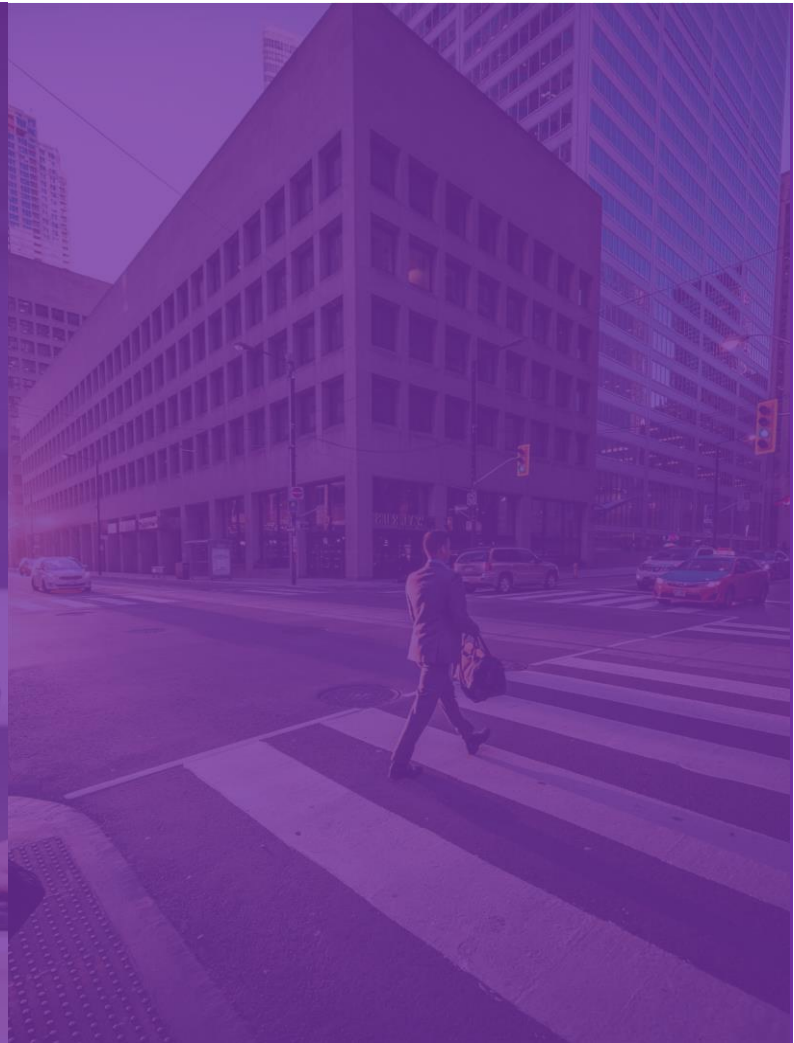




CAP



The Business Sponsors Handbook

A guide to understanding the Business Sponsors roles and responsibilities.

What is CAP?

The Career Advantage Program (CAP) bridges the gap between school and work. The program is designed to develop and maximise the potential of young people who are in the last two years of school, by integrating with Community businesses. The program supports the OneSchool vision to “develop life-ready students” by ensuring students hit the ground running from the first day they start their jobs.

How does it work?

Students in the last two years of school commit to undertaking a CAP course in addition to their academic courses and are sponsored by businesses. Students that successfully complete their CAP courses receive a debenture investment that they can access when they turn 21 years of age.

Students undertake the dedicated global CAP courses over the two year period. Each course requires a minimum of 50 hours. The first year of CAP is Career Fundamentals and the second year is Business Foundations, both of which are delivered by OneSchool’s chosen registered training organisation, Career Training Institute (CTI) based in Melbourne, Australia.

Who are the Stakeholders?

The Career Advantage Program is a partnership between 3 main stakeholders:

Business Sponsor:

provides financial assistance to support CAP and benefit from future access to school leavers who are workplace ready.



Student:

undertakes extra curricular CAP study and work placement alongside their senior secondary education.

Parent:

supports their child, providing encouragement, motivation and an inspiring working environment

Other key stakeholders to support the program are:

School CAP Coordinator: professional teaching staff members that facilitates enrolment, provides support to the student to set goals and milestones and monitors and reviews progress.

Career Readiness Lead (CRL): coordination of the program and business sponsors.

Career Training Institute (CTI): provides training and assessment of the global CAP courses.

What the Business Sponsor needs to do.

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1. Contact your Student

You will have been notified who your student is.

Students are expected to complete 100 hours of workplace training per annum, usually completed in school holidays.

Please contact them early so that work placement can begin before Term 1 starts.

Your Action Item: Contact your student by email/phone to arrange work placement times.

2. Provide suitable workplace training

Workplace activities should be focused on hands-on, practical, on the job training to complement the CAP course.

Safety is paramount.

Students must be supervised.

Your Action Item: Establish a suitable program of work for your student.

3. Induct the Student.

Workplace induction is mandatory.

