



Indigenous

APPRENTICESHIPS PROGRAM

Candidate Engagement Pack



Australian Government

Career
Pathways

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Candidate engagement pack

If your application for the Australian Government Indigenous Apprenticeships Program (IAP) is successful, your employing agency will send you a conditional offer of employment. They will also let you know what pre-engagement checks you need to complete. You are required to pass these checks before an Australian Government agency can make a final job offer.

Pre-engagement checks will include submitting the documents outlined in Attachment A. If the documents are not supplied, your employing agency may withdraw their offer of employment.

As well as submitting the documents in Attachment A (page 4), your pre-engagement check may include:

- confirmation of citizenship
- a police check
- employment, performance and conduct history checks
- a security clearance
- confirmation of Aboriginal or Torres Strait Islander heritage.

This document outlines what these checks include.

If you need help or more information, email iap.support@servicesaustralia.gov.au

Confirmation of citizenship status

IAP participants must be Australian citizens. This is a requirement under Section 22(8) of the *Public Service Act 1999*.

To demonstrate your Australian citizenship, you need to provide one of the following documents:

- Australian passport (current or expired less than 2 years ago)
- an Australian citizenship certificate issued by the Department Home Affairs
- a Citizenship by Descent extract.

Please note: If you were born in Australia on or after 20 August 1986 and you are using your Australian birth certificate, you will also need to provide evidence of your citizenship by birth. You'll need one of the following:

- your parent's full birth certificate issued by an Australian registry of births, deaths and marriages, showing that your parent was born in Australia before 20 August 1986
- your parent's Australian passport that was current at or before your birth



- your parent's Australian citizenship certificate detailing their acquisition of citizenship at or before your birth.

Police check

A Nationally Coordinated Criminal History Check (NCCHC), commonly referred to as a police check, collates police and conviction history information from Australia's police agencies. The information disclosed on an individual's police check result is released under applicable legislation and information release policies of the Australian Government and state and territory governments. The purpose of the police check will also determine the appropriate level of information disclosed.

The information disclosed through this check may include:

- court convictions, including penalties and sentences
- court appearances
- charges
- findings of guilt with no conviction
- good behavior bonds or other court orders
- traffic offences
- 5 to 10 years address history (with no gaps)
- matters awaiting court hearings.

Employment, performance and conduct history checks

Employment, performance and conduct history checks are undertaken with your informed consent. They may involve:

- confirming your employment history
- determining if you have been subject to investigations into a suspected or actual breach of the APS Code of Conduct, or any employment standards set by your current and previous employers
- determining if you have been subject to any disciplinary action during your employment
- seeking other employment, performance, and conduct information from current and previous employers relevant to the job you have applied for.



Security clearance

Some roles offered may require a Baseline, Negative Vetting 1 or Negative Vetting 2 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.

Health clearance

You may be asked to undertake a health clearance as part of your engagement. A health clearance is used to decide if you can perform the full duties of the role you have been offered. This may include:

- providing a declaration of your health status, including disclosing pre-existing medical conditions
- undertaking a medical examination
- undergoing an expert medical assessment, such as eyesight and hearing testing.

Confirmation of heritage

The Australian Government Indigenous Apprenticeships Program is only available to Aboriginal and/or Torres Strait Islander peoples. This means proof of Aboriginal and/or Torres Strait Islander heritage is required from all candidates.

Confirmation of heritage is a document provided by an Aboriginal or Torres Strait Islander community organisation or other approved persons or organisations. It confirms that a person is Aboriginal and/or Torres Strait Islander.

Find information on who can [confirm heritage](#) for the IAP and what documents we need on the Services Australia website.

If you require any assistance in obtaining your confirmation of heritage, please email iap.support@servicesaustralia.gov.au



Attachment A – Documents required for pre-engagement check

Documents required for pre-engagement check

Commencement documents

If you are unsure what document you need to provide based on your citizenship status, please refer to [Attachment B](#)

You must provide one of the following:

- full Australian birth certificate* (not an extract or birth card)
- Australian Citizenship Certificate*
- Australian Visa* supported* supported with a foreign passport
- ImmiCard* issued by the Department of Home Affairs in your name or former name
- current Australian passport* (not expired; however, if the DVS is used to verify the passport, it may be up to 3 years expired)

Primary documents

You must provide one of the following:

- Current Australian passport* (not expired; however, if the DVS is used to verify the passport, it may be up to 3 years expired)
- Current Australian driver's licence*, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed. For digital Drivers Licence the security features must be tested to ensure authenticity.
- ImmiCard* issued by the Department of Home Affairs in your name or former name
- Foreign passport issued by a country other than Australia with a valid visa or valid entry stamp or equivalent
- Current proof of age or photo identity card issued by an Australian government agency in your name with your photo, date or birth and signature
- For persons aged under 18 with no other Primary Use in Community Documents, a current student identification card with photo or signature

Secondary documents



You must provide one of the following:

- Certificate of identity* issued by the Department of Foreign Affairs and Trade issued in the individual's name or former name
- Document of identity* issued by the Department of Foreign Affairs and Trade issued in the individual's name or former name
- United Nations Convention Travel Document Secondary* issued by the Department of Foreign Affairs and Trade in the individual's name or former name
- Foreign government issued documents (for example driver licence)
- Enrolment with the Australian Electoral Commission
- Security guard or Crowd Control photo licence
- Medicare Card*
- Centrelink Concession Card*
- Consular photo identity card issued by the Department of Foreign Affairs and Trade
- Photo identity card issued:
 - to an officer by a police force
 - by the Australian Defence Force, Australian Government or a state or territory government
- Aviation Security Identification Card/Maritime Security Identification card*
- Firearms Licence a current card issued in the individual's name and includes their photo
- Credit reference check
- Australian secondary or tertiary student photo identity document
- Certified academic transcript from an Australian university
- Trusted referees report/letter on company letterhead from a trusted source (for example your GP)
- Bank card/credit card (front of card only)
- Tax File Number issued by the Australian Taxation Office

Change of name



Where the names that appear on any identity documents differ, the following must be provided to demonstrate a link between the differing names:

- Change of name certificate* issued by an Australian State or Territory Government
- Marriage certificate* issued by an Australian State or Territory Government

Special provisions

If you are Aboriginal or Torres Strait Islander, or you are a resident in a remote area or community, and your birth has never been registered, you can provide the following documents to confirm your identity:

- a confirmation of heritage document (i.e. letter from an Indigenous Organisation or a statutory declaration), or
- a proof of identification verification form for Aboriginal and/or Torres Strait Islander people whose births have never been registered (this form must be endorsed by an authorised referee), or
- proof of one parent's Australian citizenship status at the time of your birth.



Attachment B Confirmation of your Australian Citizenship Flowchart

What documents do you have to provide as evidence of Australian citizenship?



