



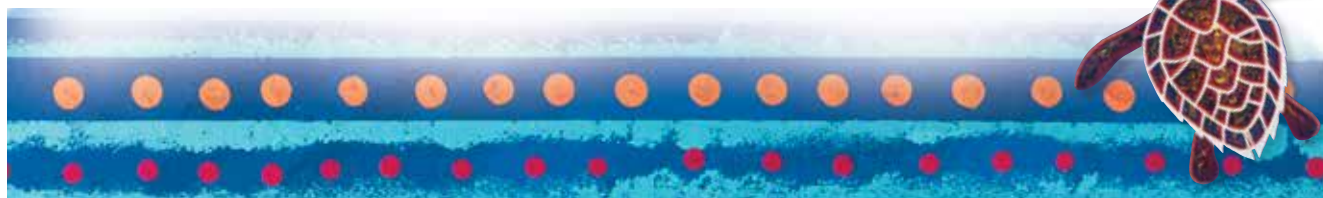
Government of **Western Australia**
Department of **Health**

WA Health 2021 Aboriginal Cadetship Program Cadet Application Guide



Contents

Cadetship Information	2
About WA Health	2
Organisation structure	3
What is the Aboriginal Cadetship Program?	3
Why does WA Health offer an Aboriginal Cadetship Program?	3
Are my studies relevant?	3
How long is the cadetship and what is the time commitment?	4
Am I eligible to apply for a cadetship?	5
Benefits of being a cadet	5
What are my responsibilities as a cadet?	6
Where are cadets located?	6
Are my course fees paid under the Program?	7
Will my Centrelink payments be affected?	7
What happens when I complete my studies?	7
What if I defer my studies?	7
Application Instructions	8
Close of Applications	8
Preparing your application	8
Application questions	8
Apply online	9
What happens with my application?	10
Attending your interview	10
For further information	10
Choosing a cadet workplace	11



Cadetship Information

This Guide explains who we are, what we do, what it means to be a cadet and how to apply for the 2021 WA Health Aboriginal Cadet Program (the Program). It will also provide the information you need to decide if the Program is right for you.



“

If you want to make a real difference to the health and wellbeing of Western Australians, then kick start your career in health.

”

About WA Health

WA Health is Western Australia's public health system. With a State spanning over 2.5 million square kilometres, it is the largest area in the world covered by a single health authority.

Providing health services to 2.3 million people across WA, the Department employs 48,000 dedicated staff in metropolitan, regional and remote areas of the State to provide health services to our growing population, currently at 2.3 million people.

We are committed to developing and supporting our workforce, working together to engage all staff in an open and inclusive environment where diversity is valued.

For more information visit [WA Health](#).

A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all Western Australians.



Organisation structure

WA Health consists of eight separate health organisations, including the Department of Health and Health Service Providers (HSPs). Each HSP is responsible and accountable for the delivery of safe, high quality, efficient and economical health services to their local areas and communities. The Program offers the opportunity to work in one of these government health services.

You will be asked to indicate a preferred Health Service for your placement. Find the overview of WA Health and its structure in the '[Choosing a cadet workplace](#)' section at the end of this booklet.

What is the Aboriginal Cadetship Program?

WA Health's Aboriginal Cadetship Program offers Aboriginal university students the opportunity to have paid work experience whilst studying an undergraduate degree.

The Program provides the opportunity to develop your skills and abilities, establish personal and professional support networks, while laying foundations for a career in the WA public health sector. This is a fantastic way to discover and learn about future employment opportunities in your field of study.

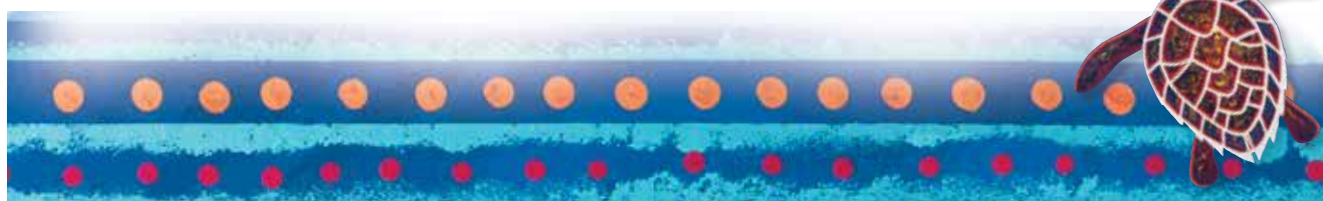
Why does WA Health offer an Aboriginal Cadetship Program?

