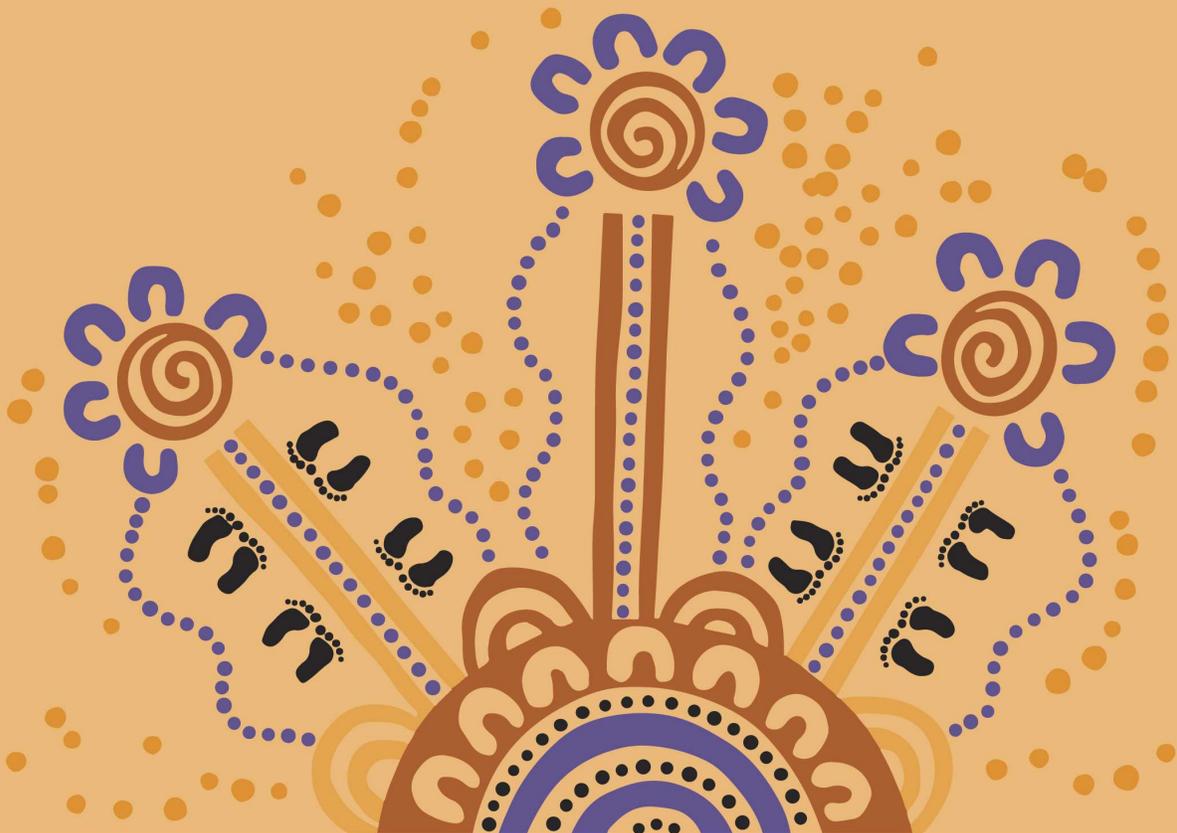


Yurangka Kari

Indigenous Cadetship Support Program
for Undergraduate Students

Becoming a Cadet



Government of South Australia
Department of Planning,
Transport and Infrastructure

Yurangka Kari Handbook

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About the Handbook

Purpose of the Handbook

This Handbook provides procedural information on Yurangka Kari – Indigenous Cadetship Support program for Aboriginal Students.

Target audience

This Handbook has been developed for Aboriginal and Torres Strait Islander students who are enrolled in a Diploma, Advanced Diploma or their first Undergraduate Degree.

What the Handbook doesn't contain

This Handbook does not contain specific information on the following items, which are outside the scope of the Yurangka Kari:

- Compulsory course or tuition fees for tertiary study, including TAFE fees and loans for University study under the Higher Education Contribution Scheme - Higher Education Loans Programme (HECS-HELP) or FEE-HELP scheme; and
- Centrelink payments.

