

This information is to advise Business Sponsors, of their roles and responsibilities as a stakeholder in the Career Advantage Program (CAP) and provides an insight into the roles and responsibilities of other stakeholders involved.

By providing business details to the local Campus Academic Care Team Leader or Business Representative for entry to the CAP Database, the Business Sponsor is agreeing to these terms of participation.

Career Advantage Program

The Career Advantage Program (CAP) is a structured training arrangement for senior school students enabling them to gain the skills and aptitude to achieve rapid success in their post school careers. The program involves a commitment by students to utilise their own time to undertake extracurricular studies and workplace training; and commitment by business stakeholders to invest in the potential workforce by sponsoring structured work placement training. Through support from parents, teachers, and businesses, each participating student will begin further studies while at school, and experience time managed training that will develop them to become self-starters, self-motivators and self-finishers.

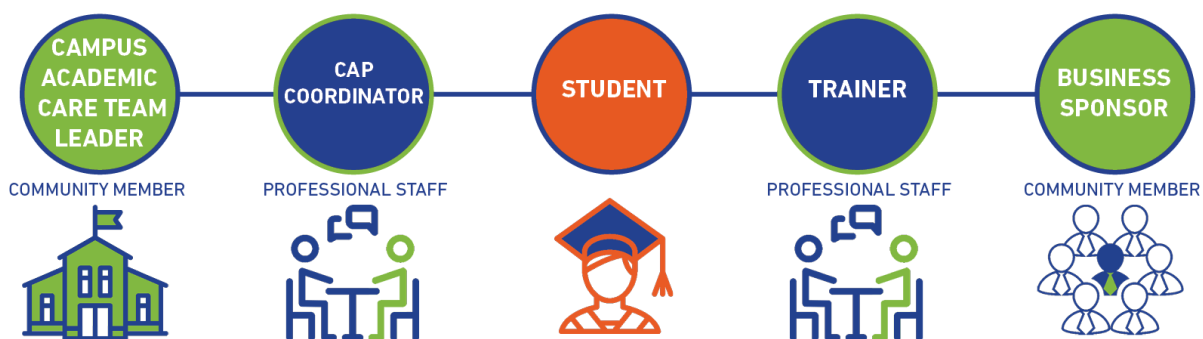
There are several stakeholders in CAP with students at the centre.

Their **CAP Coordinator** will help them to keep on track with their CAP commitments. This role was created in March 2017.

Their **Campus Academic Care Team Leader (CACTL)** will be the main point of contact for work placement administration.

Their **Trainer** will be the point of contact for the training program.

Their **Business Sponsor** or Host Employer is the key contact for completing work placement.



Roles and responsibilities

Career Training Institute (CTI)

CTI employs the students under a Group Employer Scheme and provides training and assessment in the selected courses. Career Training Institute (CTI) is the legal employer and will remunerate the student, and meet WorkCover and superannuation requirements.

CTI responsibilities

- Employ the student
- Pays the student for hours completed on work placement
- Charges the host employer for the work done by the student (based on the Career Advantage Program published rates)
- Provides the course/study program and delivers the qualification
- Provides resources and support, receives assignments/assessment tasks and assesses for competency
- Issues a qualification (where applicable)
- Liaises with the CACTL and CAP Coordinator regarding enrolment and ongoing monitoring.

Business Sponsor responsibilities

- Pay the monthly invoice for 'work placement and training'.
- Provide suitable and structured duties in a protected workplace environment, free from harassment.
- Conduct a WHS induction for the student, providing clear directions as to what is expected to be undertaken at the workplace.
- Provide appropriate training opportunities that align with and assist the student to gain competence in their CAP training, offering support and assistance where required, e.g. information relevant to the student's training and assessment.
- Verify hours worked by the student in a timely manner.
- Liaises with CTI and the CACTL where relevant.