Growing the representation of Aboriginal people employed in the health workforce is a priority for WA Health.

Attracting and retaining Aboriginal people to our diverse and talented workforce is essential to delivering culturally appropriate health services and improving Aboriginal health outcomes. It takes a diverse professional workforce to run a large organisation like WA Health. If you're interested in joining the other 800 Aboriginal employees already working with us, then put your hand up for this opportunity!

Are my studies relevant?

The cadetship offers placements at various WA Health sites in the metropolitan area in primarily non-clinical work areas. Student nurses and midwives can apply for a placement in a cadet clinical nurse/midwife stream, or the corporate stream.



WA Health employs more than doctors and nurses.

We are looking for Aboriginal university students from a range of disciplines and degrees including but not limited to:

- Business/commerce
- Health sciences
- Psychology
- Communication
- Nursing and Midwifery
- Finance Information technology
- Public relations
- Education/training
- Public health Human resources
- Health promotion
- Exercise Science & Rehabilitation
- Social sciences Legal
- Social work
- Allied Health



How long is the cadetship and what is the time commitment?

Cadets are employed on a fixed term, part-time contract in one of the eight Health Services for a period of 12 months from 8 February 2021 to 8 February 2022. Consideration may be given to extending a cadet's contract for the duration of their degree/studies subject to performance and meeting contract requirements.

Cadets are required to complete a total of 52 work days over a 12-month period. The 52 cadet days are made up of the following:

- 46 days, working one day per week (note a work day is 7.5 hours PSA or 7.6 hours HSU)
- three consecutive days of cadet orientation (8 – 10 Feb 2021)
- two days of site induction at your new workplace (Dates to be confirmed with work placement)
- half day mid-year professional development and networking event (June 2021)
- half day end of year professional development and networking event (Dec 2021)



Am I eligible to apply for a cadetship?

To be considered for the Program you must be:

- able to commit to 52 cadet days over a 12-month period of employment, starting 8 February 2021 and finishing 8 February 2022
- enrolled in a full-time undergraduate course at a recognised university, and have completed at least one semester but with two or more semesters to complete (equivalent/min 3 units per semester)
- identify as Aboriginal and/or Torres Strait Islander.

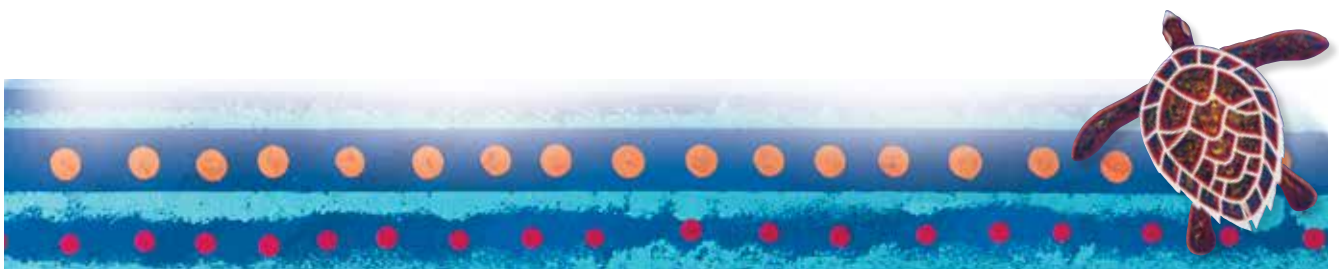
You are NOT eligible for a cadetship if you:

- have been studying for one (1) semester or less
- are undertaking a foundation or bridging course
- are undertaking study overseas that is not part of your Australian university enrolment
- are proposing to defer any part of your study
- enrolled in a block release arrangement.

Benefits of being a cadet

As a cadet, you will be paid a part-time government level 2 salary on a fortnightly basis for 12 months and will receive the following benefits:

- income while studying (approximately \$918 to \$946 per fortnight)
- gain valuable workplace experience
- future employment pathways in the government health sector
- opportunity to discover a rewarding career in health
- grow personal and professional support networks
- Aboriginal mentoring support
- a culturally safe work environment
- leave entitlements as part of your 52 days of employment.



