

ABORIGINAL CAREER DEVELOPMENT PROGRAM

DEPARTMENT GUIDE

VPSC

Victorian Public Sector Commission



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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

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www.vpsc.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

The Aboriginal Career Development Program provides tailored career development and support to eligible Aboriginal employees in the Victorian Public Service (VPS). The Program runs for 12 months and will provide tailored career development support to eligible Aboriginal employees in the VPS. Core Program elements are:

- career coaching;
- a career development plan;
- support to implement opportunities in the participant’s plan; and
- the opportunity to connect with other Aboriginal participants in the Program.

As support is tailored to each participant, the specific nature of the support and activities that they will undertake during the Program will differ between participants.

The Program prioritises experiential learning, and will focus on helping participants to gain other experience and build networks.

The Program is designed to work alongside professional development activities offered by participants’ departments. For example, department learning and development budgets can support participants undertake professional development activities, where available and relevant.

2.1 The benefits

The Program aims to improve retention and mobility of Aboriginal employees, promote the VPS as an employer of choice for Aboriginal people and build a deep understanding of career aspirations of Aboriginal staff in the VPS.

A major benefit to departments is that participating in the Program can be a way of supporting progress towards goals under Aboriginal Inclusion Action Plans and Aboriginal Employment Plans.

The Program runs for 12 months, with intakes occurring in January and July each year. Each intake will provide up to 16 new places (8 places funded by the VPSC, plus 8 additional places for purchase – see Program Places section for further information):

3. ROLES AND RESPONSIBILITIES

Appendix A provides a detailed description of the roles and responsibilities of the AEU and participating departments and Victoria Police.

3.1 What is the VPSC's role?

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. In broad terms, the AEU will:

- run the application and selection process
- coordinate Program elements, including provision of tailored coaching services
- support participants, including coordinate meetings of participants
- support departments throughout the Program
- facilitate development opportunities for participants through engagement with the Senior Officer's Group on Aboriginal Affairs (SOGAA).

3.2 What is the Department's role?

By agreeing to support participants, you are agreeing (on behalf of your employer) to the responsibilities outlined in Appendix A: Role and Responsibilities. The Manager's Checklist in Table 1 outlines some of what this means for line managers of Program participants.

Agreeing to support participation in this Program means that:
<ul style="list-style-type: none">• My employee knows I am committed to supporting their development;• I know how I'll manage the impact on this year's business plan, because I have carefully considered their participation in the Program;• I am prepared to discuss and contribute to the career development plan and attend any meetings or events as required;• I understand how to align my department's performance and development processes with this Program;• I have read and understand the Program's components and timeframes; and• I know I can contact the AEU with any queries.

Table 1: Manager's Checklist

3.3 Employer professional development processes

The Program is designed to work alongside professional development activities offered by departments. For example, departments can incorporate career development activities from this Program into the participant's existing learning and development program.

4. ELIGIBILITY CRITERIA

The AEU will assess applications and award places to those most likely to benefit from participating in the Program. The criteria have been designed to focus the Program on Aboriginal staff members who have the greatest need for career development support. 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.

The AEU retains discretion in regards to considering applications. Departments are welcome to contact the AEU to discuss individual applications and the awarding of Program places.

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.

5. PROGRAM PLACES

There are a total of 16 available places in each intake of the Program. VPSC funds eight places per round of the Program. This will provide one place for each department and for Victoria Police. Departments can fund an additional place at a cost of \$3,500 per place.

The current cost of a Program Place is \$3,500	
Included	Not included
<ul style="list-style-type: none">• Program promotion by VPSC.• Up to six coaching sessions.• Development of a tailored career development plan.• VPSC staffing to administer the Program.	<ul style="list-style-type: none">• Costs of implementing professional development activities (generally covered under department budgets).• Any costs to departments to support development opportunities (e.g. backfilling a role to support a secondment).• Internal department resources to support Program participants, e.g. manager time, attendance at Program events etc.

Table 2: Program Place cost

The Additional Place Request Form is to be completed by departments who wish to purchase an additional place in the Program. The Form can be accessed on the [AEU's website](#).

Once a completed Form is received, the AEU will:

- record receipt of the request;
- update the number of available Program places for your department; and
- issue an invoice to your department for the required amount.

Whether requesting an additional place or not, it is important to help promote the Program within your department, to encourage applications.

