



Australian Government

Career
Pathways

Australian Government Apprenticeship Program

Candidate Briefing Pack

Acknowledgement of Country

The Department of Education, Skills and Employment acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters, and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

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Contents

Introduction	4
Australian Public Service Commission.....	10
Australian Research Council	12
Department of Education, Skills and Employment.....	13
Department of Health	15
Department of Infrastructure, Transport, Regional Development and Communications	17
Contact Us	17

Introduction

If you are looking for a career change, to re-enter the workforce, or kickstart your career, the Australian Government Apprenticeship Program is a great opportunity for you to take your career in a new direction.

We are looking for talented people from school leavers to mature-age workers keen to build on your experience by joining the APS.

The 12-month program will offer participants learning and development opportunities, and the opportunity to expand their personal and professional capabilities, while building confidence in their careers within the APS.

Participants in the program are supported every step of the way with opportunities to learn and grow on the job, while completing a Diploma of Government – a formal and recognised qualification.

Coordinated by the Department of Education, Skills and Employment (DESE), the program enables participants to apply once to be considered for apprenticeship roles in several Australian Government agencies and departments.

More than just a job, this is an opportunity to launch a long-term career filled with opportunities to learn new skills, with the potential for advancement and most importantly a chance to work on issues that matter.

Explore this candidate pack to learn about the program, the positions, and explore the profiles of participating APS agencies.



Want to discover your potential?

Open up a world of career possibilities while you earn and learn on the job.

2022–23 DESE Australian Government Apprenticeship Program | Change things up with us!



Australian Government

Career Pathways

Position Description

About the role

Australian Government Apprenticeship Program Position Description

Position Detail	
Classification	APS Level 3 (or equivalent)
Employment Status	<input type="checkbox"/> Non-Ongoing <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time
Agency/Branch/Team	Various
Location	Various
Security Assessment	<input checked="" type="checkbox"/> Baseline <input checked="" type="checkbox"/> NV1 <input type="checkbox"/> NV2 <input type="checkbox"/> PV The successful candidate will have the ability to obtain and maintain the nominated security clearance. Each participating agency may have a different security clearance requirement.
Contact Officer	Scaleup by Hudson DESErecruitment@hudson.com (02) 5111 1211
Applications Close	5:00 pm (AEST) on Friday 6 May 2022

Position Summary

If you are looking for a career change, to re-enter the workforce, or kickstart your career, the Australian Government Apprenticeship Program is a great opportunity for you to take your career in a new direction.

The Department of Education, Skills and Employment (DESE) is coordinating recruitment for the Australian Government Apprenticeship Program. With just one application process, you may be considered for generalist apprenticeship roles in multiple Australian Government departments, agencies and Commonwealth entities.

DESE creates opportunities through education, skills, and employment pathways, and is looking for talented people from school leavers to mature-age workers keen to build on your experience by joining the APS.

More than just a job, this is an opportunity to launch a long-term career filled with opportunities to learn new skills, with the potential for advancement and most importantly a chance to work on issues that matter.

Work within the APS could involve answering enquiries from the public, records management, IT, data, data entry, human resources management, communications, project management, program management, policy, contract management, procurement, and other general administrative, clerical, operational or systems support. The opportunities are endless with what you might be doing.

Duties and Responsibilities

As an example, responsibilities of the APS Level 3 may include the following:

- Contribute to team goals and actively participate in teamwork and activities. Build and sustain positive relationships with team members and clients. Respond under direction to changes in client needs and expectations.
- Set priorities, complete allocated tasks, make decisions within defined parameters relating to the area of responsibility. Plan own work goals and priorities that align with and achieve own and team outcomes.
- Work under general supervision and direction against established priorities and procedures. Exercise some autonomy about how work tasks are performed. Make decisions within defined parameters and following established procedures and protocols.
- Understand relevant legislation and policy frameworks. Provide advice using established policy and procedures as a guide.
- Undertake straightforward tasks which may have an element of complexity. Contributes own expertise to achieve outcomes for the business unit. Contribute to the improvement of quality and efficiency and services.

We're looking for people with the best potential, not necessarily the most experience so don't hesitate to apply.

Qualifications and Education

- No formal qualifications, education or work experience is required to apply for the program.

