

FAQ's: Indigenous Australian Government Development Programme (IAGDP)

What are the eligibility requirements?

To be eligible for consideration through this Programme, you must be an Australian Aboriginal and/or Torres Strait Islander person. You will be required to provide a Confirmation of Aboriginal and/or Torres Strait Islander Heritage document to be eligible for the programme.

What is a 'confirmation' document and how do I apply for one?

As per subsection 8(1) of the *Racial Discrimination Act 1975* these positions are restricted to Aboriginal and/or Torres Strait Islander peoples.

Acceptable evidence includes:

- A letter signed by the Chairperson of an incorporated Indigenous organisation confirming that you are recognised as an Aboriginal and/or Torres Strait Islander person, or
- A confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Indigenous organisation.

The following organisations may be able to assist you with obtaining this evidence:

- Australian Institute of Aboriginal and Torres Strait Islander Studies: <http://aiatsis.gov.au/research/finding-your-family/confirmation-aboriginal-and-torres-strait-islander-heritage>
- Office of the Registrar of Indigenous Corporations: <http://www.oric.gov.au/>
- National Aboriginal Community Controlled Health Organisation: <http://www.naccho.org.au/>

Can I apply for the IAGDP if I have applied before?

If you have previously been unsuccessful in your application for entry to the programme we encourage you to apply again.

When does the application process start?

Applications are accepted online and open Thursday, 14 January 2016

When do applications close?

Applications close at 3 pm AEDT on Monday 15 February 2016.

What skills and attributes do I need to have to apply for the IAGDP?

We are looking for keen, motivated and enthusiastic participants who would like the opportunity to gain a permanent position in the Australian Public Service and a formal Diploma qualification. Participants will also have the opportunity to expand their personal capabilities and confidence, broaden their future employment and academic opportunities and contribute to and influence the business outcomes of their agency.

It is not a requirement to have work experience that is directly related to a job in the APS – you just have to demonstrate that you have the *capability* to perform the duties and to undertake a training programme at a Diploma level. You can use examples from school or community-based achievements in your application.

We strongly recommend that you familiarise yourself with the [Integrated Leadership System \(ILS\)](#) to assist you in addressing the selection criteria. You can also get valuable information from the Cracking the Code document on the Australian Public Service Website which can be downloaded from the following page: <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>

Keep in mind that the answers you provide to the selection criteria must provide evidence of your current skills and attributes and that your application will be assessed on your responses.

How many positions are available?

The IAGDP team coordinates this recruitment campaign on behalf of a number of APS departments and agencies; therefore the number of participating agencies and positions available can vary from year to year according to individual agency workforce requirements. We will have a good sense of the number and location of positions during our interview period in March and April 2016.

Where are the IAGDP positions located?

Most of the positions being offered are in Canberra, but there may be a limited number of positions located in some capital cities and regional centres around Australia. Again, we will have a better sense of where positions will be located during our interview period in March and April 2016.

Will I receive assistance with relocation if I am successful and need to relocate to take up a position on the Programme?

Most APS agencies will offer relocation assistance to their participants; however the amount of assistance will vary between agencies. A good place to find information about Agency relocation policies is to research entitlements under the agency's Enterprise Agreement, which can be found on the respective agency website. A full list of Australian Government departments and agencies can be found at: Australia.gov.au.

If I am successful, when do I commence employment?

This current recruitment process is for an intake of participants commencing employment from **19 September 2016**. Please be aware that there are sometimes factors which could delay start dates, such as security clearances and/or relocation matters.

Is the salary competitive?

Salaries vary between individual APS departments and agencies. A competitive remuneration package will be offered. You will find information about salaries in agency Enterprise Agreements.

What sort of work will I be doing?

The type of work you do will vary according to the agency where you are employed, but can involve answering enquiries from the public, records management, data entry, human resources management, communications, project management, contract management, procurement, and other general administrative, clerical, operational or systems support.

What sort of training will I receive?

- **On the job training:** You will undertake on-the-job work experience in a government agency which will complement your formal studies. This will assist you to develop an understanding of your agency's overall business.
- **A nationally recognised qualification:** Participants will undertake a Diploma of Government with streams currently being offered in Project Management, Procurement and Contract Management, human resources management or statistics. (Please note this offering may change prior to the next programme depending on agency requirements). Successful completion of the Diploma training is a mandatory part of the Programme.
- **Additional learning and development activities:** designed to support your professional and personal development and your understanding of the APS and its processes.

What are my career prospects after the Programme?

Progression from an APS 3 classification salary (or equivalent) to an APS 4 classification salary (or equivalent) on successful completion of the Programme. As part of your involvement on the programme, you will also be provided with the knowledge and skills to assist you in applying for promotions in the APS, so your prospects can be very good if you are prepared to have a go.

After your application has been submitted

I have applied for the IAGDP Programme — what is next?

If your application is submitted correctly using the online application system, you should receive an automatically-generated email to let you know that it has been received. If you do not receive this email please resubmit your application and if you still don't receive notification please contact the IAGDP In-box at iagdp@ssc.gov.au or the IAGDP Hotline on (02) 6240 3737 for further assistance.

The IAGDP Team will assess the applications for suitability after the specified closing date. We will send you an email notification as to whether you have been selected to progress to the next stage of assessment.

If your application is found suitable in the first stage of the process, you will be invited to attend a panel interview. You will be notified of the location for your interview and you will be able to book a time suitable for you during the scheduled interviews in your location.

What happens at the panel interview?

The panel interview will involve answering a series of questions that will assist us to assess your suitability for a position on the programme and will complement your written application. You will be provided with a copy of the questions 15 minutes prior to the interview so that you will have an opportunity to think about your responses before the interview. You will also complete two other short assessment tasks after your interview has taken place.

When will I know if I am successful in gaining a position on the IAGDP?

Once assessment activities are completed, a report will be prepared, detailing your performance during the assessment activities. We will then match suitable applicants with available positions in agencies based on skills and areas of interest. This information will then be provided to employers who will decide if you are a good fit for their organisation and establish whether your interests match the position/s they are seeking to fill. Once we have received written confirmation of an Agency's intention to make you a formal offer, we will phone you to advise you of your success. For this reason, it is imperative that you keep the IAGDP Team informed of any changes to your contact details, especially email and phone numbers. Unsuccessful applicants will also be notified at this time.

Further, in order to commence a position within some agencies, you may be required to obtain a security clearance. However this information will be specified by the employing agency in their discussions with you during the offer process. Security clearances can greatly delay your start date so it is essential that, if requested to, you complete the necessary paperwork correctly and in a timely manner to expedite the process.

More information on Security Clearances: <http://www.defence.gov.au/agsva/>

Who do I contact if I need to withdraw my application?

Please notify a member of the IAGDP Team immediately on the IAGDP Hotline number on (02) 6240 3737 or the IAGDP Inbox at IAGDP@ssc.gov.au if you would like to withdraw your application. You can also withdraw your application via the online recruitment system.

What if I have a question that isn't answered here?

If you have any questions or concerns during the process, please phone the IAGDP Hotline number on (02) 6240 3737 or email the IAGDP Inbox at IAGDP@ssc.gov.au.