



CAP



# CAP Overview

Discover what the Career Advantage Program is about and how students Hit The Ground Running

**New Zealand**

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## What is CAP?

The Career Advantage Program (CAP) bridges the gap between school and work. The program is designed to develop and maximise the potential of young people who are in the last two years of school, by integrating with Community businesses. The program supports the OneSchool vision to “develop life-ready students” by ensuring students hit the ground running from the first day they start their jobs.

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## How does it work?

Students in the last two years of school commit to undertaking a CAP course in addition to their academic courses and are sponsored by businesses. Students that successfully complete their CAP courses receive a debenture investment that they can access when they turn 21 years of age.

Students undertake the dedicated global CAP courses over the two year period. Each course requires a minimum of 50 hours. The first year of CAP is Career Fundamentals and the second year is Business Foundations, both of which are delivered by OneSchool's chosen registered training organisation, Career Training Institute (CTI) based in Melbourne, Australia.

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## Who are the Stakeholders?

The Career Advantage Program is a partnership between 3 main stakeholders:

### Business Sponsor:

provides financial assistance to support CAP and benefit from future access to school leavers who are workplace ready.



### Student:

undertakes extra curricular CAP study and work placement alongside their senior secondary education.

### Parent:

supports their child, providing encouragement, motivation and an inspiring working environment

Other key stakeholders to support the program are:

**School CAP Coordinator:** professional teaching staff members that facilitates enrolment, provides support to the student to set goals and milestones and monitors and reviews progress.

**Career Readiness Lead (CRL):** coordination of the program and business sponsors.

**Career Training Institute (CTI):** provides training and assessment of the global CAP courses.

# Advantages of CAP



**01** Improve employment opportunities.



**02** Improve the potential of earning a higher income when leaving school.



**03** Make rapid progress along your career path. Hit the ground running and become valuable from day one.



**04** An opportunity to apply your learning in a work environment.

For the Student



**01** High value employees that are useful from day one. Developing the business and community leaders of tomorrow.



**02** Employees with an established work ethic - self-starters, self-finishers, self-motivators.



**03** New employees that understand the value of study and training.



**04** Progress reports from students during participation in the Career Advantage Program.

For the Business

# The CAP courses

All CAP students now have the advantage of studying the same courses globally. These are bespoke courses, based on global business feedback. These have been designed and built specifically for OneSchool students, and have been a great move forward in giving students a benchmark qualification that will prepare them for whatever career path they pursue in the future.

## Career Fundamentals - First year Course

This course covers essential business “soft skills”, starting with the vital skill of Time & Task Management. It includes highly valuable units on Professional Conduct, covering conduct with a range of stakeholders as part of a team; Business Communication, which is essential to coordination and efficiency at work; Financial Life Skills, looking at saving plans and credit; and Project Management that can be applied to any type of project.

Running parallel to these five units, students undertake MS Excel training at a beginner to intermediate level.

## Business Foundations – Second year Course

Building on the soft skills learnt in the Career Fundamentals course, Business Foundations covers core areas of business. The areas are Leading Business, to develop a leader’s mindset; Operations, covering essential business activities and functions; Sales & Marketing, knowing who your customer is and how to meet their needs and expectations; and Economics & Finance, because business is a numbers game.

“The idea is that those children have done courses that they can get straight in and hit the ground running in the job, instead of having to be taught or trained again in some vocation. In other words, they’re useful from day one, they’re right into it.”

01

Career Fundamentals.

