

2020

BDO Indigenous Cadetship

Application guidelines



Introduction

The *BDO Indigenous Cadetship Program* is a joint initiative between the Oodgeroo Unit, Queensland University of Technology (QUT) and BDO QLD. There are numerous twelve-month cadetship opportunities available in 2020.

BDO

BDO is one of the world's leading accountancy and advisory organisations. Our global network extends to over 162 countries and territories, with over 73 854 people working out of more than 1500 offices.

The BDO Brisbane office has been operating in Queensland for more than 100 years. Our long history gives us a thorough understanding of the Queensland marketplace, and the knowledge required to provide real value and expert advice to Queensland businesses.

We offer ongoing training to develop technical abilities and build your consulting, leadership and management skills. Our international network provides exceptional opportunities to travel, work, and learn with secondment prospects available globally.

We welcome individuality, ideas, passion and drive by offering a number of initiatives that contribute to flexible working options and your health and wellbeing while at work.

BDO Cadetship

The BDO Indigenous Cadetship is a twelve-month placement program providing QUT students with professional capabilities and work experience in their field of study. Our preference is for 2nd or 3rd year students studying a Bachelor of Business/Commerce with majors in Accounting, Finance, Law or Management. Students fulfil a work placement of one to two days a week to combine study and work in their related field. There will be the potential for employment at the completion of the Cadetship program, adding commitment to BDO's Inclusion & Diversity plan. The program offers the workplace training and development, one to one mentoring, coaching, flexible work options and health and wellbeing benefits.

BDO Indigenous Cadetship Role

No prior work experience is required, however we do seek candidates who have a passion for accounting and finance and are looking to further develop a career in this field. We offer cadetship opportunities under our Business Services and Corporate service lines to provide our cadets with a broad range of accounting and finance skills.

Eligibility criteria

Applicants must:

- be of Aboriginal and/or Torres Strait Islander descent and provide a Confirmation of Aboriginal/Torres Strait Islander Descent form
- be enrolled at Queensland University of Technology at the census date
- maintain a full-time study load and grade point average of 4.
- applicants may be studying externally or on-campus.

Termination of Cadetship

The Oodgeroo Unit, QUT in consultation with BDO, may terminate a recipient's cadetship if the recipient does not maintain a full-time study load or a grade point average of 4 each semester.

The cadetship recipient who does not maintain a grade point average of 4 may be considered for continuation of cadetship if they can demonstrate a strong desire to continue their academic program and adhere to the recommended course of action as suggested by Oodgeroo Unit, QUT. The cadetship recipient should apply in writing to the cadetship panel to request continuation of their cadetship. Student support including mentoring is provided and the cadetship recipient will be encouraged to apply for specialised academic extension—*Keystones of Success: Supporting our future leaders*.

If the cadetship recipient wishes to change their academic program, they should advise the cadetship panel in writing and seek approval to continue their cadetship support.

Tax and other benefits implications

Cadetship payments will contribute to recipient's taxable income and may also impact entitlement to Commonwealth benefits such as ABSTUDY.

The cadetship applicants and/or recipients are encouraged to contact Centrelink, the Australian Taxation Office (ATO) and/or their taxation agent to obtain advice about the implications of the cadetship payments on current earnings and benefits.

Information about taxation on scholarships is also available from the ATO website at:

<https://www.ato.gov.au/Calculators-and-tools/Is-your-scholarship-taxable>

Application process

Applicants are required to complete the 2020 BDO Indigenous Cadetship Application form, provide proof of Aboriginality and/or Torres Strait Islander heritage status and a written submission of 500 words or less per question answering in their own words:

- What factors influenced you to undertake your university degree? How would the BDO Indigenous Cadetship further support your academic goals?
- What qualities and attributes (e.g. community involvement, career aspiration, interests and what drives you) will you bring to the BDO Cadetship Program?
- What are three main goals you look to achieve from completing the BDO Cadetship?

Other documents

Applicants should attach documentary evidence of additional material that they believe will support their cadetship application. These should include:

- Academic Transcripts (from QUT Virtual)
- Certified copy of documentation supporting Aboriginal and/or Torres Strait Islander heritage.
- A current resume/curriculum vitae

Submitting the application

Applications must be submitted to the Oodgeroo Unit, QUT by Friday 31 January 2020.

