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| NAAJA**North Australian Aboriginal Justice Agency** |  |

**The Kieran Boylan Indigenous Cadetship**

**Information**

The Kieran Boylan Indigenous Cadetship commemorates our great friend and inspirational colleague, Kieran ‘Chilpy’ Boylan. Kieran passed away on 23 March 2014 and this Cadetship represents an effort by the North Australian Aboriginal Justice Agency (NAAJA) to honour his legacy and his passion to create employment pathways for Aboriginal people.

**What is a Cadetship?**

The Kieran Boylan Indigenous Cadetship provides an exciting opportunity for Indigenous students to combine university study with work placement at NAAJA.

**What do you get out of it?**

*Financial Assistance:*

* A study allowance of $300 (before tax) per week upon the Cadet commencing a Bachelor of Social Work degree or equivalent program[[1]](#footnote-1) to assist with reasonable living expenses (for example, rent, health and wellbeing expenses such as gym membership, travel costs, driving lessons, wifi expenses).
* A paid, supervised 8 week internship at NAAJA each year
* Lump sum payment of $1000 to the Cadet at the commencement of the Cadetship and at the commencement of each subsequent year of study to assist with the costs of books and materials associated with the Bachelor of Social Work
* Up to $1000 towards the purchase of a laptop
* Up to $1000 towards travel costs from Darwin or Katherine to the University
* The Cadet may also be eligible to receive up to $1000 towards any initial relocation expenses incurred by the Cadet.

*Work Placements:*

* Generally undertaken during the long break, however different work schedules can be negotiated.
* Involve meaningful work, appropriate to your level of study and are an important part of the Cadetship
* Provide an excellent opportunity for you to develop your skills and knowledge
* Develop professional and personal self confidence
* Gain a good understanding about the range of work and opportunities within NAAJA

*Mentor:*

During your work placements you will be provided with a mentor to help you achieve successful work placements.

*At the end:*

The intention of the Cadetship is to provide a pathway to employment at NAAJA to provide throughcare or other case management support to NAAJA clients. Upon successful completion of the Cadetship study and work place components, Cadets will be eligible for a job at NAAJA, subject to an appropriate position being available.

**Who is eligible?**

You are eligible to apply for a Cadetship if you:

* Are of Australian Aboriginal and/or Torres Strait Islander descent, and
* Identify as an Australian Aboriginal and/or Torres Strait Islander, and
* Are accepted as an Australian Aboriginal and/or Torres Strait Islander in the community in you live or have lived, and
* Are enrolled **full time** in a Bachelor of Social Work or equivalent program
* Are a Top End Territory Resident

Eligibility for the Kieran Boylan Indigenous Cadetship is limited to Aboriginal and Torres Strait Islander people because it is intended as a ‘special measure’. The cadetship has been introduced for the sole purpose of securing adequate advancement of Aboriginal and Torres Strait Islander people in order that they achieve equal enjoyment of their human rights with respect to education and employment.

**How does a Cadetship work?**

* During the academic year, cadets undertake their 40 weeks annual tertiary study on a full time basis. Whilst studying cadets will receive a study allowance of $300 per week (before tax), paid by NAAJA, plus a Lump sum payment of $1000 to the Cadet at the commencement of the Cadetship and at the commencement of each subsequent year of study to assist with the costs of books and materials associated with the Bachelor of Social Work or equivalent program, and up to $1000 towards the purchase of a laptop and $1000 towards travel costs from Darwin or Katherine to the Cadets university. The Cadet may also be eligible to receive up to $1000 towards any initial relocation expenses incurred by the Cadet.
* Work placements involve meaningful work, appropriate to the cadet’s stage of study, and are an important part of the Cadetship. They are supervised and provide an excellent opportunity to develop skills and knowledge, develop professional and personal self-confidence, and to gain a good understanding about the range of work and opportunities within the employing agency.
* Placements are generally undertaken during the long break when Cadets works 8 weeks full-time. The cadet is paid for each placement to convey to the Cadet the value of their work time. If this is not the best time for either the employer or Cadet, different work schedules can be negotiated to take account of business requirements or the Cadet’s personal circumstances and to ensure optimal work experiences for both the Cadet and employer.
* The employer provides a mentor to assist the Cadet achieve successful work placements.
* Cadets are expected to perform to a satisfactory standard during the work placement and the Cadet’s supervisor completes progress reports for NAAJA.