6. APPLICATION AND ASSESSMENT PROCESS

The application process is a critical stage in the Program. It is important that departments and managers actively show commitment to the development of Aboriginal employees. Applicants will put time and effort into their applications, and will need the support of their line manager to apply.

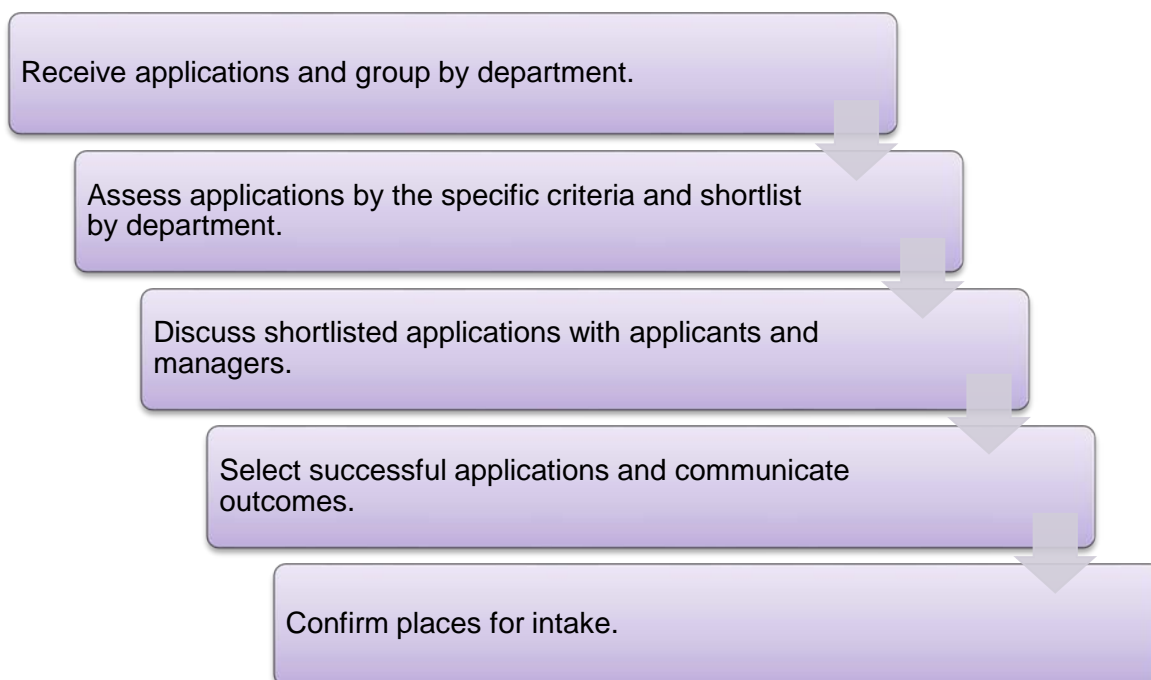
6.1 Application Process

Applicants are required to submit an Application Form and current resume to 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.

It is important to remember that the VPS has a commitment to improving employment outcomes for Aboriginal people. Supporting your Aboriginal employees to develop their career, is one aspect of this. The AEU will be encouraging departments to support their Aboriginal employees to apply for this Program.

6.2 Assessment Process



The AEU will begin assessment when applications have closed. Applications that do not meet the eligibility criteria will be automatically excluded, and applicants will be informed.

The AEU will assess applications by department, so that places can be awarded by department. For example, if we receive four applications from DTF employees, the AEU will assess those four applications against the assessment criteria, for the DTF Program place.

In the instance that only one application is received for a particular department, the AEU will continue to assess that application against the criteria. Where the applicant meets the criteria, they will be awarded a place in the Program.

In the instance that either no applications are received from a particular department or no applications for a particular department meet the assessment criteria, then the AEU will inform the department's Career Development Program Coordinator and reallocate the unfilled place in the Program.

7. PROGRAM ELEMENTS

7.1 Career Coaching

Career coaching is a key component of the Program. The Program provides up to six coaching sessions throughout the Program year.

The AEU will access coaching for the Program through its coaching services panel. Providers have been selected because they demonstrated:

- cultural awareness
- they are able to provide male and female coaches to the Program
- they have extensive knowledge of the Victorian public sector, and career opportunities/structures within it
- they have a history of providing quality career development and supporting materials.