Student responsibilities

- Abide by the obligations and responsibilities of the Career Advantage Program 'Student Participation Agreement'.
- Attend the workplace and follow the employer's instructions, as long as they are lawful.
- Discuss with supervisor/host employer appropriate aspects of the training.
- Work towards achieving competency in the units of study or the qualification in which they are enrolled.
- Complete training according to the requirements of the Training Provider in the given timeframe including assessment items required for a qualification.
- Takes responsibility for the safety of self and others while at work.

CAP Coordinator and CACTL responsibilities

- Initiate student interest in the program and provide professional assessment on student capabilities.
- Coordinate local business sponsorship and match suitable students with participating employers (CACTL).
- Provide enrolment information to CTI – student enrolment information, Business Sponsor details.
- Monitor student progress using the CAP Database portal.
- Report on student progress (CAP Coordinator).

Business Sponsorship details

Businesses commit to support the program that will provide them with a direct benefit through the opportunity to recruit future quality, pre-trained potential employees into their business entities.

Where a business sponsors a student, they are not committed to employ the student in an ongoing relationship after the program has finished. However it is acknowledged that the Business Sponsor may actively recruit from the pool of students who have committed to, completed and gained significant skills through the course of the program.

The financial commitment to participate in CAP in 2018 is an all-inclusive cost of \$575.00 + GST per month.

This covers workplace and training remuneration for the student and all ancillary administration costs for duties undertaken by CTI.

CTI will issue an invoice and Business Sponsors will provide authority for the funds to be automatically debited from their nominated account on the last day of every month.

Student remuneration

Students receive a financial benefit through successful completion of the extra-curricular study and the work placement.

It is essential that the work placement hours at the Business Sponsor's workplace are carefully and accurately recorded. The Business Sponsor and the student should agree on the most practical method of recording these details so that an accurate record can be submitted to the CTI online payroll system within the correct timeframe.

Work placement hours need to be submitted by the end of the month, verified by the Business Sponsor by the 5th, for payment to the student on the 7th of the month.

Work placement requirements

Students are required to complete 100 hours of work placement per year. It is envisaged that this will be completed during the school holiday periods and will not affect attendance at school. Some students may also be undertaking work placement under a VET in Schools' program. Depending on specific state requirements this may be done in conjunction with or additional to the CAP.

Employers should assist students where practicable to obtain hands-on, practical on the job training to complement their CAP extra-curricular study plan. This can be facilitated by providing work tasks that are relevant to the student's study. Tasks should be appropriate for the level of student's age, maturity, and experience.

If during the course of the scheduled work placement, a student is at a location other than the principal place of the Business Sponsor's business, then the Business Sponsor agrees to accept full WHS and supervisory responsibility as if the student was at their workplace location.

Legislative requirements

CTI has policies and procedures to ensure that all stakeholders involved with CAP are aware of and fulfil their responsibilities.

Privacy and Your Personal Information

CTI must comply with the National Privacy Act 1988. CTI only collects and discloses employer information required for the placement of student/employee as required to State and Federal Government Departments and/or the School that the student is enrolled with. Business Sponsor details will not be given to another party and is maintained in a secure filing system.

Complaints and Appeals

A Business Sponsor or a CTI employee (student) can raise a complaint or grievance with CTI management. Any grievance should be in writing and addressed to the Manager of CTI. Every effort will be made to resolve any dispute.

Workplace Health and Safety

OHS/WHS is a joint shared responsibility between the legal Employer (CTI) and the Business Sponsor. A Business Sponsor must have an OHS/WHS policy and documented system in operation before committing to take a work placement student.

- Business Sponsor OHS/WHS responsibilities are contained in the Placement Agreement.
- CTI Students on work placement are required to have an OHS/WHS induction on commencement with the Host Employer.
- CTI employees/Business Sponsors have a duty to discuss OHS/WHS and employees should raise any concerns with the Business Sponsor and also notify CTI of any such concerns.
- Workplace harassment and bullying are illegal and CTI employees and Business Sponsors have a duty of care in this regard.

2018 Business Sponsorship Agreement

This Agreement is between Career Training Institute, (the Employer), and participating Business Sponsors for the provision of work placement under the Career Advantage Program/School Based Apprenticeship Program in accordance with the terms and conditions set out in this Agreement.