**How do I Apply?**

To apply for a Cadetship, obtain an electronic information package from the contact person in the advertisement, then:

* Complete the Cadetship Application Form
* Provide a copy of your Confirmation of Enrolment statement from your tertiary institution
* Provide a copy of your most recent academic results
* Provide additional information if requested by the employing agency
* Provide a copy of your resume
* Provide confirmation of Aboriginal status
* Provide confirmation of residence in Top End
* Send the application form along with versions of the above to NAAJA

Applications should be received by NAAJA no later than the closing date stated in the advertisement

**Enquiries can be directed to:**

Kerry Keightley - Executive Assistant

NAAJA

GPO Box 1064

Darwin NT 0800

08 89825100

kerry.keightley@naaja.org.au

**How are cadets selected?**

For the Cadetship position:

* A NAAJA selection committee will prepare a short-list after considering all applications
* Short-listed applicants will be asked to attend an interview
* NAAJA will contact the successful applicant by phone to offer a Cadetship
* Unsuccessful applicants will be notified in writing.

Unsuccessful applicants will not be entitled to appeal the selection decision, although they may ask for feedback on their application.

**Responsibilities as a cadet**

Cadets are responsible for:

* Advising Centrelink about the proposed Cadetship commencement date if receiving any Centrelink payments, including ABSTUDY.
* Ensuring they are enrolled at their educational institution, in a full-time capacity, before the commencement of each semester; attending all compulsory lectures and arranged tutorials.
* Achieving satisfactory academic results in accordance with course requirements
* Providing NAAJA with copies of their academic records and evidence of full time enrolment each semester, within two weeks of them becoming available.
* Attending work placements and achieving a satisfactory standard of work performance.
* Notifying NAAJA immediately of any changes in their circumstances including change of personal details (e.g. home address, phone number, email address), changes in course enrolment or pass rates, changes likely to affect work placements.
* Responding promptly to NAAJA initiated contacts such as telephone calls, emails and letters.
* Maintaining contact with their workplace supervisor or mentor throughout the academic year.

**Frequently Asked Questions**

**At what stage of a degree is the Cadetship available?**

Students meeting the eligibility criteria are encouraged to apply regardless of the stage of their degree. The cadetship can provide support to a student just starting their degree or a pathway into a career for a student reaching the end of their studies.

**What support and benefits are available in the workplace?**

A work plan will be developed for work placements so Cadets are clear about expectations.

Supervisors and other members of a team provide the first line of workplace support for Cadets.

Mentors can assist the Cadet’s professional growth and development, provide information about the wider agency and workplace culture, and provide support focusing on the cadet’s needs.

Cadets may find a range of personal networks in the workplace, including Indigenous staff networks.

**Termination of Cadetship**

The Cadet’s contract may be terminated at any time due to:

* Unsatisfactory academic progress or work performance
* Non-attendance at study or work
* A change in the course of study so that it no longer suits the employer’s need.

**What happens if a subject is failed?**

Cadets will be placed on probation by NAAJA if a subject is failed. The probation period will be reviewed at the end of the following semester.

If a subject needs to be repeated, Cadets may be required to undertake this in their own time and at their own expense.

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| NAAJA**North Australian Aboriginal Justice Agency** |  |

**The Kieran Boylan Indigenous Cadetship**

**Application**

**To apply for a Cadetship**

1. Obtain an information package from NAAJA
2. Complete this application form
3. Provide a copy resume
4. Provide a copy of your Confirmation of Enrolment statement from your tertiary institution
5. Provide a copy of your most recent academic results
6. Provide confirmation of Aboriginal status
7. Provide confirmation of residence in Top End
8. Provide additional information if requested by the employing agency

