

WELCOME TO DOXA'S CADETSHIP PROGRAM



► About Doxa

We are a social purpose organisation that exists for the benefit of young people. We provide programs for young people so that everyone can access positive life experiences, education opportunities and employment pathways.

We've been around since 1972 and our programs support over 5,000 young Victorians each year, typically from 8 to 22 years of age.

Our vision is that "all young people have the opportunity to achieve" and our mission is to "share knowledge, skills and experiences with disadvantaged young people, empowering them to realise their potential".

P.S. Doxa is a Greek word for greatness. We help uncover personal greatness. We help young people see possibilities for personal greatness, and set a path towards achievement.

► Our Vision

Our vision is that "all young people have the opportunity to achieve" and our mission is to "share knowledge, skills and experience with young people, empowering them to realise their potential".

► Our Values



Greatness

We help uncover personal greatness.



Integrity

Integrity matters to us.



Care

We care about what makes you you.



Joyfulness

It's the time of your life.



Commitment

We'll stick by you and go the extra mile.

Connectedness

This is a place to belong.



OUR PROGRAMS

Get involved!

▶ Positive life experiences



City and Malmsbury Camps

Our Camps program offers positive life experiences and joyful and enriching learning environments for students in Years 3-9 at our City Camp and Malmsbury sites.

Holiday Camps

We also offer a residential Holiday Camp program for students in Years 4-6 throughout the school holidays at City and Malmsbury Camps.

▶ Education opportunities



University Pathways Discovery

This program presents a world of opportunity through study and professional careers. It is a half-day, in-school discovery program for Year 9 and 10 students.

University Pathways program

This program complements the University Pathways Discovery program. This is a multi-year, multi-touchpoint program offering students in Years 9-12 a first-hand experience of university life and what it's like to work in a large corporate office. Students visit universities and engage with staff to explore study and career pathways.

▶ Employment pathways



Doxa School Bendigo

The Doxa School Bendigo sits within our employment pathways portfolio. Our school for Years 7-12 supports young people to gain education and vocational skills.

Cadetship program

Our Cadetship program supports young people to complete university and gain the skills for an employable future.

WHAT IS THE CADETSHIP PROGRAM?

Our Cadetship program supports young people from challenging life circumstances to complete university and gain the skills for an employable future. Our program has been running for over 20 years and in this time we've had the privilege of being part of a life-changing experience for over 400 young lives.

We support young people studying a range of academic disciplines and our professional workplace sponsors represent the diversity of career options available. Our partnerships include the corporate, government and social purpose sectors and every workplace sponsor provides a mentor to guide and support you through the placement.

🔹 Our Objective

Our objective is to provide you with support through university, the opportunity to connect with peers and industry professionals through work placement and professional training to assist you to find your personal greatness.



EXPECTATIONS OF THE CADETSHIP PROGRAM



► What's involved?

NETWORK OF CADETS AND ALUMNI

ANNUAL BOOK ALLOWANCE

PROFESSIONAL TRAINING

FINANCIAL ASSISTANCE FOR LIVING EXPENSES

SKILLED MENTORS WHO WILL GUIDE AND SUPPORT YOU

UP TO EIGHT WEEKS WORK PLACEMENT EACH YEAR

PROFESSIONAL SUIT IN YOUR FIRST YEAR

There are many elements that make up the Cadetship program. Read below to find out some information about Professional Development, Doxa Contact and your Sponsor Company and some of the things you can expect from us and us from you!

► Professional Development

Residential Weekends

Cadetship Residential Weekends are held each year for students. 1st Year cadets attend residential along with other 1st Years within their first couple of months of cadetship and 2nd and Further Year cadets attend residential later in the calendar year. Attendance at the Cadetship Residential Weekend is **compulsory** for 1st – 3rd Year cadets.

Events and Workshops

There are a number of Cadetship events and workshops designed for you to attend to get the most out of your Cadetship. Events may include an annual Networking Evening, presentation skills workshops, graduate applications workshops and a range of casual and fun events to build relationships with your fellow cadets. Where an event is compulsory, Doxa will inform you and give you adequate notice in advance.

Framework

There is a Professional Development Framework developed by the Cadetship program to provide cadets growth and development throughout their Cadetship. Each residential weekend, workshop and event Doxa provides to cadets follows the framework to ensure cadets are expanding their development. To discuss more about your development, contact the Cadetship Lead.

