



Guide to Cadetships for TAFE Students

Step-by-Step

*This document should be read in conjunction with the
"Guide to Cadetships – Purpose & Explanation" document.*

Once you decide to offer a Cadetship, ensure there is sufficient money in the budget.
This will be a recurring expenditure.

Contact the TAFE Colleges in your State and discuss the proposed cadetship
with the Head of Civil Engineering. The TAFE College can assist in identifying
if there is a student from your area, or any other specific type of student you would prefer.

Discuss with TAFE the desirability/possibility of cadet studying part-time
(thus working one or two days a week).

Consider advertising in the local press stating terms of the Cadetship, closing date for
applications, etc. Consider advertising on TAFE notice boards.

Consider legal advice about the form of contract that should be drawn up,
with particular attention to the bond conditions.

Arrange for assessment of applications and subsequent interviews.

Arrange for a suitable occasion to award the Cadetship.
Invite family and close friends of cadet, CEO, Senior Staff, Mentor,
future work colleagues (graduates), TAFE representatives, IPWEA representative, etc.

Appoint mentor and ensure mentor and Cadet are aware of the requirements of the mentor
program. If necessary, send the mentor to a mentor training course.

Consider how payment will be made to the Cadet. It may be beneficial to make regular
payments rather than one large annual payment.

Offer the Cadet Student Membership of IPWEA.

Plan ahead for when the cadet will do work experience with you.
Plan projects that coincide with the cadet's interests. Consult with the cadet's lecturers at
TAFE to determine if a "work" project can form part of the cadet's course.



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(Full-time & Part-time Study) (Local Government & Public Works)

Introduction

The purpose of this document is to provide a framework for local government and public works organisations to offer Engineering Cadetships to students studying at TAFE. Such "Cadetships" have changed in nature in recent years, particularly due to the chronic skills shortage affecting para-professional engineering.

Normally three courses are offered at TAFE - Certificate III, Diploma and Advanced Diploma. There is also a Certificate IV course, which is a combination of the Certificate III and the Diploma course.

All the above courses are offered in Civil, Structural or Environmental engineering, but not all courses are available at all TAFE campuses. Some campuses offer evening classes to assist students working full-time, but not all.

The Certificate III course requires a student to have completed Year 11 and is one semester in duration. It teaches elementary drafting concepts.

The Certificate IV course also requires a student to have completed Year 11, but is one year in duration and is ideal for students employed in a traineeship capacity (i.e. 3 days at work and 2 days at TAFE). It is 1 year in duration and teaches basic drafting concepts. It gives about 6 months advanced standing to the Diploma course.

The Diploma course requires a student to have completed Year 12 or the Certificate III and is 1 year in duration. It teaches basic drafting. The Advanced Diploma is an additional year of study and teaches the full range of drafting techniques.

Study & Work

In the current economic environment employers, both in local government/public works and in the private sector, are having great difficulty satisfying their demand for para-professionals in the civil engineering field. As a consequence, most look upon TAFE as a probable recruiting source and offer a range of employment options sometimes called "Cadetships".

Normally employers look at completion of the Certificate III, or completion of the first semester of the Diploma course, as the minimum qualification acceptable, and then offer part-time employment, or a cadetship.

The norm appears to be to allow up to two days a week on full pay to attend TAFE, while working as a junior drafter for the remaining time. This part-time work is viewed by TAFE as fulfilling the mandatory work experience unit (minimum 75 hours) required for each Diploma course. Some employers insist that cadets study in their own time as well.

It should be noted that the pool of students qualifying from the above courses is not large. The attrition rate is exceptionally high, due in part to the 'attack' from the trades where unskilled workers can attract significant wage rates that may be more attractive to some students than study at TAFE.

TAFE timetables may change each semester, so part-time cadets may need to re-negotiate their working days/hours twice yearly.

Types of Cadetships

Refer to the *Guide to Cadetships - Purpose & Explanation* in conjunction with this document.

The more formal "Cadetship", which is still appropriate for university students, can be used for TAFE students, but will be less attractive to candidates in metropolitan areas. However, it may be a good model for Local Government in regional Australia.

In practice, most students at TAFE obtain some sort of technical employment after about one semester of successful study.

Employers will need to consider the following to "get in early" :

- Contact your local TAFE Engineering Department to discuss their student enrolment.
- Seek permission to attend TAFE to address students (suggest IPWEA sponsor a lunchtime gathering).



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- Supply Engineering Department with notice advertising vacancy for Cadetship. This should be done as early as possible each semester to allow time for selection, etc. (Note comments on attrition rates above.)
- Offer part-time junior drafting work for about three days a week (provide supervision and mentor, etc). Wherever possible, include some project work, accompany engineer on-site, etc).
- Offer up to two days a week (paid) to attend TAFE. Encourage study in own time as well.
- Normally offer full-time employment during TAFE vacation times.
- Consider reimbursement of tuition fees, cost of books, etc on successful completion of unit/units.
- Provide salary/pay increments tied to academic achievement or qualification attainment.
- Some organisations may insist on repayment of the support payments made if the student leaves their employ within a stipulated time of qualifying.
- If student is undertaking Diploma study, encourage to them to continue to Advanced Diploma or Bachelor of Civil Engineering, etc.

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