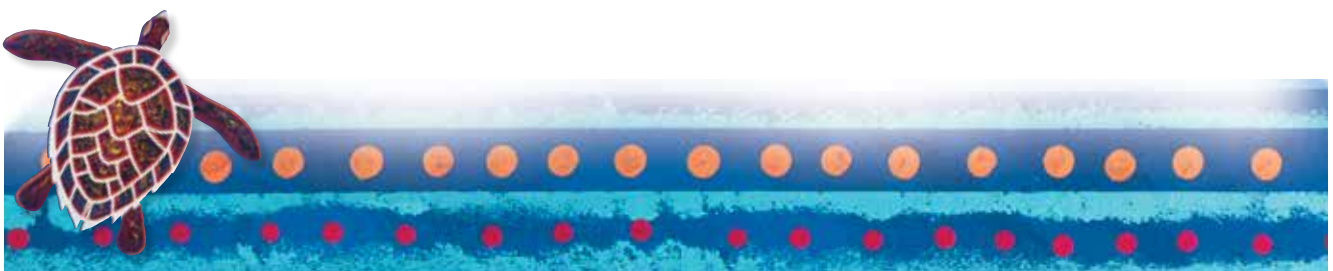
What are my responsibilities as a cadet?

As a cadet in health, you will be required to:

- commit to 12-months as a cadet from 8 February 2021 to 8 February 2022
- complete a total of 52 cadet days
- work one day a week at your assigned workplace
- attend one full week of cadet orientation and induction in the week starting 8 February 2021 and two half day professional development and networking events in June and December 2021
- achieve a satisfactory standard of work performance throughout your cadetship placement
- ensure the cadetship does not conflict with or adversely impact your ability to complete your full-time study requirements – your study remains a priority
- achieve satisfactory academic results and progress in your undergraduate degree
- notify your employer immediately of any changes in your circumstances that may affect your obligations
- be aware of your responsibilities under taxation legislation (this may include seeking advice from the Australian Taxation Office or a suitably qualified taxation professional on the taxation implications of payments under the program)
- meet the requirements of your employment contract
- complete the required three-month cadet probationary period.

Where are cadets located?

- Aboriginal cadets will be based in the metropolitan area at one of the eight Health Services in WA Health. Regional placements can be considered but would need to be negotiated.
- Cadets can be placed in various work settings including an office or hospital environment.
- Applicants are asked to consider and identify their preferred workplace as either clinical or corporate in the application form. Please note that if you are in a clinical setting you may be performing non-clinical tasks and duties relevant to your role.
- Nursing and midwife cadets can select a corporate or clinical (hospital based) work site.
- Applicants should consider nominating a preferred workplace based on their place of residence or study for ease of travel.
- If you are successful in being offered a cadetship, we will aim to place you in a Health Service that best aligns with your area of study and interests.



Are my course fees paid under the Program?

- No, course fees are not included.
- Cadets are responsible for paying their own course fees and book/equipment cost (HECS-HELP or FEE-HELP). Please speak to your university about other sources of financial assistance.

Will my Centrelink payments be affected?

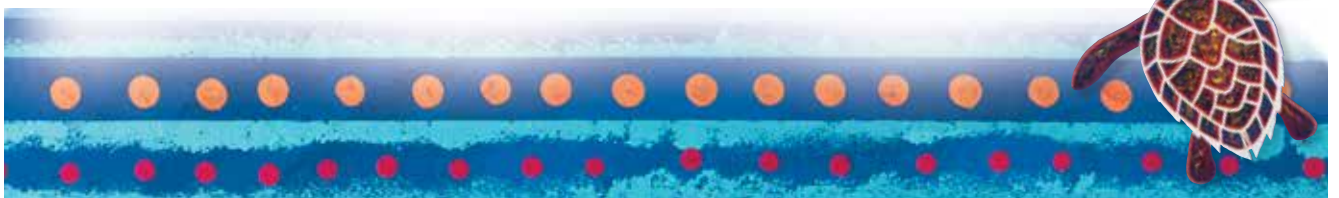
If you receive Centrelink payments then you must advise Centrelink immediately upon being accepted into the Cadetship Program, as it may affect your payments. For more information visit www.centrelink.gov.au

What happens when I complete my studies?

- Once you have completed your university course, you will need to provide a copy of your final academic transcript to your employer to **finalise** your cadetship and confirm your completion.
- Your employer will **endeavour** to support your transition to employment, however a job placement is not guaranteed.
- We encourage cadets who will be graduating to consider applying for the WA Health Graduate Development Program.

What if I defer my studies?

