



2026 Australian Government Career Starter Program

APS 1

Ongoing, Full-time



Job Reference
2026/CSP



2026 Career Starter Program



ABOUT THE CAREER STARTER PROGRAM

Are you a recent Year 12 graduate from 2024 or completing in 2025 and ready to kickstart your professional journey in the Australian Public Service (APS)? The Career Starter Program is your gateway to a rewarding career, combining real-world experience with formal study.

Over 12 months, you'll be part of a dynamic **full-time** development program designed to help you transition smoothly into the workforce while studying for a Certificate IV in Government or Human Resource Management. You will be placed at the APS1 classification, working within a government agency where you'll apply your learning in a supportive, inclusive, and flexible environment.

As a Career Starter, you'll benefit from:

- Hands-on experience in a government role
- Structured learning and development
- Networking opportunities through regular forums with fellow participants
- Mentorship and guidance from experienced professionals

Upon successful completion of the program, you will progress to the APS2 classification, opening doors to further career growth within the APS.

With just one application, you'll be considered for roles across a range of Australian Government departments and agencies—maximizing your chances of finding the perfect fit.

As a Career Starter you will:

- Be a permanent employee within the Australian Public Service (there may be positions available in states outside of Canberra subject to agency vacancies);
- Competitive starting salary at the APS1 classification. Please note salaries vary across agencies;
- Advancement opportunity to the APS2 classification, upon successful completion of the program;
- Four weeks paid leave per year;
- Flexible and inclusive working environment;
- Superannuation of 15.4%.

The program consists of:

- Completing a Certificate IV in Government or Human Resource Management
- Quarterly networking events
- A 'buddy' from the previous years' program or similar.



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WHAT ROLES ARE AVAILABLE?

When applying for a position within the Career Starter Program, you'll have the opportunity to express a preference for either a Government or a Human Resource role.

The examples of work listed below will give you an idea of the types of tasks you may be involved in. Your preferences will also help your department determine the most suitable placement for you, either in the Certificate IV in Government or the Certificate IV in Human Resource Management.

Government Roles

An APS 1 role in Government involves a variety of work types, allowing you to explore areas that suit your interests and strengths.

Some APS 1 HR roles may include:

- **Customer and Service Delivery**

You may work in roles that involve high levels of interaction with people, making them ideal for individuals with strong written and verbal communication skills. You might respond to routine customer enquiries in call centres or concierge desks, or support property maintenance and cleaning functions in government facilities.

- **Programs, Projects and Policy**

These roles offer insight into how government policy is delivered. These positions may involve managing training calendars and databases, handling correspondence, maintaining filing systems, or providing executive support by monitoring emails and coordinating ministerial briefs. You'll also gain experience in data entry and retrieval using government systems.

- **Professional and Technical**

You will be able to provide hands-on experience in specialist areas. You could assist with virtual infrastructure and device installation, or support procurement teams by helping purchase goods and services, assessing commercial bids, and communicating with suppliers.

While working in these roles, you will have the opportunity to study a Certificate IV in Government. A nationally recognised qualification that complements on-the-job learning and builds a strong foundation for career progression. It enhances your understanding of public sector operations, ethics, and legislation.

Human Resources Roles

An APS 1 role in HR involves performing routine administrative and support tasks under close supervision. These roles typically focus on basic HR functions, providing support to more senior staff, and ensuring tasks are completed within set guidelines and timeframes.

Some APS 1 HR roles may include:



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- **Clerical and administrative support**

This involves routine tasks like data entry, filing and maintaining records.

- **Basic procedural tasks**

Assisting with the implementation and improvement of HR procedures and processes.

- **Providing information**

Answering straightforward queries and providing information to stakeholders about HR policies and procedures.

- **Assisting with recruitment**

Supporting more senior staff in recruitment processes, such as preparing documentation or co-ordinating interviews.

- **Support HR initiatives**

Assisting with the implementation of HR programs and initiatives, such as learning and development activities or employee wellbeing programs.

- **Compliance with procedures**

Completing allocated tasks in accordance with policies, procedure and legislation.

- **Building relationships**

Assisting others to become familiar with routine work practices and tasks, and respond to routine queries.

OUR IDEAL CANDIDATE

We are looking for motivated and confident communicators that are passionate about kick starting their APS career. Our ideal candidate seeks out and embraces learning opportunities and is able to work collaboratively with a diverse range of people. Our ideal candidate demonstrates good judgment and personal integrity.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and people with disability, regardless of sex, sexuality or gender identity



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CAPABILITIES WE ARE ASSESING

These capabilities will be assessed at different stages of the recruitment process:

Organisational Alignment

Motivation for working within the APS.

Self Awareness

Approaches tasks and own development in a logical, organised and professional manner.

Collaboration and Client Service

Collaboration with others to achieve quality outcomes and meet deadlines

Results Oriented

Demonstrates initiative, identifies and plans the activities needed to achieve outcomes.

Research and Analysis

Gathers information from a range of different sources and analyses it to inform thinking on a particular topic.

Verbal Communication

Communicates clearly and confidently and actively listens to others in a range of settings.

Written Communication

Writes persuasively and provides clear written advice in a range of styles.



2026 Recruitment Timeline

* These timeframes are an estimate and may be subject to change

August

Applications Open

Applications for the 2026 Career Starter Program open on **Monday, 4 August 2025** and close **Sunday, 31 August 2025**.

September - October

Online Assessment & Assessment Centre

Shortlisted applicants will be invited to complete Workplace Alignment Testing.

Following this, shortlisted applicants will be invited to attend an online Virtual Assessment Centre which may include:

- panel interview
- individual presentation
- written task.

October - November

Matching & Offers

Successful candidates will be placed in a merit pool for consideration of offers.

All applicants will be contacted with an outcome.

November - February

Onboarding & Commencement

If you are selected, onboarding will commence from November onwards & includes the completion of forms supplied by your agency

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ELIGIBILITY INFORMATION

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated.
- You must have completed your Year 12 Certificate in 2024 or be completing it in 2025.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have Disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at <https://www.apsc.gov.au/recruitability>.

HOW TO APPLY

Applicants are required apply through the Finance eRecruit portal, which includes a written application (maximum 200 words), CV/Resume (maximum 2 pages) and contact details of two referees.

If you do not have internet access or are experiencing any difficulties lodging your application, please contact the Australian Government Career Starter Program Team on (02) 6215 1717, option 2 or via email to AGCareerStarterProgram@finance.gov.au.

ONLINE INFORMATION SESSION

If you would like to learn more about the Career Starter Program, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current Career Starters working in Government and HR roles and learn more about the recruitment process.

Please join us at the sessions detailed below:

Thursday 07 August 4.00-4.30pm (AEDT)

Thursday 14 August 4.00-4.30pm (AEDT)

Thursday 21 August 4.00-4.30pm (AEDT)

Thursday 28 August 4.00-4.30pm (AEDT)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or from device

[Click here to join the meeting](#)