

Indigenous Cadetship Support Program Human Resources Policy

Effective Date: November 2009

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1 PURPOSE

To document the terms of the industrial framework for health service districts to support the employment of indigenous people through the indigenous cadetship support program.

2 APPLICATION

This policy applies to an Australian Indigenous person undertaking an approved full-time undergraduate degree course at an Australian tertiary institution or a diploma course at a TAFE institution under the indigenous cadetship support program.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- *Public Service Act 2008*
- *Health Service Act 1991*
- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2008
- Health Practitioner (Queensland Health) Certified Agreement 2007
- Indigenous Cadetship Support (ICS) Handbook - Commonwealth Department of Education, Employment and Workplace Relations
- Queensland Health Code of Conduct
- Special Leave HR Policy C7
- Recognition of Previous Service for Long Service Leave and Sick Leave Purposes HR Policy C55
- Discipline HR Policy E10

6 SUPERSEDES

- IRM 1.16-1 - Indigenous Allied Health Cadetships
- IRM 1.16-2 - Indigenous Nursing Cadetships – National Indigenous Cadetship Project

7 POLICY

7.1 Recruitment

Recruitment of cadets is undertaken in accordance with arrangements determined by the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) as detailed in the Indigenous Cadetship Support (ICS) Handbook.

Recruitment is the responsibility of health service districts in collaboration with staff of the Workforce Planning and Coordination Branch and the Office of the Chief Nursing Officer.

7.2 Employment of cadets

The cadet is employed by the health service district as a temporary full-time employee for the duration of the cadetship program under an employer agreement arrangement. Cadets are released from duty on unpaid special leave (for study purposes) during 40 weeks of the academic year for the duration of their undergraduate degree or diploma. When they are working for Queensland Health, cadets are remunerated in accordance with section 7.3.1.

Health service districts are to provide 12 week work placements in the particular field of study for the cadet during their academic breaks. By mutual agreement, the employer and cadet may negotiate other work placement arrangements, i.e. the cadet may undertake one day of work placement per week.

These work placements require the cadet to be guided and supervised by experienced practitioners in the particular field. The cadet is not to be allowed to operate as an independent practitioner as they do not possess the necessary qualifications, registration and/or professional membership requirements to do so. An allied health cadet is to be remunerated on the health practitioner 1 (HP1) scale and a nurse cadet is to be remunerated at the nurse grade 1 (assistant in nursing) or nurse grade 3 (enrolled nurse) rates for their work placement.

Cadets may be appointed under this policy to other classification/occupational streams within Queensland Health with the approval of the applicable delegate.

Upon successful completion of the course of study, and satisfying other requirements relating to their ability to practice, (such as registration and professional membership requirements) cadets may be permanently appointed to a relevant classification:

- Nursing and midwifery cadets who obtain a relevant university degree are appointed to a registered nurse or midwife position.
- Nursing and midwifery cadets who obtain a diploma in nursing at a TAFE institution are appointed to an enrolled nurse position.
- Health practitioner cadets who obtain a relevant university degree are appointed at the HP3 level.
- Health practitioner cadets who obtain a relevant diploma at a TAFE institution are appointed to the HP2 level.

The 12 week work placement period is not credited towards the clinical placement requirement of the cadet's undergraduate degree (or diploma if applicable).

7.3 Conditions of employment

7.3.1 Remuneration

Remuneration for work performed on work placements is to be made on the HP or nursing scale (as applicable). HP cadets are remunerated at the HP1 level for work

performed during their work placement. For nurse cadets, remuneration for work performed during work placement is to be made as follows:

- at the nurse grade 1 (assistant in nursing) pay scale when the cadet has no previous nursing qualification
or
- as a nurse grade 3 (enrolled nurse) if enrolment with the Queensland Nursing Council (QNU) is current.

Cadets are paid a fortnightly averaged wage (composite payment) which comprises the subsidised ICS study allowance rate plus the 12 weeks paid work at the applicable classification pay rate and divided evenly over the 26 fortnights. This provides the cadet with a consistent wage for the 52 weeks of the program.

Any work performed, through negotiation between the employer and the cadet, in addition to the 12 weeks work placement is to be remunerated at a casual rate of pay. Cadets are responsible for indicating on their time sheet when such work is being undertaken.