You must notify your employer immediately as this will affect your participation in the Program. Your payments will also be affected.



Application Instructions

Close of Applications

The closing date for applications is **4.00pm, Friday 9 October 2020**. Any applications received after this date will not be considered.

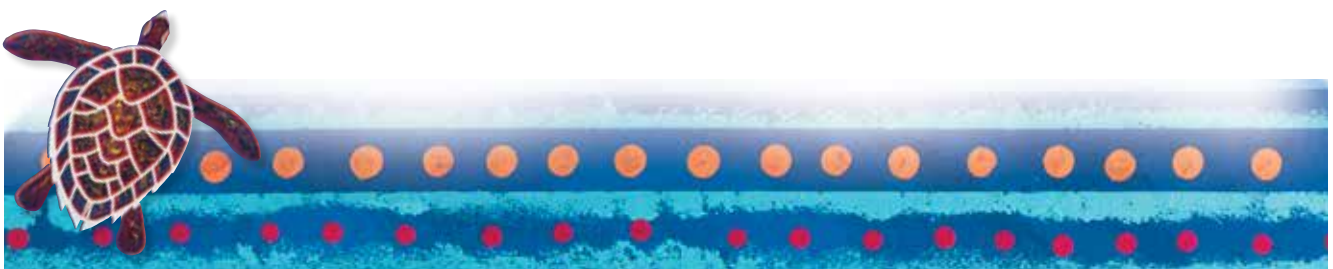
Preparing your application

- Update your resume to include work history. Summarise your experience. Include the name and contact details of a person who can provide either a work or character reference for you. We will also consider an applicant's relevant life experience, not just study and work experience.
- If you do not have a work history, try to include details of any groups and/or projects that you have been involved in either at school/university or in the community and include the details in the resume.
- Start drafting your response to each of the application questions in the Cadet Application Questions form. The five questions are listed below. Remember this must be no more than two pages in length.
- Gather copies of your transcripts of academic results and confirmation of enrolment to submit with your application.
- Speak to the contact person listed on the advertisement if you have any questions. This person can provide you with a lot more information and give you a better understanding of the role and requirements.

Application questions

Applicants need to complete the Cadet Application Questions form and provide a brief and succinct response to the five application questions, in no more than two pages. The Cadet Application Questions form is attached to the advertisement. This completed form must be submitted with your online application.

1. As an Aboriginal and/or Torres Strait Islander, who is your community and/or who is your family/mob and where are they from? (Aboriginality is a genuine occupational requirement of being a cadet and is authorised under Section 50d of the Equal Opportunity Act 1984).
2. Why would you like to be considered for an Aboriginal cadetship in WA Health in 2021?



3. What are your career goals after you graduate?
4. Give an example of when you have acted as a role model?
5. If you were successful in receiving a cadetship, describe how you would manage your cadet work schedule, study program and personal/family commitments through your cadetship?

Apply online

jobs.health.wa.gov.au

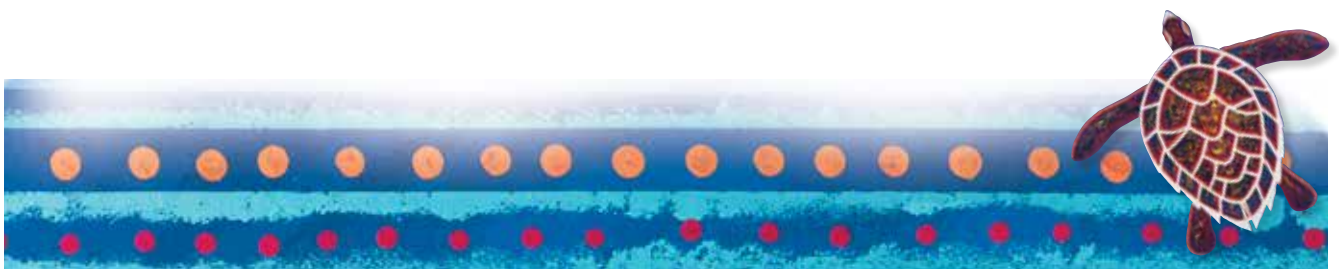
When you are ready to submit your application, click on the link in the advertisement. You will be asked to complete an online application form and attach the following documents:

1. Application questions – complete the Cadet Application Questions form found as an attachment in the advertisement.
2. Current resume, which summarises your experience and includes a work or character reference.
3. Proof of enrolment in a university degree.
4. Academic transcript.