However, students should note that:

- Cadets undertaking studies in courses which are subject to HECS-HELP or FEE-HELP, are subject to the payment requirements of that Scheme/Programme; and
 - students in receipt of Centrelink payments must advise Centrelink immediately when they commence their Cadetship so that that agency can determine their continuing entitlement. Yurangka Kari Cadets are not eligible for Abstudy payments.
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More information on Yurangka Kari

For more information on the Yurangka Kari, contact:

Aboriginal Cultural Consultant, Aboriginal Engagement
Office of the Chief Executive
PH: (08) 7109 7129
Email: dpti.aboriginalengage@sa.gov.au

Or visit

www.dpti.sa.gov.au/careers/aboriginal_employment

About the Handbook

Other useful links The following are some useful internet links for information related to topics found in this Handbook:

Subject	Internet link
Indigenous Cadetship Support program	http://docs.employment.gov.au/system/files/doc/other/finding_yourself_a_cadetship_-_a_guide_for_indigenous_students.pdf
HECS-HELP or FEE-HELP for full tuition fees.	HECS_HELP FEE-HELP
Fair Work Ombudsman (<i>Wages and conditions of employment</i>)	www.fairwork.gov.au
Taxation issues	www.ato.gov.au
Payments and services for Aboriginal Australians	www.humanservices.gov.au
University course information	www.myuniversity.gov.au

Yurangka Kari

Introduction This section provides background information on the Yurangka Kari – National Indigenous Cadetship Program. This program is for Aboriginal students who are currently enrolled in a Diploma, Advanced Diploma or their first Undergraduate Degree course.

Yurangka Kari The Yurangka Kari has been developed in partnership with the Indigenous Cadetship Support program (ICS).

ICS ICS is an Australian Government funded programme administered by the Department of Employment and Workplace Relations (DEWR). For further information go to www.ics.deewr.gov.au

To be eligible for Yurangka Kari all students must be registered with ICS.

Yurangka Kari is part of the Aboriginal Employment Program DPTI is committed to addressing the disadvantage experienced by Aboriginal Australians in the labour market. The South Australian Strategic Plan of 2011 has further expanded DPTI's Aboriginal Employment Program. The plans focus on creating opportunities for Aboriginal and Torres Strait Islander people in the South Australian public sector.

The Yurangka Kari is an element of DPTI's Aboriginal Employment Strategy 2011 onwards.

Aims of the Yurangka Kari The Yurangka Kari program assists Aboriginal students to complete their studies in their chosen field and to gain valuable experience in a relevant workplace.

Yurangka Kari program offers

- Employment contract for 52 weeks
 - 8 - 12 weeks work experience
 - Study allowance
 - Mentoring/support
 - Book allowance
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Employment Agreement

Introduction This section provides information about the Employment Agreement and taxation advice for this agreement

Agreement type	
Employment Agreement	<ul style="list-style-type: none">• DPTI and student enter into a contract of employment which provides more specific details on the terms and conditions of employment over the duration of the Cadetship.• DPTI and the student enter into an agreement with the Department of the Prime Minister and Cabinet. Once the agreement is signed, the student becomes a Cadet• The Cadet undertakes full time study related activity totalling 40 weeks each year, during which the employer pays the Cadet a study allowance.• The employer provides the Cadet with paid employment totalling 12 weeks, which is usually undertaken during the long break at the end of the academic year.• DPTI will provide ongoing employment wherever possible upon the Cadet successful completed their course of study.

Becoming a Cadet

Process

The following is an overview of the process of becoming a Cadet:

Stage	Who	Description
1.	Student	Register with the department so that their eligibility can be assessed. See <i>“How to register”</i> below.
2.	ICS	Assesses the student’s eligibility and notifies the student of the registration outcome. <i>See Cadet eligibility, entitlements, responsibilities.</i>
3.	ICS	If the student’s registration is approved, includes the application in the ICS database, where employers can view it.
4.	Student	<ul style="list-style-type: none">• Waits for interested employers to contact them,• Views any Cadetship vacancies lodged by employers at the ICS website, and• Has the option of finding their own Cadetship by contacting prospective employers directly, including those that are not yet registered with the ICS. For help with finding an employer, students can call 1802 102 (toll free) or go to www.employment.gov.au/indigenous-cadetship-support-ics to obtain a Self-Canvassing Kit.
5.	DPTI	Contacts the student to arrange for an interview.
6.	DPTI and student	Sign an Employer Agreement that is then submitted to the department for approval.
7.	ICS	Assesses and approves the agreement.
8.	Student	Commences officially as a Cadet on the date specified in the agreement.
9.	DPTI	Begins payments to the Cadet.