7.3.2 Academic assistance

Health service districts receive funding of \$14,100.00* GST inclusive per cadet from DEEWR. Such funding is to contribute to the payment of academic assistance for the cadet during their 40 week study period and costs associated with the purchasing of books and equipment necessary for completion of their degree. Funding provided by ICS is as follows:

ICS component	Level of assistance up to	Disbursement
Study allowance	\$12,000	Paid to the cadet as wage-like payments over the period of the cadetship.
Books and equipment allowance	\$1,000	Paid to the cadet in full at the start of the year as an allowance for books and equipment for study related purposes.
Administrative allowance	\$1,000	Health service district retains this amount to cover administrative costs.
GST payment	\$100	Health service district remits this amount to the Australian Taxation Office as part of normal business activity statement processing.

* as amended by DEEWR

7.3.3 Hours of work

Hours of work for the 12 week work placement are based on 38 hours per week. Ideally, a cadet is to work standard shift lengths with shifts being exclusive of meal breaks.

A cadet is entitled to:

- an unpaid meal break of no less than 30 minutes
- paid rest pauses of 10 minutes in the first and second half of the working day
- two consecutive days off a week, or equivalent.

Funding for work placements does not extend to overtime, shift penalties and weekend work penalties. Such cost is to be covered by the employing health service facility.

7.3.4 Annual/recreation leave

Cadets accrue annual leave on the time worked during their 12 week work placements, and in addition for a maximum of three months per year during their unpaid study leave period under the cadetship. Recreation leave accrues as follows:

- When ordinary hours of work are performed other than upon a shift work basis at the pro rata equivalent of four weeks per year.
or
- When ordinary hours of work are performed in regularly rotated shifts in accordance with a roster at the pro rata equivalent of five weeks per year.

7.3.5 Sick leave

Cadets accrue sick leave on the time worked during their 12 week work placements and do not accrue for any period of unpaid study leave under the cadetship.

Sick leave accrues at the pro rata equivalent of 10 days per year.

7.3.6 Long service leave

Cadets accrue long service leave on the time worked during their 12 week work placements. Long service leave accrues at the pro rata equivalent of 1.3 weeks per year.

Any period of study leave without salary is credited as service if the course of study is successfully completed. For cash equivalent purposes, successful periods of study are only recognised in the case of retirement pursuant to sections 136 and 178 of the *Public Service Act 2008*, retrenchment pursuant to section 138 of the *Public Service Act 2008*, or in the case of death.

The successful period of study is credited as service under the rural scholarship scheme in accordance with the Recognition of Previous Service for Long Service Leave and Sick Leave Purposes HR Policy C55.

7.3.7 Cultural leave

Cadets have an entitlement to cultural leave during their 12 week work placement in accordance with the Special Leave HR Policy C7.

7.3.8 Further assistance

Further financial assistance may be available to the cadet during the period of the cadetship, within the specific eligibility criteria set out in the ICS payment section of

the ICS Handbook. This assistance could include fares and accommodation assistance for study and work placement away from home or study location.

When the specified criterion set out in the ICS Handbook has been satisfied, the health service district is to reimburse the cadet, on receipt of the applicable tax invoice, for fare and accommodation costs incurred. The health service district is to provide the tax invoice and a copy of the calculations used to determine the reimbursement to DEEWR in order to claim expenses from the department.

8 OBLIGATIONS

8.1 Department of Education, Employment and Workplace Relations (DEEWR)

DEEWR is to fulfil the following ICS administrative responsibilities:

- Setting the budget for ICS assistance.
- Generating vacancies for the ICS.
- Co-ordination of the centralised recruitment campaign.
- Consulting with employing organisations about the recruitment process.
- Assessment of applicant's eligibility for ICS assistance.
- Reimbursement to employers within the specific guidelines.

8.2 Indigenous health cadet

The cadet is to:

- at all times observe and comply with the rules and regulations of the university and Queensland Health, including compliance with the Queensland Health Code of Conduct
- pursue a full study program each and every semester to ensure the course is successfully completed within the cadetship period
- inform the health service district of academic performance and progress at the end of each semester
- undertake work placements with the employing health service district relevant to the particular field of study for the cadet during the long academic break from December to February, or as negotiated
- maintain a log book that details dates when work placement was undertaken and the corresponding hours worked
- perform to a satisfactory standard both within the course of study and during the work placement
- immediately advise the health service district in writing of any intention to vary or discontinue the study or cadetship, or any change in personal details/ circumstances.