► Doxa Contact

Cadetship Agreement

You will be sent a Cadetship Agreement within 1 month of your first Cadetship residential. This must be read and completed, signed and returned by you showing your commitment to the program. If you have questions or anything you would like to discuss with the team prior to signing, please contact the Cadetship team.

Please refer to the Cadetship Agreement to review Cadetship compliance guidelines.

Cadetship Updates

Cadets are required to provide two Cadetship Updates during the year. This is an important part of your Cadetship and keeps mentors and Doxa up-to-date about how you're tracking at university, in your work placement and in your personal life. You will be prompted by the Cadetship team to prepare your report in advance, please complete by the due date. You will be provided a copy of an example Cadetship Update on your USB at 1st Year Residential and also provided an example via email each time it is requested by Doxa.

The Cadetship Updates are compulsory and designed to assist in the communication flow between cadets and mentors and Doxa encourages both parties to meet and communicate with each other on a regular basis.

Results

It is your responsibility to submit your semester results to Doxa after each semester or trimester, to ensure your studies are on track and your placement hours are being completed in the program's timeframe. It is essential that Doxa is updated with your results and proposed finish date, as we will do whatever we can to support you throughout your degree.

The Cadetship team may provide this information to mentors / sponsor companies as required.

If you fail a subject, please contact the Cadetship Lead so we can support you in getting you back on track for the following semester. If you are consistently failing subjects, this will need to be discussed with Doxa and your sponsor company as this may not be compliant with the program requirements.

Communication

In addition to the above-mentioned Doxa contact required in your Cadetship, we ask that you keep Doxa up-to-date with changes to your personal, university or work situation. For example, if your address or contact details change, changes to your university degree / majors or duration of university degrees or personal details that affect your Cadetship in any way.

2nd Year Cadet High School Visit

Between June and September of your second year as a cadet you will be required to contact your old high school to arrange a time to speak to current Year 12 students about the program and your experiences as a cadet. The Cadetship team will prompt you to make contact with your old high school and provide you with information you can take to your school.

Exchange or time away

Cadets are encouraged to explore their possibilities at university and this may include exchanges, internships or time away for a professional development / career purpose. Any time away from the Cadetship program which affects Cadetship work placement or Cadetship program participation including attending events and residentials, needs to be discussed and pre-approved by Doxa and your sponsor company. Doxa supports students exploring these opportunities and will assist you in every way possible.

Any time away from your Cadetship is subject to Doxa and the sponsor company's approval.

Volunteer Opportunities

Doxa will provide a range of volunteer opportunities for cadets to be involved in. The Doxa development programs run multiple University Pathways Programs (UPP) and it is highly recommended that all cadets volunteer for a UPP Team Leader role at the program residentials. This important and unique opportunity is a chance to develop leadership skills and nurture existing relationship management skills.

Doxa continually offers opportunities to involve cadets in other programs encouraging them to feel part of the wider Doxa community.



*Take advantage of
the development on
offer!*

Sponsor Company

Work Placement

Our sponsor companies provide up to eight weeks professional work experience for each year of your Cadetship. This is a flexible arrangement that is negotiated to suit everyone's needs. Sponsors help you develop practical skills for your future in employment. Your work placement may include entry-level tasks often building your skills to contribute meaningful work related to the industry you aspire to work in. This could range from contributing to projects to actually running them.

Companies will also allocate a mentor to guide and support you through your development journey.

Learn more about our sponsor companies and cadets by reading their stories of success under the Employment Pathways section on our website.

Communication

Cadets are required to provide their Doxa with two Cadetship Updates each year. In addition to this, it is encouraged that you proactively make contact with your mentor at least every three months. Not all mentors will have the same amount of contact with their cadets, this is subject to the work environment, proximity of location between the mentor and cadet, and individual company structures. If you are looking for ways to engage with your mentor, please refer to the the Cadetship team for advice

Changes to your degree

Your sponsor company has agreed to support you for the duration of your university degree as per your original completion date at commencement of your cadetship*. If you wish to apply for an extension to your original university completion date, it should be discussed with your mentor and notify Doxa if you would like assistance or advice in this discussion. Please keep Doxa informed of the outcome. Extensions or changes to the original agreement when starting your cadetship are subject to Doxa and the sponsor company's approval.