Capabilities

We are seeking individuals who can:

- Communicate effectively - Convey ideas and information in a clear and engaging way; adapt communication style to meet the needs of target audience. Demonstrate verbal reasoning and comprehension; communicate effectively in a written format.
- Support productive working relationships - Work with others towards team and shared goals. See things from others' points of view and expresses own views in a constructive and diplomatic way; reflect on how own emotions impact others.
- Achieve results - Plan and prioritise work to ensure results are achieved; use own strengths to contribute constructively to outcomes.
- Growth mindset - Look for continuous improvement opportunities and encourages others to do the same. Take on feedback without becoming defensive; make changes in methods to overcome setbacks.
- Display personal drive and integrity - Act in an ethical and professional manner, strive towards goals while upholding values.
- Critical thinking and problem solving - Solve problems based on knowledge, experience and data. Analyse information, look for underlying causes and suggest potential solutions.
- Learning agility - Adapt to new circumstances and opportunities; learn and process information quickly in unfamiliar situations.

How to Apply

The [APS work level standards](#) accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

Complete your application through eRecruit including:

- **Personal Details**
- **Resume**

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Designated security assessed positions will require a security clearance. Depending on the position and agency, the successful candidate will have the ability to obtain and maintain a Baseline or Negative Vetting 1 security clearance. To find out more about the levels and the requirements of security clearances, please visit the Australian Government Security Vetting Agency (AGSVA) website <https://www.defence.gov.au/security/clearances>

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the APS over the next 12 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>



Australian Government

Career Pathways

Agency Profiles

Agencies offering placements



Australian Government

Australian Public Service Commission

Australian Public Service Commission

The Australian Public Service Commission (the Commission) is a small policy and program agency within the portfolio of the Department of Prime Minister and Cabinet.

Our Purpose is to position the Australian Public Service (APS) workforce for the complex challenges Australia faces now and into the future.

We aim to continuously improve people management, manager capability and professional development across the APS.

Benefits of working with the agency

As an Apprentice in the Commission, you will make connections across other APS agencies, and develop a good understanding about the operations of the government and the public service.

You will be exposed to experiences that will shape your thinking and challenge your ability. You will have a career that provides the opportunity to:

- expand your professional networks
- draw on the expertise of your colleagues
- deliver outcomes that reform and reshape the APS.

Our environment is diverse and inclusive and aimed at breaking down barriers to creativity and efficiency. A career with the Commission will provide you with reward and recognition whilst supporting you to achieve success.

Our 2022 Apprentices are offered:

- Commence as an APS 3 with a starting annual salary of approx. \$63,000 plus superannuation,
- advancement to an APS 4 (approx. \$70,000) on successful completion of the program,
- Relocation assistance if you are moving from interstate,
- On the job training and a commitment to development and professional learning, and
- Other generous employment conditions.

Role types potentially available

Working in an agency central to the APS requires a broad understanding of the trends across industry, Australia and the world, and a curiosity to discover, innovate and explore new ways of working.

There is a lot of exciting work happening across the Commission and our commitment to change provides the opportunity to work on exciting and engaging [projects and programs](#).

The **APS Academy** is one of the potential areas where you could have the opportunity to work!

The APS Academy is a networked hub of learning and development excellence for the APS. Working with APS and industry partners, the Academy delivers APS Craft capability development to equip people and teams with the skills, tools and knowledge to shape and deliver excellent outcomes for Government and the Australian community.

You can find out more about the APS Academy and the work we do at our [APS Academy](#) website.

Career Pathways is another area where you could find yourself helping the team out on projects contributing to our OneAPS vision.

Career Pathways is a Group within the Commission which is committed to delivering APS Reform Projects that shift the dial on recruitment and work in the APS. Our current set of projects have a strong OneAPS theme and include: projects on graduate recruitment; employee mobility and the APS employee value proposition.

Career Pathways also hosts the Workforce Management Taskforce, which coordinates deployments of APS employees to meet COVID-19-related priorities.

Clearance level required

Baseline

For more information on the agency, visit www.apsc.gov.au



Australian Research Council

The ARC's purpose is to grow knowledge and innovation for the benefit of the Australian community through funding in the highest quality research, assessing the quality, engagement and impact of research and providing advice on research matters.

It is important to note we do not actually conduct any research here at the ARC. We leave that up to the talented researchers and research training bodies we support through our grant funding process.

Benefits of working with the agency

At the ARC you are not just another staff member you are part of a group of like-minded professional people who enjoy and take pride in the work they do.

At the ARC you are provided with ongoing support from Senior Management to progress and achieve your career goals, including ample learning and development opportunities. We believe in a balance between work and study to bring out the best in our employees.