8.3 Health service districts

Health service districts are to:

- administer the cadetship in accordance with arrangements set down by DEEWR as detailed in the ICS Handbook
- employ cadets in accordance with the provisions of this policy

- provide cadets with entitlements as described under section 7.3
- provide appropriate orientation for the cadet to ensure the cadet is fully aware of their responsibilities and the organisation's expectations
- ensure that the cadet is informed that their continued cadetship is reliant upon sustained satisfactory performance both within their course of study, and during work placement(s)
- ensure the cadet is provided with a work placement during the long academic break from December to February, or as negotiated relevant to the particular field of study for the cadet
- maintain regular contact with the cadet while the cadet is absent from the workplace undertaking academic studies
- provide an appropriate mentor for the cadet during their cadetship
- submit all necessary documentation to DEEWR as detailed in the ICS Handbook
- immediately notify DEEWR of any changes in the cadet's circumstances. This includes the termination of the cadetship, including if the cadet resigns or there are any other changes to the cadet's circumstances.

9 WORKERS' COMPENSATION

The following arrangements apply to cadets who sustain injuries in the course of their cadetship under the ICS:

- Cadets in receipt of an allowance in accordance with section 7.3.2 are entitled to workers' compensation benefits, based on that allowance as though it were the rate of wages provided by the Award.
- The acceptance of each application for workers' compensation resulting from a work related injury or disease is a matter to be considered by Workcover Queensland.

10 TERMINATION OF CADETSHIP

10.1 Resignation

The cadet may resign from the indigenous cadetship support program at any time with two weeks notice. Resignations are to be submitted in writing by the cadet to the health service district. Health service districts are to notify DEEWR immediately when this occurs.

10.2 Termination – unsatisfactory performance

When the cadet obtains an unacceptable academic result, or performs unsatisfactorily during the work placement period, the person responsible for the mentoring of the cadet is to provide counselling. All counselling sessions are to be fully documented to assist, when necessary, in determining whether the cadet has been meeting the requirements of the ICS and their obligations to the health service district.

The cadet is to be informed that if their progress continues to be unsatisfactory, the appropriate delegate within the employing health service district is to consider their suitability to remain in the cadetship program, and may recommend that:

- the cadetship be continued under modified conditions (within the provisions of the ICS or variations approved by the appropriate delegate, Indigenous Employment Branch, DEEWR)
or
- the cadetship is terminated and the cadet ceases to become an employee of the health service district.

The decision to terminate a cadetship is the responsibility of the health service district and is only to be undertaken in accordance with established disciplinary processes under the Discipline HR Policy E10. The health service district is also to ensure compliance with the ICS Handbook, Termination of Agreement section.

11 GRIEVANCE PROCEDURES

Normal grievance resolution provisions apply.

12 DEFINITIONS

Academic year	Dependent on the tertiary facility, an academic year may consist of two or three semesters.
Cadet	An Australian indigenous student who has entered into an employer agreement with Queensland Health whilst they undertake full-time study and an annual 12 week (or equivalent) work placement with Queensland Health to compliment their course of study.
Cadetship	The minimum period of time required to undertake an approved full-time undergraduate degree course of study at an Australian tertiary institution or a diploma course at a TAFE institution that will satisfy educational requirements for employment by Queensland Health within the cadet's chosen occupation.
Employer agreement	An agreement between the cadet and Queensland Health so that the cadet is engaged for the full 52 weeks of the year and is paid and accrues leave, superannuation and other entitlements according to the relevant industrial instrument/s.
Indigenous Cadetship Support (ICS)	<p>A Commonwealth Government project providing assistance to employers who employ indigenous cadets studying an approved full-time undergraduate degree course at an Australian tertiary institution, or a full-time diploma course at a recognised TAFE.</p> <p>For the purposes of this policy, this is limited to those cadets undertaking an approved course of study that will satisfy educational requirements for employment by Queensland Health within the cadet's chosen occupation.</p>

13 HISTORY

November 2009	Amended to include changes to the program as determined by the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) in August 2009.
January 2009	Developed as a result of the HR policy consolidation project, and a review of the indigenous cadetship arrangements.

Human Rights Act 2019 Applies
Managing the risk of psychosocial hazards at work
Code of Practice 2022
applies 1 April 2023