Applicants provide all supporting documentation along with the online [application form](#).

All required documentation is to be provided by the closing time and date. Any incomplete or late application may not be considered.

BDO Indigenous Cadetship Selection Criteria

- Aboriginal and/or Torres Strait Islander heritage
- Are currently in their 2nd, 3rd or penultimate year of a Bachelor of Commerce (Accounting), Business (Accounting), Law or other equivalent or relevant single or dual undergraduate or postgraduate degree.
- Display solid academic achievement
- Are a permanent resident of Australia
- Demonstrate good communication and interpersonal skills
- Involved in extra-curricular activities
- Dynamic team player with an innovative approach to work and life
- Have motivation for continuous learning and development

Cadetship offers

Once the selection process is complete, all applicants will be notified in writing of the outcome of their cadetship application. Successful applicants will be called prior to receiving formal written notification.

Successful offers

Successful applicants will receive an employment contract with BDO. Acceptance of offers cannot be deferred. Should all available cadetships be offered, applicants who meet merit but were not successful in the first round of offers may be placed on a reserve list. In the event that a selected applicant declines a cadetship offer, an offer may be subsequently made to an applicant on the reserve list.

Cadetship conditions

The cadetship recipient will need to enter into a binding agreement with the Oodgeroo Unit, QUT which specifies the conditions of the cadetship. These conditions will require recipient to:

- maintain a 4 grade point average
- submit results and confirmation of continued enrolment promptly at the end of each semester
- (if applicable) defer for no more than 12 months during the study period
- maintain active communication with the Oodgeroo Unit, QUT at all times
- attend the official cadetship presentation ceremony
- give consent to photographs being taken for the purposes of promotional activities including media, webpage/s by the Oodgeroo Unit, QUT and BDO.
- When the agreement has been signed by both parties, a copy will be returned for the cadetship recipient's records.

Detailed information about the cadetship conditions will be provided to successful applicants. The recipient of a cadetship will need to consent to QUT providing BDO with certain personal information about the recipient in relation to the cadetship, for example, the recipient's name and image, email address, phone number, course details, grade point average to BDO.

Cadetship recipient

In addition to fulfilling their study program, the cadetship recipient should note that their responsibilities include:

- notifying the Oodgeroo Unit, QUT immediately of any change in enrolment status, unsuccessful completion of a semester, deferral or withdrawal from a course or study program
- providing feedback to the Oodgeroo Unit, QUT if requested.

Oodgeroo Unit, QUT

The Oodgeroo Unit, QUT is responsible for the leadership and management of the *BDO Indigenous Cadetship Program*, monitoring progress and reporting outcomes. The Oodgeroo Unit, QUT's responsibilities include:

- including administering the application and selection process
- providing a point of contact and service for cadetship recipient during the cadetship period, and liaising with the cadetship recipient in a responsive and professional manner
- respecting the privacy of cadetship recipient information and using personal information provided by cadetship recipient appropriately
- collecting data in order to evaluate and report on the program.

Key dates

10 December 2019 Cadetship applications open

31 January 2020 Cadetship applications close

3 February – 7 February 2020 Verification, assessment and shortlisting process

February 2020 Interview of shortlisted candidates

March 2020 Cadetship offers made

Privacy

The Oodgeroo Unit, QUT collects personal information from the applicant to assess the cadetship application and for other University purposes upon enrolment. Information explaining how QUT manages students' personal information can be found at www.governance.qut.edu.au/compliance/privacy

Contact details

Should you require further assistance or information regarding the *BDO Indigenous Cadetship*, please contact:

Alexis McGourty
Team Leader – Learning Support
Oodgeroo Unit
Queensland University of Technology
Phone (07) 3138 3036
Email: a.mcgourty@qut.edu.au

Additional information

For more information on careers at BDO, service lines and Vacation & Graduate opportunities, please refer to the following links:

<https://www.bdo.com.au/en-au/graduates>

<https://www.facebook.com/BDOausCareers/>

To submit your application

Complete the online *BDO Indigenous Cadetship application form*

**APPLICATIONS CLOSE
FRIDAY 31 JANUARY 2020**