02

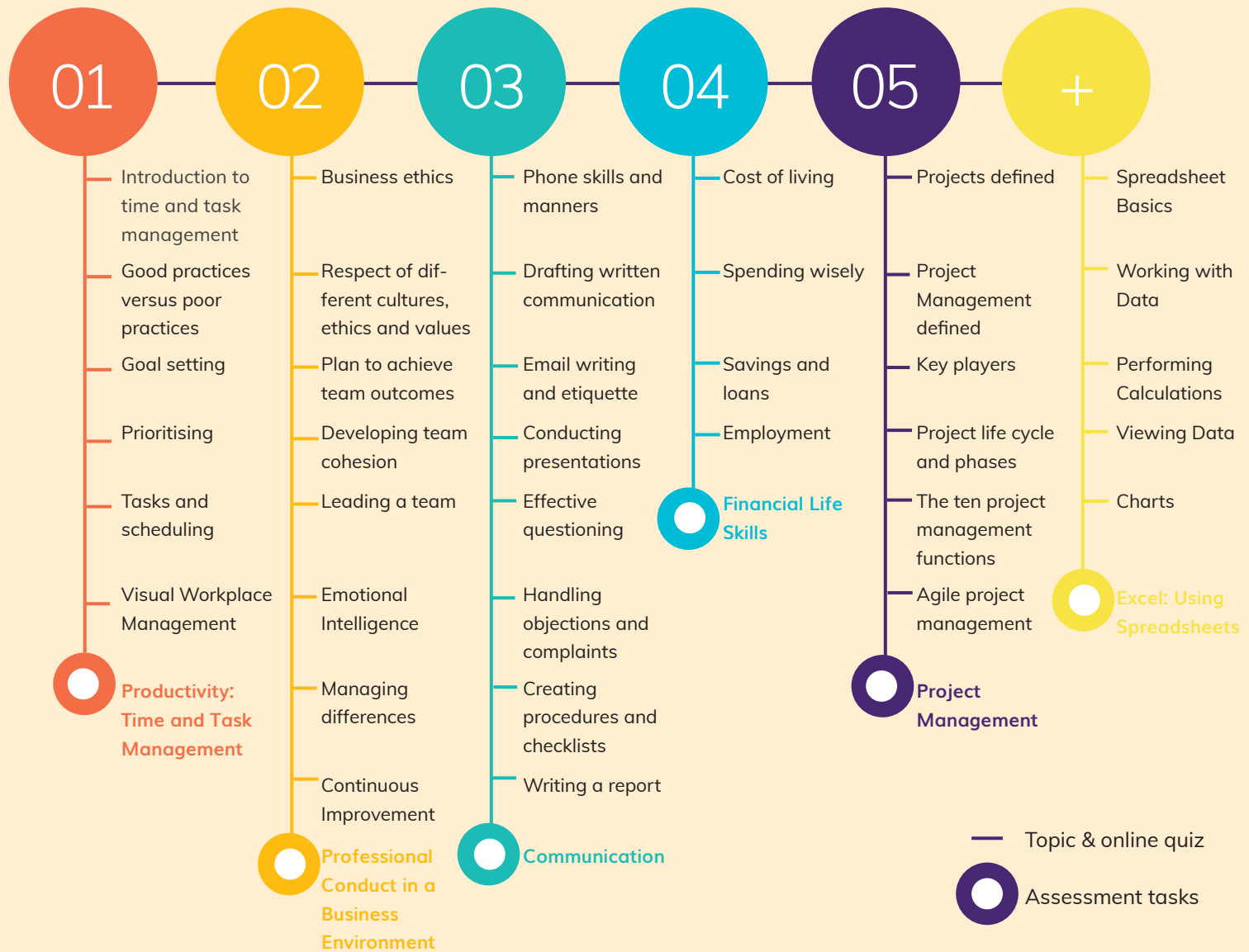
Business Foundations.

