

1.1 GENERAL INFORMATION

Name of the Cadetship:	Business Management Cadetship
Intake Period / Status:	current accepting applications
Location:	Prushka Head Office, Mitcham, Victoria
Mode of Delivery:	Workplace Training / Mentored (guided) learning

1.1.1 Prushka Fast Debt Recovery Profile

Prushka Fast debt Recovery has been operating since 1977 and currently employs approximately 200 staff. The company has the largest number of clients of any debt collection agency in Australia and the greatest diversity of clients, both by physical location and the types of businesses they operate. This is largely because Prushka pioneered “no recovery – no charge” debt collection in Australia, has the systems to achieve outstanding results, has a strong client service focus, and operates from 14 offices across Australia.

1.2 CADETSHIP DESCRIPTION

1.2.1 Employment Rationale

The Prushka Management Cadetship Programme has been running since 2003 and is open to University graduates of any discipline. On occasion, a specific Cadetship is offered and will be open only to those having completed a relevant degree. (For example, a Business Management Cadet (Accounts) for those that have successfully completed a degree majoring in Accounting or equivalent) The Cadetship is designed to enable a new member of the Prushka team to obtain knowledge and understanding of important areas within the business. In addition it aims to build the Cadet’s practical experience in the fields of Project Management, and Business Management. As such, it is attractive to University graduates seeking a career in areas such as Marketing, Corporate Sales, Procurements, Tender writing, Business Administration/Management, Project Management, Business Development, and I.T.

The Cadet will begin with a grassroots role within Prushka at the same time as taking part in relevant workshop sessions and meetings. This will progress to a split role incorporating special tasks administered by the Mentor. The most suitable format will be determined by the Mentor and structured in consultation with the area’s leader (if applicable) in which the work is to take place.

The Cadetship gives the suitable applicant the opportunity to:

- be given responsibilities early in their corporate career
- gain experience in a ‘switched-on’ and progressive financial services organisation
- gain experience in a ‘business to business’ service environment
- fast-track their corporate career

The Prushka Cadetship Programme continues to evolve and current placement opportunities reflect enhancements made to the Cadetships’ formatting over several years. It also exemplifies the ability for a Cadetship to be customised to fulfill a specific need within the company.

Examples of where some successful Cadets have ended up within the company:

- General Manager
- Chief Technology Officer
- Branches Network Manager
- Assistant Company Accountant

Prushka plans to appoint ‘graduates’ of the Cadetship programme to executive roles and therefore seek **long-term commitment** from Cadets.

Prushka recognises the importance of developing a group of managers for the future development and prosperity of the company. To this end the company is able to offer real opportunity for fast-track advancement of Cadets into management level positions across a variety of departments.

1.2.2 Aims and Objectives

Prushka aims to provide a Cadetship that meets the company's future management needs.

The Cadetship sets out to develop a practical understanding of the policies/legislation, techniques and considerations concerning current project management thought, whilst developing the technical, critical and analytical capabilities which are seen as crucial to customise project management to Prushka.

It is necessary for the Cadet to begin at grass-roots level. This includes a practical understanding of debt collection achieved through working in a collections team. At the same time, the Cadet will be able to learn and understand Prushka's unique culture.

The Cadetship allows the Cadet to become involved in an extensive range of projects. These will be focused on progressively preparing the Cadet for executive responsibilities in the future.

Focus is always on every Cadet and the Cadetship programme in general, adding value to Prushka.

In addition to the above Prushka subscribes to the following aims:

High quality

In terms of criteria such as mentoring, Mentor qualification, Cadet support, Project support, and material/ Technical Services support, the Cadetship seeks to be 'high quality' and to be recognised as such. Prushka is well placed within its industry and within the corporate sector to provide specialised, practical training as a result of the company having a variety of evolved procedures and its Mentors having developed high levels of skills in Cadetship areas.

Flexible delivery

The Cadetship is administered using company materials, systems, and equipment. It provides the Cadet with as many learning opportunities as possible.

Incorporation of modern industry executive perspectives

The Cadetship strives to reflect the increasing requirement of companies to have professionals across all fields of management who understand and keep abreast of new technologies and changes in legislation, industry standards, and best practice thought.

1.2.3 Attributes of a successful Business Management Cadetship “Graduate”

A successful Prushka Cadet “Graduate” will exhibit (at least) satisfactory levels in the categories mentioned below in their most recently completed tasks and/or projects allocated to them by the company.

<i>Knowledge and Understanding</i>
Achieved knowledge and understanding of the key issues in the relevant Task Area
Achieved knowledge of the industry standards, conventions, and best practice in the Task Area
Ability to initiate and/or formulate and document viable and relevant business solutions
When research is undertaken and/or solutions are sought, contribution of new knowledge, or an original interpretation and application of existing knowledge is made
When solutions are generated, understanding of the competitive, economic and cultural (intra-company) impact and application of their generation, and their relevance to Prushka / Mendelsons
<i>Skills</i>
Ability to synthesise, analyse and critically evaluate research / proposed solution to make intellectual and creative advances
Independent and or interdependent planning, management and reporting of a clearly defined and articulated project
Creativity in solving complex problems
Ability to collaborate with others in a shared pursuit of knowledge / solution design / implementation
Effective communication of knowledge / solution design and understanding to audiences within or outside Prushka / Mendelsons, including potential clients
Skills in leadership and an ability to get the best out of others
Highly developed presentation skills including written, verbal, and graphical
<i>Attitudes</i>
Intellectual curiosity and motivation for independent thinking, autonomous learning and reflective professional and personal practice
Commitment to ethical and sustainable practices

1.2.4 Structure of the programme

Core Competencies

In addition to the above Attributes expected of a cadet at the point of “graduation”, there are also a number of Core Competencies.

The Cadetship requires completion of Tasks covering at least 9 of the Core Competencies listed.

Duration of the Cadetship is based largely on the progress of the Cadet. Ongoing review and feedback between Cadet and Mentor assists both the Cadet and Mentor in plotting their progress over time.

Note: It is essential to first master the collections (Account Controller) role before moving on.

Core Competencies

- **Practical understanding of Account Controller (Collections) operations at grassroots level**
- **An understanding of Project Management fundamentals at a grassroots level**
- **An understanding of strategic procurements**
- **An understanding of needs analysis**
- **An understanding of proposal and tender writing**
- **An understanding of writing technical documents**
- **An understanding of policy and document formation**
- **Developed leadership and organisational skills**
- **Ability to successfully engage a client/customer in discussions**
- **Developed group presentation skills**
- **Ability to coordinate an event/ project**
- **Ability to be able to take the role of conducting ‘last sign-off’ checks in a project / event**

As with any employer-driven professional development programme, it is run at considerable cost to the employer. Remuneration levels begin necessarily lower, to absorb part of this cost. However, once a Cadet moves into the executive ranks of the company, remuneration reflects the beginnings of an executive career.

1.2.5 Admission and Selection Requirements

Admission into the Business Management Cadetship programme normally requires a Bachelor degree (minimum) including three years full time tertiary study or equivalent.

1.2.6 External or Professional Accreditation (if any)

There is no professional accreditation for this Cadetship programme.

Note: The Business Management Cadet Programme will continue to evolve as new Cadets work through their time within the Programme. The above information is indicative of what to expect from the Programme and upon graduation but may change at any time without notice.