Documents should be saved in MS Word (.doc files only) or PDF format.

Please ensure you allow plenty of time to submit your application and accompanying four (4) documents to allow for unanticipated problems, as late applications will not be accepted.

If you do not have access to a computer and you are unable to submit your application online, please contact Lahtecia Westrheim, on 9222 2478, or email Lahtecia.Westrheim@health.wa.gov.au



What happens with my application?

Once your application is received, the selection panel will assess your application. After assessing your application, you may be invited to attend an interview to discuss the program further. You will be contacted by phone and advised by email about the interview details. Interviews are likely to take place in late October/early November.

Attending your interview

You may find the following points useful, when attending your interview:

- Don't be late, plan your journey.
- Remember the interview is an exchange of information and an opportunity to get to know you better. We want you to feel as relaxed as possible and encourage you to ask questions or clarify information.
- Take your time, present your answers clearly and concisely.
- Take a copy of your application and any notes that you have prepared to assist you in the interview.

After the interview, the panel will assess all the information gathered. All applicants will be notified of the outcome electronically in December.

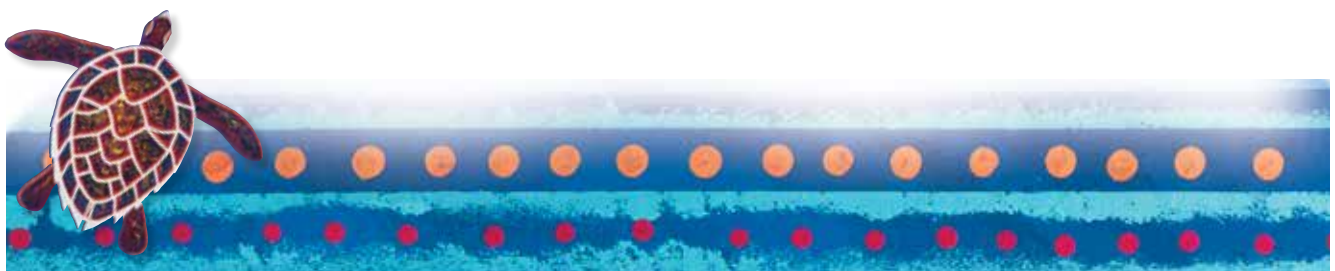
If you have not been successful, you will be given the opportunity to obtain feedback regarding your application. We strongly encourage you to phone the contact person, as the information may be valuable to you and may help you improve your application, when looking for future cadet opportunities.

WA Health require applicants to undertake criminal records screening and integrity checking as part of the appointment process. A pre-employment health assessment (PEHA) may be required by some employers before starting work.

For further information

If you wish to discuss this opportunity or have any queries on how to apply, contact Lahtecia Westrheim at the Department of Health on 08 9222 2478, or lahtecia.westrheim@health.wa.gov.au during business hours.

**Thank you for your interest
and good luck with your application.**



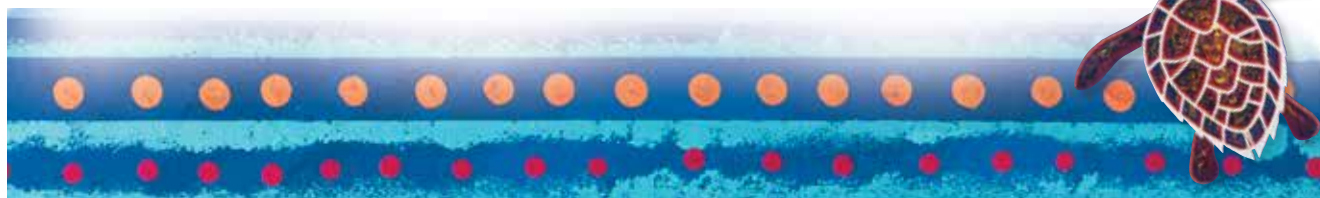
Choosing a cadet workplace

WA Health consists of the eight separate health organisations, including the Department of Health and Health Service Providers (HSPs). WA Health is also referred to as the WA health system. Each HSP is responsible and accountable for the delivery of safe, high quality, efficient and economical health services to their local areas and communities.