03

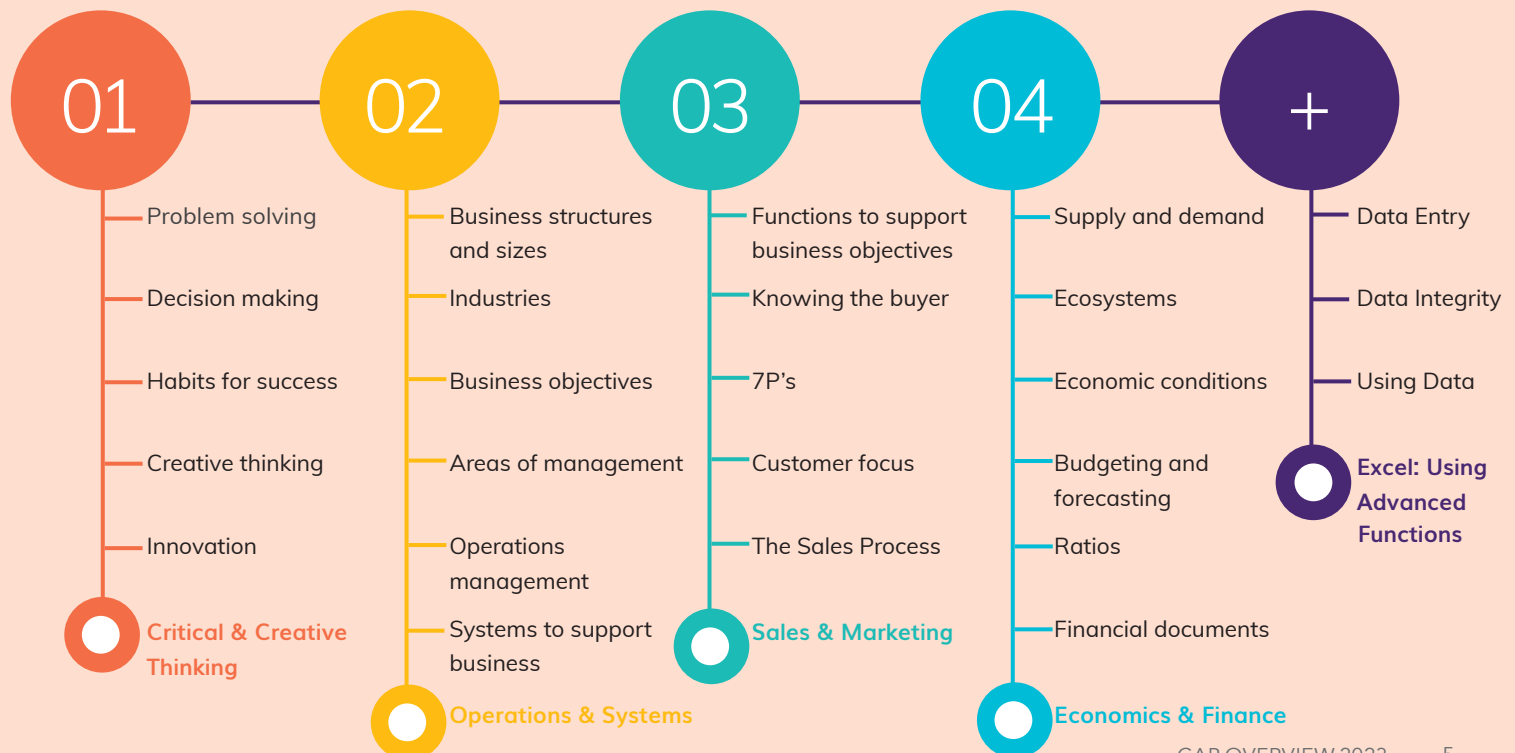
Post Graduate Studies.

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## Career Fundamentals



## Business Foundations





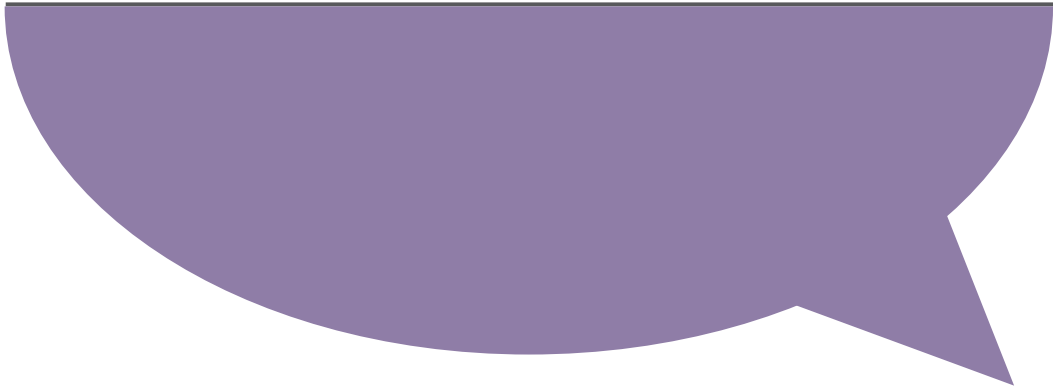
**I felt like they really had decided to put a huge amount of extra effort into Business Foundations. It had excellent video content too.**

Yr 13 Student, Gloucester

## Financial Incentive

Completing this program means a more meaningful career path, potential to earn a higher starting wage and a debenture available when the student turns twenty-one. Parents may also qualify for additional funding towards their child's education expenses. Both these generous offers are conditional on the students having completed their side of the deal and successfully finishing the CAP course.