Becoming a Cadet

How to register

Students can register with the ICS by using the following registration method:

If registering...	Then...
online	<ul style="list-style-type: none">• visit the ICS website at www.ics.deewr.gov.au• click on Student > Register;• complete all mandatory fields marked with *; and• click on Register to submit the form.

Cadet eligibility, entitlements, responsibilities, recruitment and work placement

Who is eligible

To be eligible for a Cadetship, a person **must** be:

- of Australian Aboriginal and/or Torres Strait Islander descent; and
- identify as an Australian Aboriginal and/or Torres Strait Islander; and
- be accepted as an Australian Aboriginal and/or Torres Strait Islander in the community in which he/she lives, or has lived; and
- be enrolled for full-time study at a TAFE college, Registered Training Organisation (RTO) or University located in Australia; and
- be enrolled for a Diploma, Advanced Diploma or their first Undergraduate Degree course; and
- be an Australian resident.
- have signed an employment contract for a minimum of 12 weeks work per annum

Note: A prospective Cadet is also eligible for a Cadetship if they satisfy the criteria above and are:

- undertaking a combined Undergraduate Degree course (**Example:** Bachelor of Arts/Law or Bachelor of Science/Economics);
 - undertaking an Honours year as part of their Undergraduate Degree; or
 - if in Year 12 at the time of application for a Cadetship, intending to enroll in University. However, commencing as a Cadet would be subject to actual enrolment.
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Cadet eligibility, entitlements, responsibilities, recruitment and work placement

Who is not eligible

A student is generally not eligible for a Cadetship if they:

- have previously completed a Cadetship;
- had a previous Cadetship terminated;
- resigned from a previous Cadetship;
- are studying part-time, unless this is because of access and equity issues

Example: disability or other significant access and equity issue;

- are studying for one semester only;
- are studying a foundation or bridging course;
- are undertaking a second degree;
- are undertaking post graduate studies;
- are undertaking long-distance study;
- are undertaking study overseas;
- are proposing to take longer to complete a degree than normal; or
- are studying under a block release arrangement where they attend intensive coursework over a shorter period of time.

Exception

A student who does not meet all eligibility criteria may still be considered for a Cadetship on a case-by-case basis.

Example: A Cadet who has completed a Cadetship at the Diploma or Advanced Diploma level will be considered for further assistance.

In such cases the employer and/or student **must** demonstrate why the application should be considered and provide relevant documentation to support the claim.

Courses of study

Cadetships can occur across a range of study disciplines, as long as the course is a Diploma, Advanced Diploma or Undergraduate Degree.

Prospective Cadets may be interested to note that in the past, DPTI has experienced unsatisfied employer demand for students in engineering and science courses of study.

Cadet eligibility, entitlements, responsibilities, recruitment and work placement

Entitlements The Cadet will receive the following each year of their Cadetship;

- Study allowance up to \$12,000
- DPTI study allowance support up to \$12,000
- Book and equipment allowance up to \$1,000

The final Cadetship payment may need to be a pro rata amount if the scheduled end date of the Cadetship is less than one year. This will usually be the case for Cadetships which commence after the start of the academic year.

Responsibilities The Cadet is responsible for:

- attending the work placement(s) provided by the employer and achieving a satisfactory standard of work performance;
- achieving a satisfactory academic results in accordance with his or her study requirements (students are expected to pass all subjects);
- providing the employer with copies of their academic records and evidence of full time enrolment each semester as they become available;
- notifying their employer immediately of any changes in their circumstances including change of personal details (e.g. home address, phone number, email address);
- responding promptly to employer initiated contacts such as telephone calls, emails and letters;
- payment of any HECS-HELP or FEE-HELP liability (unless their employer has agreed to cover these costs); and
- advising Centrelink when they commence their Cadetship, if they are already receiving any payments through that agency.

Example: Abstudy, Youth Allowance

Variations to Cadetship agreement

Variations to agreement

Occasionally, the employer or Cadet may want to vary the agreement. This may take the form of the:

- employer wanting to terminate the Cadetship;
- Cadet wanting to resign from the Cadetship; or
- Cadet wanting an extension to the Cadetship.

The types of variations that a Cadet could introduce are covered in greater detail below.

Extension of Cadetship

A Cadet may request an extension to the Cadetship period due to extenuating circumstances in order to complete the course of study. In this situation, the:

- Cadet must discuss the possibility of an extension with their employer; and
- employer must submit a written request to the department outlining the reason for a Cadetship extension and stating why the extension is supported.

