

# ABORIGINAL CAREER DEVELOPMENT PROGRAM

## APPLICANT GUIDE

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VPSC

Victorian Public Sector Commission

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The Victorian Government has vested the Victorian Public Sector Commission with functions designed to enhance the performance of the public sector – fostering the development of an efficient, integrated and responsive public sector which is highly ethical, accountable and professional in the ways it delivers services to the Victorian community.

The key functions of the Commission are to:

- strengthen the efficiency, effectiveness and capability of the public sector in order to meet existing and emerging needs and deliver high quality services; and
- maintain and advocate for public sector professionalism and integrity.

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## Currency

This is Applicant Guide - Aboriginal Career Development Program, version 2 published in May 2018.

Subsequent versions may be published from time to time. Always check for updates at:

[www.vpc.vic.gov.au/aboriginal-employment](http://www.vpc.vic.gov.au/aboriginal-employment)

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## 1. ACKNOWLEDGEMENT

The VPSC acknowledges the Aboriginal and Torres Strait Islander people as traditional custodians of the land and pays our respect to Elders past and present.

Throughout this document the term “Aboriginal” is used to refer to both Aboriginal and Torres Strait Islander people.

## 2. INTRODUCTION

- Have you learned new skills, but need a chance to use them?
- Do you know where you want to go in your career, but need some help getting there?
- Have you been in your role for a while and want to figure out your next step?

If you answered ‘yes’ to any of the above, then the Aboriginal Career Development Program might be right for you.

The Aboriginal Career Development Program is an exciting program for Aboriginal employees in the Victorian Public Service (VPS). The Program is run by the Aboriginal Employment Unit (AEU) in the Victorian Public Sector Commission (VPSC), who also run the Aboriginal Pathway to the GRADS and the Aboriginal Undergraduate Cadetship Program.

The Program is designed to provide tailored career development and support to eligible Aboriginal employees in the VPS. The Program aims to improve retention and mobility of Aboriginal employees, and to promote the Victorian Public Service (VPS) as an employer of choice for Aboriginal people.

The Program runs for 12 months and will provide career development that is tailored to each individual participant. There are also core elements of the Program that will be the same for everyone who is awarded a place, including:

- career coaching
- a development plan that’s all about you and your career
- support to implement opportunities in your plan
- opportunities to connect with other Aboriginal people in the Program.

The Program will supplement and support professional development activities that your current department might offer, meaning you won’t miss out on those opportunities.

The VPSC’s AEU will support you throughout the Program. The Unit will coordinate meetings of all Program participants so that you get to know each other. The Unit will check in with you to find out about how you’re going in the Program, and will also work with senior decision-making groups like the Senior Officer’s Group on Aboriginal Affairs (SOGAA), to help find practical development opportunities for Program participants.

## 3. ELIGIBILITY

The AEU will assess applications and award places to those most likely to benefit from participating in the Program. When assessing applications and awarding places, the AEU will consider:

- Current VPS / VPS aligned classification (noting the Program is aimed at Aboriginal employees in ongoing VPS3, VPS4, or VPS5 or equivalent roles);
- VPS employment history: Including tenure in current classification and position; and
- Whether the applicant has the support of their manager to participate in the Program.

This program does not focus specifically on leadership or progression for Aboriginal people in VPS 6 or higher classifications. This is because Barring Djinang, the Victorian public sector Aboriginal Employment Strategy contains an Aboriginal leadership development initiative.

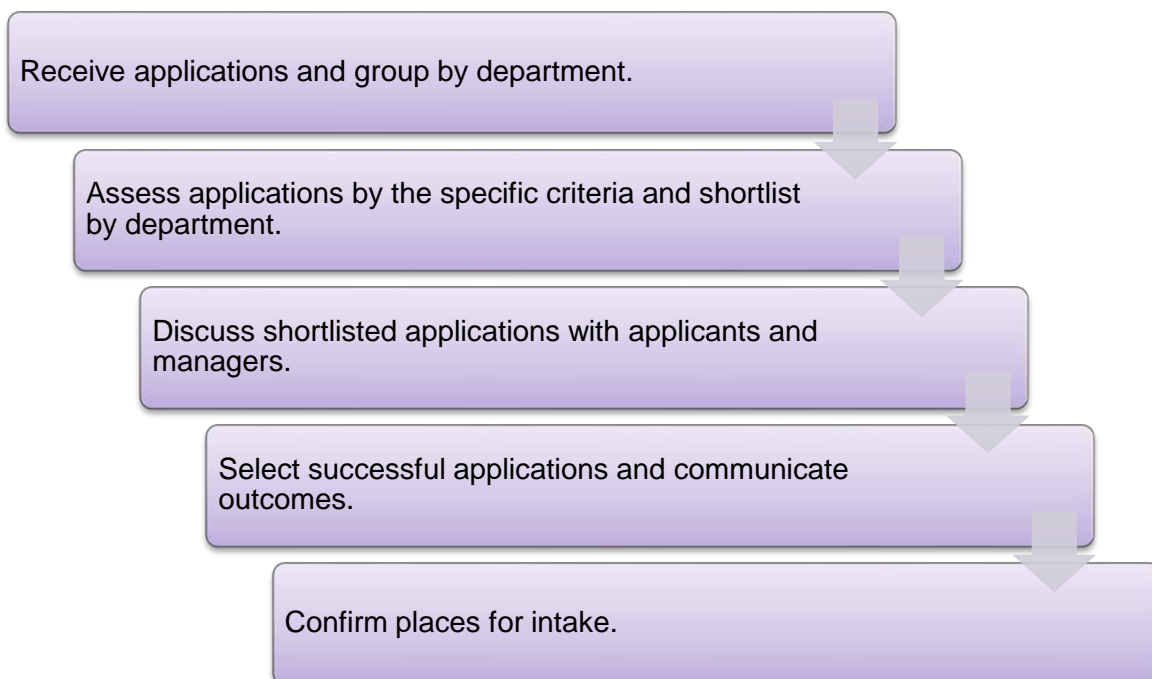
## 4. APPLICATION AND ASSESSMENT PROCESS

Applying for the Program is easy, applicants are required to submit their Application Form and current resume to [aboriginal.employment@vpvc.vic.gov.au](mailto:aboriginal.employment@vpvc.vic.gov.au) .

There are two parts to this form. Part 1 asks for information about the applicant and their career to date. This part also confirms Program eligibility and finds out more about their career aspirations. Part 2 is completed by the applicant's manager, as each application requires line manager's support.

The AEU strongly encourages departments to participate in and support their Aboriginal employees to apply for this Program.

### 4.1 Application Process



If your application is short-listed, the AEU will contact you to arrange a short face-to-face discussion with you about your application and what you hope to get out of the Program. The AEU will also talk with your manager, to discuss the nature of the support that your department is able to provide to you.

Once all shortlisted entries have been fully assessed, the AEU will award places to the successful applicants.

If you are successful in being awarded a place on the Program, the AEU will contact you and your manager. All that's left to do is to attend the welcome event, and get started!

If your application is not short-listed, or you are not awarded a place, the AEU will contact you to let you know this.

## 5. TIMELINES FOR JULY 2018 INTAKE

Stage	Timeline
Applications and Additional Place Requests open	25 May – 15 June 2018
Program places awarded	End of June 2018
Program starts: Welcome event	July 2018
Coaching begins	July 2018
End-of-Program celebration	August 2019

## 6. CONTACT

Please contact the AEU on (03) 9651 0837 or [aboriginal.employment@vpsc.vic.gov.au](mailto:aboriginal.employment@vpsc.vic.gov.au) with any queries about the Program.