Progressive businesses in your region have invested significant funds into this program, and are always looking for fresh talent to help shape the future. Please don't let them down.



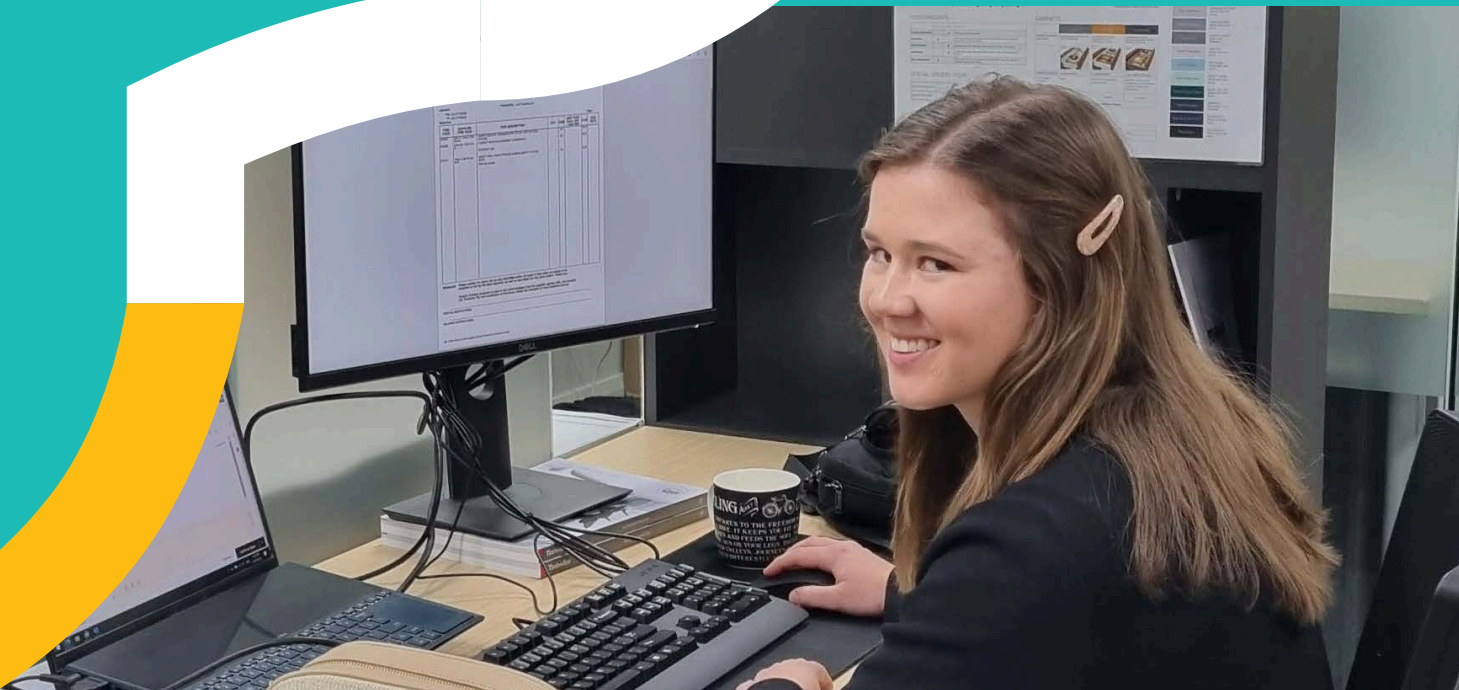
**We have had two students work for us through the Career Advantage Program one of which continued with us after their final year of school. We found that the program allowed the students to assimilate the workplace environment and how it differs from the classroom. This meant that when he started full time employment he quickly settled into his role and was able to immediately make a useful contribution to the team.**

Business Owner

*"I'm suggesting that employers sponsor students... so that we're prepared to take on the cost"*

# Post Graduate Studies

Putting employees through postgraduate studies is not only valuable for the business, but develops the individual.



The learning pathway continues after CAP. Postgraduate studies (PGS) will be integral for you as a new employee to build your own skills and knowledge and to enable you to increase your value and contribution to business.

**Contact the CAP NZ Team**

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Global**  
*Learning to learn*