The ARC has an active social and diverse culture, and our staff regularly enjoy activities such as fortnightly agency morning teas, BBQ's, raffles, celebrating cultural and diverse days of significance and a kids Christmas party.

Role types potentially available

Administrative Assistant – Provide administrative support across various teams, including analysing reports, understand and implement policies and liaising with internal and external stakeholders.

Clearance level required

Depending on the position, an ability to obtain and maintain a Baseline security clearance may be required.

For more information on the agency, visit www.arc.gov.au



Department of Education, Skills and Employment

We contribute to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes for people, through education, skills, and employment pathways.

To achieve our purpose, we provide advice to our Ministers and implement government policies and programs focused on: Early Childhood and Child Care; Schools; Higher Education, Research and International; Skills and Training; and Employment.

We seek to attract enthusiastic and motivated people who are passionate about driving better outcomes for people through education, skills, and employment. This important work contributes to Australia's prosperity and social wellbeing – it makes a difference.

Benefits of working with the agency

Working at DESE gives you skills and insights across a broad span of issues, giving you a foundation to launch your career in the APS. At the end of the program, you will be a problem-solver, a communicator, and an influencer with specialist knowledge in important social issues that impact Australians across all stages of their life – from education to skills to employment. You will also be working to make a difference in your community, solving problems that impact real people. You will also be offered excellent employment conditions with competitive remuneration, superannuation, and employee entitlements.

Role types potentially available

There are opportunities across a range of roles that will be offered to you based on your skills, experience, and professional interests. You may be supporting policy and program delivery across potentially any of our portfolio areas – from early childhood education, schools and higher education to skills and employment. Or you could be supporting committees, working in our Parliamentary team, other roles include corporate support officers, data support officers and junior analysts, as well as program or research support officers. You could be:

- Working with stakeholders across the department to deliver essential business services
- Supporting your team with administrative and clerical support
- Supporting the policy making and delivery process with analysis and insights

Clearance level required

Baseline

For more information on the agency, visit www.dese.gov.au



Australian Government

Department of Health

Department of Health

We develop and deliver policies and programs and advise the Australian Government on health, aged care and sport. We work with a wide range of stakeholders to ensure better health for all Australians.

Benefits of working with the agency

At Health, we offer a varied, challenging and rewarding working environment. We are looking for capable and motivated people to help make this happen.

You don't need to have experience in a government department or the health sector. Our staff have backgrounds in a range of fields in the public and private sectors.

Role types potentially available

Policy, Program, Corporate

Clearance level required

National Police Check

For more information on the agency, visit www.health.gov.au



Australian Government

Department of Home Affairs

Department of Home Affairs

The Department of Home Affairs brings together Australia's federal law enforcement, national and transport security, criminal justice, emergency management, multicultural affairs, settlement services and immigration and border-related functions, working together to keep Australia safe.

Benefits of working with the agency

We offer a pathway for you to establish a long and successful career with the Department. By participating in the AGAP at the Department of Home Affairs you will:

- Build foundational knowledge and skills to set up your career with a unique introduction to the work of government.
- Have access to learning and development for continued capability development.
- Work for a Department that has a positive approach to flexible work and work life balance.
- Be a part of a workplace that promotes diversity, inclusion and equal opportunity.
- Gain ongoing employment with excellent employment conditions.
- Access to roles located nationally.
- Have a dedicated Entry Programs and Pathways Team that will provide support and pastoral care during your program.

Role types potentially available

Administration, secretariat (committee support), and data entry positions.

Clearance level required

Baseline

For more information on the agency, visit www.homeaffairs.gov.au



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Communications**

Department of Infrastructure, Transport, Regional Development and Communications

Our department offers you the unique opportunity to experience a range of exciting work areas, all with one thing in common – improving the lives of everyday Australians.

Get involved planning the transport and telecommunications systems of tomorrow, designing liveable future-facing cities, or preparing for the global digital economy.

You can also help empower our regional communities, promote our thriving arts sector, or protect and celebrate the culture, heritage and languages of First Australians.

Benefits of working with the agency

You will have the opportunity to work in a way that enriches our communities, empowers our regions and leaves a positive impact for generations to come.

Role types potentially

We seek roles from across the organisation and provide participants with the opportunity to preference areas of interest.

Clearance level required

Baseline

For more information on the agency, visit

<https://www.infrastructure.gov.au/departments/careers/entry-level-programs>

Contact Us

For further information contact us via email at entrylevel@dese.gov.au

Alternatively, please visit www.dese.gov.au