



Australian Government
**Department of Employment
and Workplace Relations**

Australian Government Apprenticeship Program

Candidate Information Pack
2024-25





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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.



 **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 2024-25 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

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 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 motivational alignment to the requirements of the program.

Assessment process



Online Application

An online form to tell us about yourself, and to confirm your work rights and eligibility for the program. Following completion, you will receive an email to confirm it has been submitted. Only one application is needed per person.

Estimated time: 30 minutes

Top Tips: You can preview the application form to see what information is needed before you start. You may save your progress and complete the application form in multiple sittings.

Online activity – Situational Skills Assessment

The Situational Skills Assessment is an online simulation exercise related to real work situations, which asks you to read a set of provided materials and respond to questions based on the scenario(s) provided. The assessment will provide you with a realistic preview of the job and assess your judgements in situations you are likely to face.

Top Tips: Read each question carefully and respond to the best of your ability. This can be completed on a computer or tablet.

Estimated time: 20 minutes

Panel Interview

If you are successful in completing the situational skills assessment, 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