An overview of the responsibilities of each party are as follows:

DUTIES FOR THE PROGRAM YEAR 1st Jan - 31st Dec 2018	RESPONSIBLE PARTY	
	CAREER TRAINING INSTITUTE	BUSINESS SPONSOR
Employment of Student	CTI is the Group Employer of all students. Students are contracted out to businesses for work placement.	Provides work placement in accord with the program overview. -100 hours/annum for CAP. -Additional hours (if applicable for SBA programs).
Remuneration to student	CTI will pay the student monthly.	Business Sponsor does NOT pay the student direct.
Public risk insurance		Maintains min. \$20,000,000 Public risk insurance.
WorkCover and Superannuation	CTI is responsible for all statutory employment obligations.	Must report and accidents or incidents to CTI.
Workplace Health and Safety		A WHS system will be in place and operational. Students will be treated at all times as all other employees.
Program cost	CTI provides invoice for work placement and training to Business Sponsor.	Pays \$575.00 + GST per month to CTI.

Terms of the Agreement

1. Students are placed with a Business Sponsor who will provide with a minimum of 100 hours of work placement per annum.
2. Business Sponsors will notify CTI of any issues of concern relating to the placement.
3. Conditions of Employment of Students are as set down in the relevant industrial award and in the Business Sponsor guidelines, available on the CTI website. This specifically includes that the Business Sponsor must provide adequate and appropriate supervision and ensure that the workplace is free of discrimination, harassment and occupational violence. Any breach of WHS legislation and failure to comply with discrimination and or harassment legislation could result in the cancellation of this agreement.

4. Workplace Health and Safety requirements include:
 - a. The Student shall at all times be treated as an employee(s) of the Business Sponsor organisation for the purposes of the relevant State Workplace Health and Safety Act. The Business Sponsor organisation, or their agents, may be defined as 'The Employer' under the Act or in Common Law and may be held liable for any injury or illness caused by lack of supervision, harassment, malpractice or negligent action.
 - b. The Business Sponsor organisation will ensure that the student is provided with protective wear and / or specialized equipment that is required to perform allocated duties.
 - c. The Business Sponsor organisation will provide a Workplace Health and Safety induction and provide written confirmation of the completion of induction.
 - d. CTI is responsible for payment of all WorkCover premiums, all claims management and payment to claimants on WorkCover.
 - e. CTI must be contacted immediately in the event of a work related injury or illness.
5. If during the course of the scheduled work placement, a student is at a location other than the principal place of the Business Sponsor's business, then the Business Sponsor agrees to accept full WHS and supervisory responsibility as if the student was at their workplace location.
6. CTI will maintain all documents required by law, including taxation records, employment history and structured formal training reports. A weekly Time/Pay sheet must be completed and signed by a person acting as the agent of the Business Sponsor and be returned to CTI in the timeframe requested.
7. Public Liability Insurance must be held by the Business Sponsor organisation in an amount ensuring they are indemnified against damage, loss or injury to any party and/or property caused by a Student working under the supervision and/or direction of that Host Employer. CTI cannot accept any responsibility for lack of supervision, or damages caused by lack of supervision.
8. Where applicable CTI will provide Superannuation with the appropriate Superannuation Fund.
9. All payments for wages, shall be paid by the Host Employer to CTI on receipt of invoice. There should be no payment by the Host Employer to the student or to the ATO on behalf any Student.
10. The Business Sponsor is required to advise CTI in writing within 7 days of any change in address, name or ownership of the Business Sponsor.
11. This Agreement is made in accordance with Standard 1.5 of the National Standards for Group Training Organisations which requires that all Group Training Organisations have, and comply with, a written agreement with each Business Sponsor.

Support

Career Training Institute has dedicated support personnel to assist with any query from stakeholders. Please communicate with us by:

Website www.careertraining.edu.au

Email: cap@careertraining.edu.au

Phone: 1300 284 111