Applications should be received by NAAJA no later than 9th January 2015

**Document checklist**

***Please tick the boxes below to reflect what documents are attached to your email to the employing agency.***

[ ]  Cadetship Application Form

[ ]  Current resume / CV

[ ]  Copy of your Confirmation of Enrolment at a university or other tertiary

 Institute

[ ]  Copy of most recent academic results

[ ]  Confirmation of Aboriginal status

[ ]  Confirmation of residence in Top End

***Privacy Statement***

*The information contained in this form is used by NAAJA*

*for program administration only.*

1. **Personal details**

|  |  |
| --- | --- |
| Title: |   |
| Last Name: |       |
| First Names: |       |
| Postal Address: |       |
| Postcode: |      |
| Home Phone: |       |
| Work Phone: |       |
| Mobile: |       |
| Email: |       |
| Male/Female: |   |
| Date of Birth: *(dd/mm/yy)* |       |

1. **Eligibility**

**Please mark the box below to confirm you meet the eligibility criteria listed below*.***

If you do not satisfy the criteria, please leave the box un-marked.

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|  | **Tick Box to confirm** |
| I am enrolled full time in Bachelor of Social Work or equivalent program | [ ]  |
| I identify as an Australian Aboriginal and/or Torres Strait Islander | [ ]  |
| I am of Australian Aboriginal and/or Torres Strait Islander descent | [ ]  |
| I am a resident in the Top End of the Northern Territory | [ ]  |
| I am accepted as such by the community in which I live or have lived | [ ]  |
| Please advise the community you identify with: |       |
| *If you have not ticked all of the boxes in this section, you are not eligible to apply for the NAAJA Ashurst Indigenous Cadetship* |

1. **Academic details**

|  |  |
| --- | --- |
| Name of university or other tertiary institution: |       |
| Length of course *(how many years)*: |  |
| What is the first year of your course? *(eg YYYY)* |      |
| What year will you complete your course? *(eg YYYY)* |      |
| My current year of study is *(eg 1st, 3rd):* |       |

1. **Academic results**

Please provide results for all tertiary subjects you have undertaken OR write below that a full transcript is attached. (You will be required to bring transcripts of your academic results if you are selected for an interview).

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| **Name of Subject** | **Result Level** *as a percentage (eg 75%)**or grade (eg pass, credit)* |
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|       |       |
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1. **Secondary education**

This section is to be completed only if you are currently in your final year of secondary school (see page three of the above guidelines for further information).

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| What School Year are you currently completing? |       |
| What year will you be enrolling at university or TAFE? |       |

*Academic results from your most recent year of study*

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| **Name of subject** | **Result level** *(percentage or grade)* |
|       |       |
|       |       |
|       |       |
|       |       |

1. **Employment history**

Please provide brief details of any employment history and attach a more detailed resume.

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| **Employer** | **Period of Employment** | **Position/Title** |
|       |       |       |
|       |       |       |
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1. **Extra-Curricular Activities**

Please provide details regarding any community activities you are involved in and/or what sports and interests you have (maximum of five to be listed).

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| 1 |       |
| 2 |       |
| 3 |       |
| 4 |       |
| 5 |       |

1. **What can you bring to NAAJA**

What skills do you have (e.g. communication skills)? Which of these is your greatest strength? Can you provide examples of where you have demonstrated these/this skill/s either in the workplace, during your studies or your extra-curricular activities? (Maximum of ½ a page)

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1. **Why have you chosen to study/work in this field?**

Why have you chosen this course at university? Why do you want to work in this field? Why would you like a Cadetship? (Maximum of ½ a page)

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1. **Referees**

Please nominate two referees who may be contacted on your behalf. Your referees should be able to comment on your work and/or academic study.

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| **1st Referee**  |  |
| Full Name: |       |
| Relationship to applicant: |       |
| Contact Number: |       |
| Email: |       |

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| **2nd Referee**  |  |
| Full Name: |       |
| Relationship to applicant: |       |
| Contact Number: |       |
| Email: |       |

1. **Declaration of applicant**

I have read and understood the requirements of the Kieran Boylan Indigenous Cadetship set out in the information booklet.

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| **Name:** |       |
| **Date:** *(dd/mm/yy)* |       |

1. Equivalent program is broadly defined to ensure that the Cadetship is available to all applicants. It is for an applicant to explain in their application how the course of study they are undertaking or propose to undertake is equivalent to a Bachelor of Social Work [↑](#footnote-ref-1)