The CAP WORK PLACEMENT INDUCTION standard template is available at: [CTI-CAP-2021-Workplace-Induction-Checklist](#)

It is expected that your workplace will have a WHS process and the CAP students should be fully aware of all your specific WHS requirements.

Your Action Item: Download the form, induct the student and upload the completed form to [2021 Business Sponsor Checklist](#)

General workplace induction on starting workplacement		
Student's name:		Campus:
Business name:		
Manager/Supervisor's name:		
Induction (Explain) <input type="checkbox"/> Nature and structure of organisation <input type="checkbox"/> Roles of key people in the organisation <input type="checkbox"/> Work times and meal/break times <input type="checkbox"/> Phone calls and collecting messages, including mobile phone rules <input type="checkbox"/> Notification of absences <input type="checkbox"/> Emergency contact details		Specific Health and Safety Information (Explain and show) <input type="checkbox"/> Health and safety policy and procedures, including roles and responsibilities for health and safety <input type="checkbox"/> Consultation and communication process <input type="checkbox"/> Harassment, bullying and workplace violence policies <input type="checkbox"/> Safe work procedures applicable to the work being undertaken <input type="checkbox"/> Specific safety requirements relating to the work <input type="checkbox"/> Safety signage
Work Environment (Show) <input type="checkbox"/> Work station – nature and extent of hazards involved and control measures <input type="checkbox"/> Lockers <input type="checkbox"/> Washroom and toilet facilities <input type="checkbox"/> Lunchtime and break facilities <input type="checkbox"/> Location of first aid facilities, such as the first aid kit/kitbox <input type="checkbox"/> Location of emergency exits, fire extinguishers and eye wash stations <input type="checkbox"/> Prohibited or restricted areas including non-operation of high risk equipment <input type="checkbox"/> Safety signage		<input type="checkbox"/> Reporting hazards, incidents and injuries <input type="checkbox"/> First aid Officers <input type="checkbox"/> Fire safety Wardens <input type="checkbox"/> Other emergency/evacuation procedures <input type="checkbox"/> Traffic Management – segregation of pedestrians from moving forklifts and vehicles <input type="checkbox"/> Any other relevant details: _____ _____
Types of Work (Acknowledge) <input type="checkbox"/> I am aware of the responsibility that students are not exposed to dangerous or risky work situations		
Inducted by Name:	Inducted by Signature:	Date:
Student Name:	Student Signature:	Date:
CTI WHS Managers Signature:		Date:

Please retain a copy of this checklist in your records, provide one to the student and upload to [2021 Workplace Induction Checklist](#)

4. Approval Process for Work Placement Hours

[Log into Employment Hero](#)

<https://employmenthero.yourpayroll.com.au>

Log-in using the email address you have provided and your password.

If you have forgotten your password, click on 'forgotten password'

When successfully logged in, you will go straight to the Dashboard.

On the right is a button – 'Approve Timesheets'

Click this button to go to the 'Time sheet approval' page

Once there, click on small blue writing 'Show timesheet for period'

When calendar symbol appears, click on it and you are given the option to custom range the dates.

Click on custom range and change dates in 1st box to 01/01/2021, click apply.

employmentHero

Dashboard / Career Training Institute Pty Ltd / Employee Management / Timesheet Approval

Show timesheets for period

9/07/2018 - 15/07/2018

Today

Yesterday

This Week

Last Week

This Month

Last Month

Custom Range

Apply Cancel

Grouped by

Date

Employee Group

Any

All outstanding timesheets under your business will appear.

Approve, reject as required. If you click on the green button 'Approve _ timesheet's' button, they will all be approved at once.

Your Action Item: Approve work placement hours once complete.

Business Sponsorship Terms of Participation

2021 Business Sponsorship Agreement

This Agreement is between Career Training Institute Pty Ltd, (the Employer), and participating Business Sponsors for the provision of work placement under the Career Advantage 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 2021	RESPONSIBLE PARTY	
	CAREER TRAINING INSTITUTE PTY LTD	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 any accidents or incidents to CTI.
Workplace Health and Safety	CTI will provide a WHS induction checklist.	A WHS system will be in place and operational. Students will be treated at all times as all other employees.
Program cost	CTI provides a tax invoice for work placement and training to the Business Sponsor.	Pays \$6900.00+GST/annum to CTI.

Terms of the Agreement

1. Students are placed with a Business Sponsor who will provide 100 hours of work placement per annum. If the student requests to work additional hours and the Business agrees to this, CTI will invoice the business for the additional associated costs at a rate of \$12.00 per hour.
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 an appropriate Superannuation Fund.

9. All payments related to the program 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.

After CAP comes: Post Graduate Studies



“I don’t know that our school-leavers are going to achieve without doing some postgraduate”



And then after school comes Postgraduate Studies (PGS). You never stop learning and even once you leave school there is always more that you can learn and do.

Employers who take on students after they finish school should encourage PGS to bring real added value to the employment.

Contact the CAP AU Team

E: cap@au.oneschoolglobal.com

P: 1300 284 111



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Global**

Learning to learn