Note: The department will consider all requests for Cadetship extension on a case-by-case basis. However, extension requests for part-time study will not be approved.

Cadet resignation

A Cadet may resign from their Cadetship at any time by submitting their resignation in writing to their employer, together with any supporting documentation.

The employer will then write to the department to confirm the Cadetship end date, and forward a copy of the resignation letter and any supporting documentation.

Variations to Cadetship agreement

Cadetship transfer

A Cadet may seek to transfer their Cadetship to another employer. The following table outlines the transfer process:

Stage	Who	Description
1.	Cadet	Discusses the proposed transfer with their existing Employer to determine whether the transfer is the most appropriate action.
2.	Cadet & Existing Employer	Agree on a suitable end date for the ICS Cadetship.
3.	Cadet	Writes to the Department requesting a transfer, indicating support from the existing Employer and providing contact details for the prospective Employer.
4.	Department	Considers the transfer request and notifies the Cadet in writing of the outcome.
5.	Existing Employer	Sends final Acquittal Form to Department to formally end the original ICS Agreement.
6.	Cadet and New Employer	Complete and sign new ICS Agreement. New Employer: Forward the signed ICS Agreement and all supporting documentation, (proof of enrolment and duty statement) to the Department for assessment.
7.	Department	Assesses the Agreement and notifies the new Employer in writing whether the Agreement has been approved or rejected. If approved, provides the new Employer with an approval letter and ICS Agreement signed by the Department.
8.	New Employer	Once approved, provides the Cadet with written confirmation of employment, including a copy of the signed and approved ICS Agreement. The Cadetship has commenced and the Employer begins paying the Cadet their entitlements. The Employer invoices the Department for the first period as per instructions provided in the approval letter

Glossary

Acquittal Form	An ICS Acquittal Form is used to acquit advance payments. A copy of the form is available by following the employer links at www.ics.deewr.gov.au
Advanced Diploma	An Advanced Diploma is a qualification that meets the Australian Qualifications Framework standards in the vocational education and training and higher education sectors.
ATO	ATO is the acronym for the Australian Taxation Office.
Cadet	A Cadet is an Aboriginal student who has signed an ICS Agreement with an employer, and who has been approved for Commonwealth funding assistance through the ICS.
Commonwealth	The Commonwealth refers to the Commonwealth of Australia.
P&MC	P&MC is the acronym for the Department of Prime Minister and cabinet, the Commonwealth department responsible for administering the ICS.
Diploma	A Diploma is a qualification that meets the Australian Qualifications Framework standards in the vocational education and training and higher education sectors
Employment Agreement	An Employer Agreement is one of two types of Yurangka Kari agreement available to an employer when they wish to sign on a Cadet.
FEE-HELP	FEE-HELP is a loan given by the Commonwealth Government to help domestic Australian University students pay part or all of their tuition fees when enrolled in units to which full tuition-fees apply.
GST	GST is the acronym for the Goods and Services Tax.
HECS-HELP	HECS-HELP is the acronym for the Higher Education Contribution Scheme-Higher Education Loans Programme which has replaced the former Higher Education Contribution Scheme (HECS). HECS-HELP is an education funding assistance programme administered by the Commonwealth Government.

Glossary

IEP	IEP is the acronym for the Aboriginal Employment Policy, a Commonwealth Government policy that was introduced to generate more employment opportunities for Aboriginal and Torres Strait Islander Australians.
Aboriginal Australian	The term Aboriginal Australian refers to as a person who is of Aboriginal or Torres Strait Islander descent.
Permanent home address	The permanent home address of a Cadet is the place where the Cadet is living at the time of the Cadetship appointment and/or tertiary enrolment notice.
Registered Training Organisation (RTO)	A Registered Training Organisation includes TAFE colleges and institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies and other educational organisations meeting the registration requirements.
Semester address	The semester address of a Cadet is the place where the Cadet is living while undertaking the study component of their Cadetship.
TAFE	An institute of technical and further education (TAFE) is a post-secondary educational organisation that provides a range of technical and vocational education and training courses. Each state and territory in Australia has its own TAFE system.
Tax invoice	A tax invoice is a document prepared by the employer and submitted to the department seeking payment or reimbursement.
Variation	A variation refers to any change to either the Employer or Sponsor Agreement signed between the employer and student.