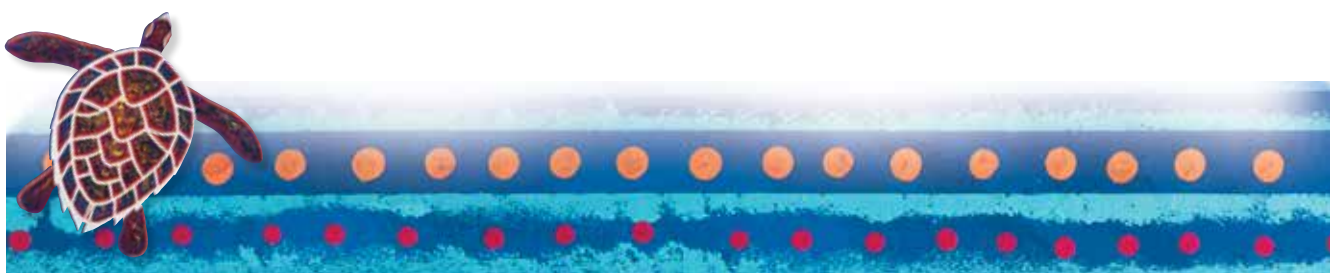
You will be asked to indicate a preferred Health Service for your cadet placement.

Think about your area of study and where you live.

<p>The Department of Health (the Department)</p>	<p>The Department, led by the Director General, provides leadership and management of the health system as a whole, ensuring the delivery of high quality, safe and timely health services. The Department is located in East Perth.</p> <p>Go to: Department-of-Health</p>
<p>Health Support Services (HSS)</p>	<p>HSS supports the WA health system in the effective delivery of health care by providing technology, supply, workforce, and finance services. HSS is located in the Perth CBD.</p> <p>Go to: Health-Support-Services</p>
<p>Child and Adolescent Health Service (CAHS)</p>	<p>CAHS provides a comprehensive service supporting the health, wellbeing and development of young Western Australians through health promotion, early identification and intervention and patient centred, family-focused care. CAHS is made up of:</p> <ul style="list-style-type: none"> ▪ Perth Children’s Hospital ▪ Child and Adolescent Community Health ▪ Child and Adolescent Mental Health Service. <p>Go to: Child-and-Adolescent-Health-Service</p>
<p>North Metropolitan Health Service (NMHS)</p>	<p>NMHS fosters a supportive and inclusive workplace that provides timely access to high quality healthcare that is based on best practice to deliver clinical outcomes.</p> <p>Our hospitals and services include:</p> <ul style="list-style-type: none"> ▪ Sir Charles Gairdner hospital ▪ Osborne Park hospital ▪ Graylands hospital ▪ King Edward Memorial hospital ▪ Joondalup Health Campus ▪ Statewide services including Dental Health Services. <p>Go to: North-Metropolitan-Health-Service</p>



<p>South Metropolitan Health Service (SMHS)</p>	<p>SMHS delivers hospital and community-based services to nearly a quarter of the State’s population. Hospitals include:</p> <ul style="list-style-type: none"> ▪ Fiona Stanley Hospital (including Rottnest Island Nursing Post) ▪ Rockingham General Hospital ▪ Fremantle Hospital ▪ Murray District Hospital ▪ Peel Health Campus. <p>Go to: South-Metropolitan-Health-Service</p>
<p>East Metropolitan Health Service (EMHS)</p>	<p>EMHS comprises an extensive hospital and health service network that aims to maintain and improve the health and wellbeing of more than 680,000 Western Australians in its catchment area. Hospitals include:</p> <ul style="list-style-type: none"> ▪ Royal Perth Hospital ▪ Bentley Hospital ▪ Kalamunda Hospital ▪ St John of God Midland ▪ Armadale Hospital. <p>Go to: East-Metropolitan-Health-Service</p>
<p>WA Country Health Service (WACHS)</p>	<p>WACHS is committed to providing accessible health services to the regional population, and a quality health care workforce. Regions include; Great Southern, Goldfields, Kimberley, Midwest, Pilbara, South West and Wheatbelt.</p> <p>Go to: WA-Country-Health-Service</p>
<p>PathWest</p>	<p>PathWest is committed to providing excellence and innovation in pathology testing, teaching and research, positively contributing to the health and wellbeing of the community. PathWest provides pathology to public and private hospitals, as well as WA Police. They cover medical science research, drug testing, food and water testing, industrial health screening, forensic and coronial services, and training and education.</p> <p>Go to: PathWest-Laboratory-Medicine-WA</p>



This document can be made available in alternative formats on request for a person with disability.



Produced by © Department of Health 2020

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

AHE-013818 SEP'20