



CAP



Business Sponsor Handbook

A guide to understanding the Business Sponsors roles and responsibilities.

Program Overview

The Career Advantage Program (CAP) aims to bridge the gap between school studies and the needs of the workforce. CAP provides an opportunity for full-time senior school students to undertake additional extracurricular studies to gain the skills and aptitude needed to 'hit the ground running' when they enter the workforce and achieve rapid success in their career.

The Career Advantage Program provides employers with an opportunity to contribute to the training of the future workforce and to evaluate the trends and talents for their specific future industry needs.

How does it work?

1. Providing a selection of training courses that can be completed alongside senior school studies.
 2. Regularly monitoring student progress against expected outcomes.
 3. Offering real-life business training opportunities through regular work experience in the business environment.
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Who are the Stakeholders?

1. **The Student**
2. **The Business Sponsor** provides financial assistance to support CAP
3. **CTI** provides training and assessment of the global CAP courses
4. **The School** supports the student to set goals and milestones, monitors and reviews progress.

Advantages of CAP

- 01** Improve employment opportunities.
- 02** Improve the potential of earning a higher income when leaving school.
- 03** Make rapid progress along your career path. Hit the ground running and become valuable from day one.
- 04** An opportunity to apply your learning in a work environment.

For the student

- 01** Developing the business and community leaders of tomorrow. Potential high value employees that are useful from day one.
- 02** Potential employees with an established work ethic, self-starters, self-finishers, self-motivators, that understand the value of study and training.
- 03** Enhancement of company reputation by sponsoring and supporting world class educational programs.
- 04** Progress reports from students during their participation in the Career Training Program.

For the Business

What the Business Sponsor needs to do

- | | | |
|----|---|----|
| 1. | Contact your student | P4 |
| 2. | Induct the student (WHS) | P5 |
| 3. | Provide suitable work experience training | P5 |
| 4. | Approval process for hours worked | P6 |
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Contact your student

You will have been notified who your student is.

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

Please contact them early so that work experience can begin in January before Term 1 starts.

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



CAP

Approval Process for Work Experience Hours

The process to record and approve hours provides training for students to be accountable and maintains the integrity of the CAP program.

In 2023, students will enter their work experience hours on the CAP database.

The Business CAP Contact will receive a monthly email reminder to log-in and approve any student hours undertaken during the previous month.

Logging in to Approve CAP student timesheets

URL; <https://act-australia.knack.com/australia-cap-2023#>

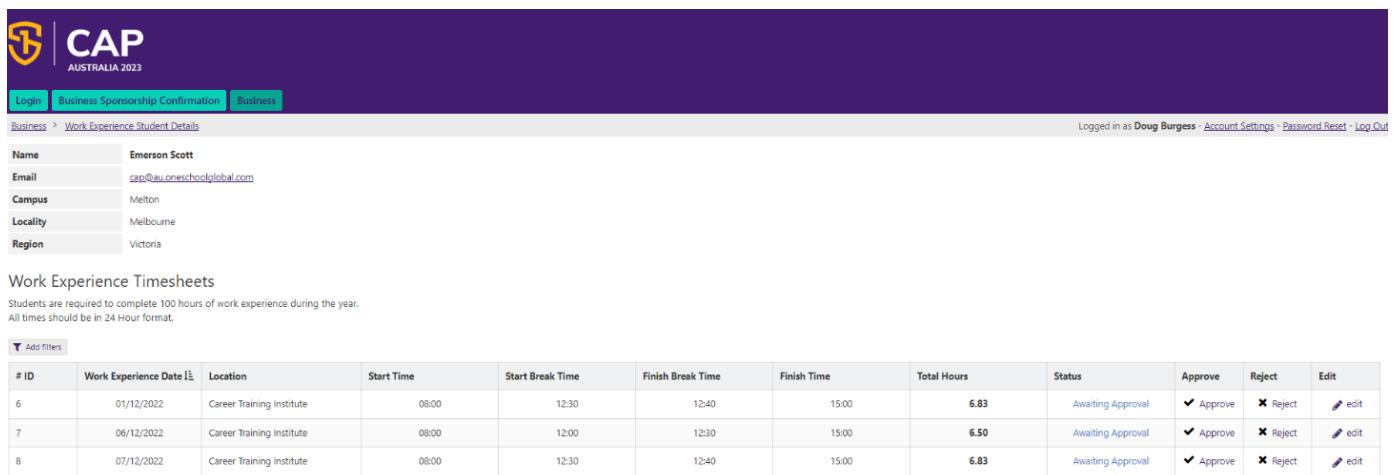
Username: [Your Email Address]

Password: CAP2023!

