



Australian Government
Department of Employment
and Workplace Relations

Australian Government Apprenticeship Program

Candidate Information Pack
2023-24





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Acknowledgement of Country

The Department of Employment and Workplace Relations 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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Overview

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

The 12-month program offers participants a learning and development pathway, and the opportunity to expand their personal and professional capabilities. All while building confidence in a career with the Australian Public Service (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 Employment and Workplace Relations (DEWR), the program enables participants to apply once to be considered for apprenticeship roles across 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.



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**Career
Pathways**
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**Looking to join
the Australian
Government?**

**Gain qualifications while
you learn on the job.**

Change things up with us!

Australian Government
Apprenticeship Program

Who we're looking for?

We're looking for people from a diverse range of backgrounds and age groups — from individuals starting their career to those looking to re-enter the workforce or take their career in a new direction by joining one of Australia's largest employers — the Australian Public Service.

Am I eligible?

To be eligible for the 2023-24 AGAP, you must:

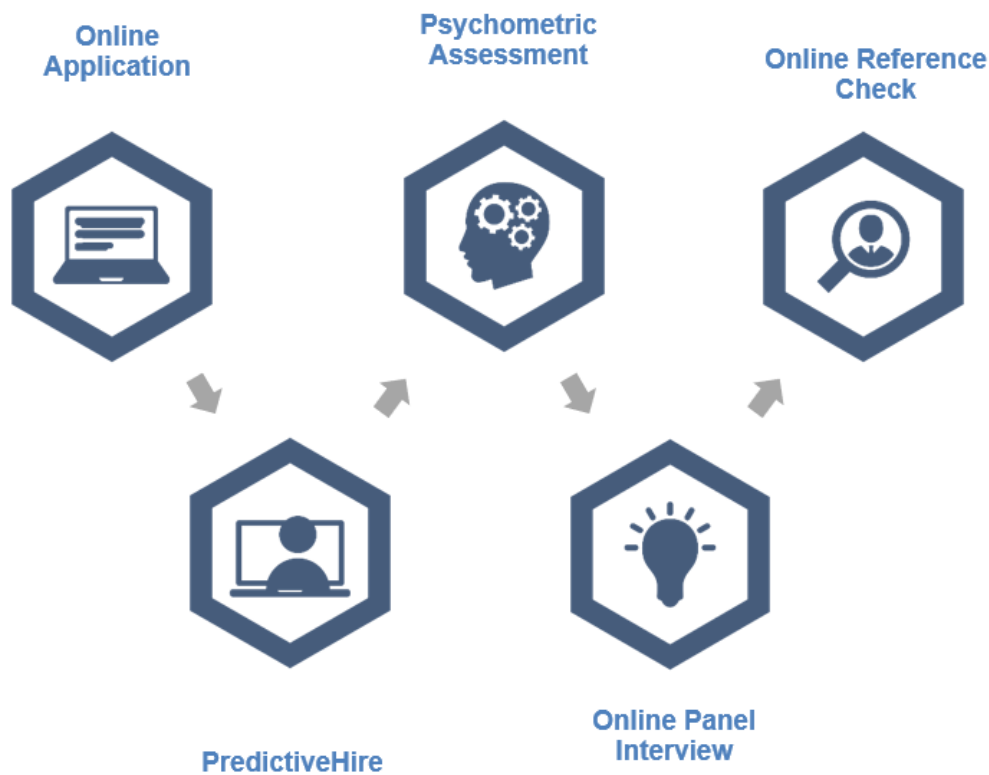
- Be an Australian Citizen
- Be willing to undergo any police, character, health or other checks, as required
- Be willing to obtain and maintain a valid Australian Government Security clearance
- Be prepared to study a Diploma-level qualification
- Have not completed a Diploma in Government qualification (or equivalent) within the most recent two years
- Be willing and prepared to relocate if required – with potential for relocation assistance

Capabilities

We are seeking individuals who are able to:

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 express 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.
Display a growth mindset	Look for continuous improvement opportunities and encourage 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.
Think critically	Solve problems based on knowledge, experience and data. Analyse information, look for underlying causes and suggest potential solutions.
Display learning agility	Adapt to new circumstances and opportunities; learn and process information quickly in unfamiliar situations.
Motivation & role alignment	Demonstrate motivation in completing the requirements of the program.

Assessment process



Online Application

The online application form is an opportunity for you to provide your personal, employment education and other details. Following the completion of your online application form, you will receive an email to confirm it has been submitted. Only one application is needed per person.

Estimated time: 30 minutes

Online activity – PredictiveHire

The online conversation is an online, text-based behavioural interview which asks you a series of questions related to your previous work or life experiences. On completion, you'll receive a personalised feedback report which outlines your key strengths and development tips.

Estimated time: 30 minutes

Top Tips: Read each question carefully and respond to the best of your ability. This can be completed on a computer, tablet or mobile device. You will be able to start and come back at a later point, if required, however you will need to submit by the deadline provided in your email invitation.

Psychometric assessments

Following the online conversation, you'll be required to complete two (2) assessments online. The first is a Personality Assessment. This is an untimed assessment that looks at your preferences in the workplace (e.g. do you enjoy working autonomously or in a group). The second is an Abstract Reasoning Assessment. This is a timed assessment, which looks at your learning agility and problem solving.

Estimated time: 1 hour

Top Tips: Complete the assessments in a quiet place where you will not be interrupted or distracted. There are no right or wrong answers for personality assessments, but you need to respond to all questions honestly and openly. Try not to over-think your responses to the questions. The Abstract Reasoning Assessment has right and wrong answers and you need to work through the questions as quickly and as accurately as you can. It is unlikely that you will complete all questions in the time allocated.

Panel Interview

If you are successful in completing the psychometric assessments, you will be invited to a panel interview. This interview will be held virtually via video conferencing software.

Top Tips: Think about the skills and experience you have developed so far, and how they will lend to the role. Answer questions by breaking down your responses using the CAR model – what is the context, what actions did you take, and what was the result?

Reference checks

At the same time as being invited to your interview, you will be asked to provide the details of two referees. Where possible, these will be individuals who have directly supervised you in a workplace or educational setting within the last 5 years.

Top Tips: Think about who you would like to ask to provide a reference. If you don't feel comfortable to ask your current supervisor, reach out to previous supervisors to ask for their permission to provide them as a referee. It is always good to give adequate notice to ensure that your referees are prepared and available.

Reasonable adjustments

Reasonable adjustments will be available throughout the recruitment process and can be indicated in your online application form. For more information, please get in touch using the below details.

Contact

Should you have any questions about the recruitment process please contact scaleup by Hudson via AGAPRecruitment@hudson.com