Program participants will be introduced to coaches at the welcome event in February 2018. The AEU will then provide participants' contact details to coaches, who will initiate the first session. Participants are responsible for:

- arranging and attending coaching sessions at mutually acceptable times during working hours;
- working with the coach to create their development plan; and
- continuing to work with their coach during any development activities, such as secondments, job shadowing, acting opportunities.

7.2 Career Development Plan

Program participants will work with coaches to initiate their career development plan and materials will be provided by coaches at the first coaching session.

Participants are responsible for finalising their development plan, in consultation with their coach and line manager, prior to their second coaching session. The coach will ensure that final versions of plans will be provided to the:

- the AEU; and
- the participant's line manager.

Once plans are complete, the focus of the Program will move to implementing the plan. Some participants may complete plans earlier, and if so, may move into implementation early. This will not advantage or disadvantage other participants in any way.

As plans will be tailored to each participant, the specific nature of the support and activities that they contain will differ between participants.

The Program prioritises experiential learning, in line with the direction of contemporary career and leadership development. An example is the 70:20:10 principle which recognises that employees best learn through experiential or on-the job training, followed by network based learning and then formal training. This Program will focus on helping participants to gain other experience and build networks.

The AEU will work with the Senior Officers' Group on Aboriginal Affairs to identify and facilitate the learning experiences contained in participants' plans. This will include providing advice to SOGAA members on the contents of participant plans and seeking input on possible opportunities in various areas of their respective organisations.

The types of learning experiences that the AEU will be requesting advice on will include (but may not be limited to):

- Mentoring;
- Involvement in significant networks or committees;
- Secondment;
- Job shadowing; and
- Acting in a more senior role.

7.3 Program Participant network and ongoing support

The AEU will provide ongoing support to Program participants and their managers. The AEU will be in touch with participants and managers regularly throughout the Program to check progress and identify any issues.

8. 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

9. CONTACT

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

10. APPENDIX 1: ROLES AND RESPONSIBILITIES

	Entry	Program	Next steps
Applicant / Participant	<ul style="list-style-type: none"> ▪ Contact AEU to discuss the Program, if required ▪ Complete online application and provide any requested supporting documentation ▪ Be available in November for a short, informal discussion about their application with a member of the AEU 	<ul style="list-style-type: none"> ▪ Attend Welcome event ▪ Engage with Coach and attend coaching sessions ▪ Contribute to development plan (with support of Coach) ▪ Participate in Program network meetings ▪ Liaise with Manager about development plan, employer's performance and development processes ▪ Seek support from VPSC, as required ▪ Commit to development opportunities in development plan. 	<ul style="list-style-type: none"> ▪ Maintain contact with other Program participants through the network ▪ Participate in Program evaluation, as required.
VPSC	<p>Program administration</p> <ul style="list-style-type: none"> • Develop and maintain Program materials • Host application process • Develop selection criteria <p>Promotion</p> <ul style="list-style-type: none"> • Develop marketing material • Promotion • Aboriginal staff networks • L&D teams <p>Assessment</p> <ul style="list-style-type: none"> • Receive applications • Assess applications • Award places. 	<p>Support participants</p> <ul style="list-style-type: none"> • Facilitate career development planning • Support participants and departments to implement arrangements • Maintain regular contact with participants to identify changes in need <p>Program administration</p> <ul style="list-style-type: none"> • Arrange welcome event • Provide coaching for each participant • Arrange participant network meetings • Work with SOGAA to identify and facilitate participants to realise opportunities detailed in plan • Manage contracts (as required) • Report to SOGAA and SLGAA on outcomes <p>Evaluation</p> <ul style="list-style-type: none"> • Process evaluation after first year; outcomes evaluation after 3 years 	<p>Ongoing support</p> <ul style="list-style-type: none"> • Maintain contact information for past participants.
Departments	<ul style="list-style-type: none"> • Promote Program to staff. • Leaders actively encourage eligible staff to apply. • Managers encourage eligible staff to apply Support employees to apply, and provide written support in online application. 	<ul style="list-style-type: none"> • Attend welcome event. • Work with VPSC and participants to identify and facilitate opportunities that fit with participant's plan, including through SOGAA • Consider participants' development plans as an input in the departments' professional development/L&D processes. • As appropriate, direct learning and development budget to support participants to undertake formal training and qualification • As appropriate, back-fill roles to allow staff to undertake development activities 	<ul style="list-style-type: none"> • Provide ongoing support to participants to meet their longer term career development goals, through normal departmental performance and development processes.