This will take you to your CAP Dashboard.

Click on the 'Time Sheets' Tab along the top. This shows the students you have for Work Experience.

Click on 'Approve Hours' (Right side of screen). The below screen appears.

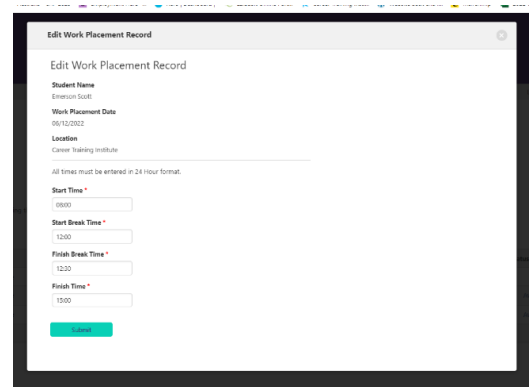


The screenshot shows the CAP Australia 2023 Business dashboard. The top navigation bar includes 'Login', 'Business Sponsorship Confirmation', and 'Business'. The user is logged in as Doug Burgess. The main content area displays student details for Emerson Scott, including email (cag@au.careertraining.edu.au), campus (Melton), locality (Melbourne), and region (Victoria). Below this is a section for 'Work Experience Timesheets' with a table of three entries. Each entry includes an ID, date, location, start/finish times, total hours, and status (Awaiting Approval). Action buttons for 'Approve', 'Reject', and 'Edit' are provided for each row.

# ID	Work Experience Date	Location	Start Time	Start Break Time	Finish Break Time	Finish Time	Total Hours	Status	Approve	Reject	Edit
6	01/12/2022	Career Training Institute	08:00	12:30	12:40	15:00	6.83	Awaiting Approval	✓ Approve	✗ Reject	✎ edit
7	06/12/2022	Career Training Institute	08:00	12:00	12:30	15:00	6.50	Awaiting Approval	✓ Approve	✗ Reject	✎ edit
8	07/12/2022	Career Training Institute	08:00	12:30	12:40	15:00	6.83	Awaiting Approval	✓ Approve	✗ Reject	✎ edit

From here you can 'Approve', 'Reject' or 'Edit' Click in the appropriate box.

The 'edit' function enables you to change times and dates if needed.



The screenshot shows the 'Edit Work Placement Record' form. It includes fields for Student Name (Emerson Scott), Work Placement Date (06/12/2022), and Location (Career Training Institute). A note states: 'All times must be entered in 24 hour format.' Below this are input fields for Start Time (08:00), Start Break Time (12:30), Finish Break Time (12:30), and Finish Time (15:00). A green 'Upload' button is at the bottom.

Business Sponsorship Terms of Participation

2023 Business Sponsorship Agreement

This Agreement is between Career Training Institute Pty Ltd, and participating Business Sponsors for the provision of work experience 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 1 Jan – 31 Dec 2023	RESPONSIBLE PARTY	
	CAREER TRAINING INSTITUTE PTY LTD	BUSINESS SPONSOR
Program Cost	CTI provides a tax invoice to the Business Sponsor for the CAP program covering all costs associated with the training and work experience of the student.	Pays \$7,900.00+GST/annum to CTI.
Student work experience	CTI coordinates the work experience arrangement and allocates students to the available business.	Provides 100 hours/annum work experience in accord with the program overview. Work experience is unpaid and there is no current or future employment agreement.
Student Financial Incentive	CTI organises and remits all the program financial Incentives and the student completion prize.	Business Sponsor does NOT pay the student direct.
Insurance	Maintains public risk insurance and work experience insurance.	Maintains min. \$20,000,000 Public risk insurance.
Workplace Health and Safety	CTI will provide a WHS induction checklist.	An operational WHS system must be in place. Students will be treated at all times as all other employees. Must report any accidents or incidents to CTI
Reporting	CTI will provide a monthly progress report to student, parent and business sponsor (CAP contact)	Keep informed as to student progress

Terms of the Agreement

1. Students are placed with a Business Sponsor who will provide 100 hours of work experience per annum.
2. Business Sponsors will notify CTI of any issues of concern relating to the placement.
3. Conditions of providing Work Experience to Students are as set down in the in the Business Sponsor Terms of Participation, 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 the same as any other 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 must be contacted immediately in the event of a work-related injury or illness.
5. 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 within the organisation. CTI cannot accept any responsibility for lack of supervision, or damages caused by lack of supervision.
6. All payments related to the program shall be paid by the Business Sponsor to CTI on receipt of invoice. There should be no payment by the Business Sponsor to the student.