Cadetship is more than a scholarship or internship. It is a holistic approach to the development of a young person.

WHAT IS THE CADETSHIP PROGRAM ALUMNI?

When you finish your Cadetship, we would encourage you to stay connected to the Doxa community by becoming an active participant in our Alumni group. The Cadetship Alumni is a talented network of past cadets who may provide a valuable source of information, industry contacts or advisors in your future career and personal growth.

► Ways to be involved

Stay involved with Doxa and your fellow Alumni by getting involved in social and networking opportunities, Doxa offers multiple events, workshops and evening events each year.

► What's on offer?

- Networking Opportunities (Alumni, current Cadets, Doxa staff, supporters of Doxa)
- Professional Development
- Volunteering Opportunities (Malmsbury Camp Working Bees, involvement in University Pathways Program)
- Camp Involvement (do you work in an industry that other cadets might be interested to learn about? Come along and present at a residential weekend!)
- Practical Training / Involvement (do you have a skill you'd be happy to present or coach on?)
- Mentoring Students
- Social Activities

► Our goals

We aim to remain in contact with Cadetship Alumni and share opportunities to be keep in touch with the Cadetship program and with the wider Doxa community. Once you become a cadet you are part of the Doxa family and we will continue to offer support, guidance and a sense of community wherever possible. Our goal is to foster a long term friendship with Cadets and Alumni who are members of an extensive and diverse network of talented people who both receive and give support within the Doxa community.

PRIVACY

► Privacy Policy

At Doxa we value your privacy and closely adhere to the Doxa Privacy Policy in accordance with the Australian Privacy Principles set out in the Privacy Act 1988 (Cth). If you wish to make any inquiries regarding this Privacy Policy, you should contact Doxa's Quality and Compliance Manager.

Doxa will collect and store the information you voluntarily provide. Only authorised Doxa staff will have access to this information in the interest of delivering quality Doxa services, subject to privacy restriction. When necessary, this information will be provided to medical professionals. Any information provided by you to Doxa can be accessed during business office hours and updated by writing to us at info@doxa.org.au or by calling (03) 9046 8200.

► Media Consent

At the commencement of your Cadetship you will be asked if you consent to Doxa taking any photograph or video footage throughout the duration of program participation. By providing your consent, permission is granted to use media involving you in any form of promotional material including social media or printed and online marketing collateral. If you wish to alter your current consent agreement for future use of photography or video footage, please advise Doxa in writing at any time via info@doxa.org.au.

SOCIAL MEDIA

We encourage cadets to engage via Doxa's multiple social media channels. Doxa acknowledges the value of social media and encourages the sharing of information and online opinions. When engaging in your own personal social media networks, you are personally responsible for all of the content you publish online.

If you are unsure of any online interaction with Doxa social media content please contact the Doxa Communications Team first during business hours on (03) 9046 8200.

FAQ'S

*Any questions,
get in contact
with us!*

Any questions? Contact the Cadetship program team on our details below. Here are a few frequently asked questions:

○ When should I start work placement and how should I go about setting up a meeting?

If you are yet to contact your sponsor company please contact the Cadetship team for contact details. If you already have this information, please send them an email enquiring about their availability to meet and discuss your work placement schedule.

○ What if I'm sick or running late for a scheduled work placement day?

In the event of absence due to illness, injury or any other reason or running late for your scheduled start time, you should personally report to your sponsor company manager via phone as soon as practical (and prior to your normal starting time wherever possible). This is important as your manager and other employees are planning work for you and will be expecting you at your normal start time.

○ What do I wear to work placement?

Some work places vary in their styles of work attire and level of professionalism. Ideally, always dress more conservatively, if unsure of the general level of dress guidelines for working in a professional environment include: men to wear a suit with an ironed shirt and women to wear a suit, a dress, pants or skirt with a shirt or blouse/top. In the workplace women should avoid wearing very high heels, short skirts, excessive make-up, strong perfume, excessive jewellery or see-through or revealing tops; men should avoid denim attire, runners or casual footwear, and unshaven faces or crinkled shirts.

○ What happens if I don't attend a compulsory Cadetship event?

If you are not able to attend a Cadetship compulsory event, you should contact the Program Manager of Development Programs immediately. Each case will be assessed on an individual basis and a decision will be made with reference to the Cadetship compliance guidelines in the Cadetship Agreement.

CONTACT US

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