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

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


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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 Victorian Public Sector Commission has an exciting program designed to support Aboriginal university students and link them to careers in the Victorian Public Service.

The Aboriginal Undergraduate Cadetship Program offers cadetships to 2\textsuperscript{nd} and 3\textsuperscript{rd} year Aboriginal university students and provides:

- Support while you study;
- 12 weeks of paid work experience to help prepare you for a successful future career; and
- Support from a mentor, Senior Aboriginal VPS employees, the VPS Aboriginal Graduate Network and the VPSC's Aboriginal Employment Unit.

The Program also provides a commitment to ongoing employment:

- Upon successful completion of your studies, the host department may make you a direct offer of employment; alternatively
- Upon successful completion of your first cadetship, you have the opportunity for direct entry into the interview stage of the Aboriginal Pathway to the Victorian Public Service Graduate Recruitment and Development Scheme (see “Transition to the VPS GRADS” section for more information).

We’re a large employer, with workplaces all over the State and an amazing range of jobs and careers. So if you’re looking for a new path, love a challenge, and want a career that offers great variety, applying for a cadetship with us is a great start.

3. ELIGIBILITY
You are eligible to apply for a cadetship if you:

- are of Australian Aboriginal and/or Torres Strait Islander descent;
- identify as an Australian Aboriginal and/or Torres Strait Islander and are accepted as such in the community in which you live, or have lived;
- are enrolled for full-time study occurring on campus at a university located in Australia; and
- are enrolled for your first undergraduate degree course.

Cadets are also required to maintain satisfactory progress towards the successful completion of their degree whilst in the Program. You must also consent to undertake a police check and not have received a redundancy from the VPS in the last three years.

4. RECRUITMENT PROCESS
Applying for a cadetship is easy. Firstly, complete the application form and submit your documents via email to aboriginal.employment@vpsc.vic.gov.au. The application form is our first opportunity to get to know you and for you to demonstrate that you meet the selection criteria. The application form is primarily a questionnaire and you will also be asked to indicate a department or agency preference you may have.

Students nearing the end of their first or second year may apply, as long as they are in their second or third year at the time of commencing their work placement.
Upon receipt of your application, a member of the VPSC’s Aboriginal Employment Unit will contact you to discuss your application, find out more about you and what you want to get from the cadetship experience.

If your application is shortlisted, you will be invited to attend an interview with managers from various departments. This is an opportunity for departments to get to know you and for you to find out more about the work you might get to do.

If there are any departments or agencies that would like to offer you a cadetship opportunity, a member of the VPSC’s Aboriginal Employment Unit will discuss the relevant details with you.

If you’re successful in obtaining a cadetship, congratulations! All that’s left to do is consider your Commonwealth support options and attend the welcome event.

Applications will be assessed on the following criteria:

- Interest in the VPS
- Conceptual and analytical ability
- Teamwork
- Academic performance
- Flexibility
- Written and verbal communication

5. TIMELINES FOR 2018 INTAKE

<table>
<thead>
<tr>
<th>Stage</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment, selection and onboarding.</td>
<td>Occurs as applications are received.</td>
</tr>
<tr>
<td>Support from mentors, networks and VPS staff.</td>
<td>Throughout year prior to work placement.</td>
</tr>
<tr>
<td>Complete work placements.</td>
<td>November 2018 - January 2019</td>
</tr>
</tbody>
</table>

6. SALARY AND EMPLOYMENT CONDITIONS

Cadetships hold a training classification of VPS 1.1.4:

$48,511 per annum, pro-rata (12 weeks) = $11,157 cadetship salary

The cadetship salary is paid as fortnightly wage-like payments over the 12-week work placement. Just like any other Victorian Public Service employee, your cadetship salary and employment conditions will be covered by the Victorian Public Service Enterprise Agreement 2016.

7. TRANSITION TO THE VPS GRADS

Second year students participating in the Program in 2018 are able to complete a subsequent cadetship whilst in their third year of university in 2019. The recruitment process for the Aboriginal Pathway to the 2020 VPS GRADS will occur in approximately March / April 2019 and cadets completing subsequent cadetships will be offered direct entry into the interview stage. Please note, any offer for the 2020 VPS GRADS is conditional upon successful completion of your studies.
Third year students completing their first cadetship in 2018 have three post-cadetship options available:

1. Cadets may apply for the Aboriginal Pathway to the 2019 VPS GRADS in March / April 2018.

2. Cadets may participate in the 2019 VPS GRADS as a department “fee for service” graduate (subject to department agreement).

3. Cadets may choose to proceed directly to the interview stage for the 2020 VPS GRADS (anticipated for May 2019), as a benefit of successful completion of the Program.

Each post-cadetship option has respective administrative timeframes and the AEU will discuss options with each cadet and their departments during the Program.

8. **COMMONWEALTH ASSISTANCE**

Students in receipt of Centrelink payments have an obligation to advise Centrelink immediately when they commence their cadetship so that Centrelink can determine their entitlement.

Alternatively, a cadet may opt to complete their cadetship with no Commonwealth assistance and only receive salary payments from their host department.

Each of the support models provide different amounts of annual value to the cadet:

<table>
<thead>
<tr>
<th>Annual value to the cadet under the Abstudy model</th>
<th>Study support</th>
<th>Work placement</th>
<th>Total value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual allowance will vary with circumstances</strong></td>
<td>Fortnightly payments as per ABSTUDY eligibility*</td>
<td>VPS 1.1.4 salary for 12 weeks in 2017/18 (approx. 0.23 FTE)</td>
<td>$11,157 plus Abstudy</td>
</tr>
<tr>
<td><strong>Taxable</strong></td>
<td><strong>ABSTUDY is funded and administered by the Commonwealth</strong></td>
<td><strong>Taxable</strong></td>
<td><strong>Taxable income</strong></td>
</tr>
<tr>
<td><strong>Education expenses may be available under ABSTUDY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Funded by host department</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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First cadetship 2018

Third year uni

VPS GRADS 2019

(Aboriginal Pathway)

VPS GRADS 2019

(fee for service)

Gap year 2019

VPS Grade 3 in 2020

VPS GRADS 2020

(Aboriginal Pathway)
Annual value to the cadet from salary only

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work placement</td>
<td>$11,157</td>
<td>Paid to the Cadet as fortnightly wage-like payments over 12 week work placement. Funded by host department</td>
</tr>
<tr>
<td>Total value</td>
<td>$11,157</td>
<td>Taxable income</td>
</tr>
</tbody>
</table>

**Note:** The information above does not take into account personal circumstances and needs of any particular person. Before making any decision you should consider your own personal circumstances.

9. **CONTACT**

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