

# CADETSHIP PROGRAM 2023

## Community Housing Industry Association NSW

### Earn and Learn with a Cadetship

Together with the NSW Government, the Community Housing Industry Association (CHIA) NSW is providing new training opportunities connected to jobs in the Community Housing Industry through a Cadetship Program.

This exciting program provides an opportunity for cadets to undertake paid employment and training across the areas of application/allocation, tenancy management and property management.

With 25 cadetships offered each year until 2024, all participants who successfully obtain a place will enter a 12-month paid employment contract with a Community Housing Provider **and** enrol to study the [CHC42221 Certificate IV in Housing](#).

This nationally accredited qualification will provide foundation skills and knowledge in:

- understanding the community housing workplace,
- working with tenants and applicants to understand their needs, and
- assessing and overseeing property management.

Scheduled during work hours, training is delivered by industry and teaching experts with specialist knowledge and skills in the community housing sector. All trainers currently work in industry, hold a diploma or higher-level qualification in their relevant field, and a Certificate IV in Training and Assessment.

Both paid employment and training are for a 12-month period, with support provided in the workplace and throughout the course by dedicated Mentors, Trainers and Workplace Coordinators. Trainers will also work one-on-one with participants who require extra assistance to ensure the concepts and knowledge required are understood.

Proudly funded by the  
NSW Government in association with  
NSW Land & Housing Corporation



### CADETSHIP OVERVIEW



Develop frontline skills in application/allocation, tenancy and property management within the workplace and through formal training for 12 months.



Learn about the community housing sector and organisations that help people find a home and stable housing.



Obtain a qualification by undertaking training in the CHC42221 Certificate IV in Housing.



Earn an income as you go.

*"The cadetship has been amazing. I am so grateful for being given the opportunity to be involved."*

2021 Cadet



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## How to Apply

### Determine Your Eligibility

The Cadetship Program is open to residents of NSW who are:

- Social housing tenants and clients aged 25+, or
- Unemployed and aged 21 + years, and
- Double vaccinated against COVID to participate in training and work

### The Application Process

The Cadetship Program is limited to 25 places each year for four years (100 in total) to 2024. To submit your application for consideration and assessment, please follow the steps below. If you do not have access to a computer at home, head to your local library to use their resources. Please let us know if you require assistance.

1

#### OBTAIN A UNIQUE STUDENT IDENTIFIER (USI)

All students must have a valid Unique Student Identifier (USI) to enrol in the course. This government requirement is also needed to issue your qualification on completion.

- **To obtain a USI:** apply directly at <https://www.usi.gov.au/students/get-a-usi>.
- **If you have a USI but forgotten it:** visit the [USI Registrar](#) and click on the **I have forgotten my USI** option. Instructions will be provided for retrieving your USI.

2

#### COMPLETE AN ONLINE APPLICATION FORM

Complete this online [Cadetship Application Form](#) and be sure to include:

- Your USI (per Step 1)
- Brief statement outlining why you would like to undertake the cadetship
- Copy of your identification (ID) e.g. Drivers Licence, Passport, Australian Birth Certificate, Medicare number
- A resume (please ask us [cadetship@communityhousing.org.au](mailto:cadetship@communityhousing.org.au) if you need assistance)

3

#### COMPLETE THE ONLINE READING & NUMERACY ASSESSMENT

After submitting your application, it will be reviewed. Should you be successful to move to the next step, you will receive a link to complete an online Reading and Numeracy Indicator Assessment. This will assess your ability and skills for undertaking study, community participation and workplace employment requirements.

4

#### ATTEND AN INTERVIEW

Once your application form and Reading and Numeracy Assessment is received, they will be reviewed by a panel of trainers and Community Housing Providers. If successful, you will be invited to attend an interview to discuss the cadetship and your suitability.

5

#### ACCEPT OFFER

If successful, you will receive an offer to join the cadetship program and acceptance of its terms for training and employment with an allocated Community Housing Provider for a period of 12-months.

6

#### ATTEND INDUCTION

Your training program will commence with a 5-day induction to help you get started.