Aboriginal VOCATIONAL EDUCATION & TRAINING (vet) GRADUATE program

INFORMATION GUIDE

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.

© State of Victoria (Victorian Public Sector Commission) 2019

This work is licensed under a Creative Commons Attribution 4.0 licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Victorian Public Sector Commission) as author, indicate if changes were made and comply with the other licence terms. The licence does not apply to any branding, including the Victorian Government logo and the Victorian Public Sector Commission logo.

Copyright queries may be directed to info@vpsc.vic.gov.au

**Currency**

This is Information Guide - Aboriginal VET GRADS Program, version 2 published in May 2019.

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

www.vpc.vic.gov.au/aboriginal-employment

**Inquiries**

3 Treasury Place

Melbourne 3002

Email: info@vpsc.vic.gov.au

Phone: (03) 9651 1321

[www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au)

Contents

1. Acknowledgement 2

2. OVERVIEW 2

3. INFORMATION FOR GRADUATES 2

3.1 Who is eligible for the VET graduate program? 2

3.2 How do I apply for the VET graduate program? 2

4. INFORMATION FOR DEPARTMENTS / AGENCIES 2

4.1 What is the VPSC’s role? 2

4.2 What is the cost to participating departments/agencies? 2

4.3 What is the recruitment and selection process? 2

5. TIMELINES FOR 2019 PILOT 2

6. CONTACT 2

1. Acknowledgement

The VPSC acknowledges the Aboriginal and Torres Strait Islander peoples 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 peoples.

1. OVERVIEW

The Aboriginal Vocational Education and Training (VET) Graduate Program is a new entry-level program designed to connect Aboriginal VET graduates with careers in the Victorian public sector. The Program is run by the Aboriginal Employment Unit (AEU) in the Victorian Public Sector Commission (VPSC), which is responsible for implementing initiatives under Barring Djinang, the Victorian Government’s Aboriginal Employment Strategy.

The 2020 program will include placements across metropolitan Melbourne and regional locations and feature the following elements:

* A 12-month work placement in a Victorian Public Service department or public sector agency.
* Learning and development (L&D) workshops designed to equip graduates with the foundation knowledge and skills for a public sector career:
	+ Introduction to the Victorian public sector
	+ Communication styles, presentation skills and report writing
	+ Microsoft Office products including Excel, Word and PowerPoint
	+ Project management and innovation
	+ Human Rights and diversity in the Victorian public sector
* Employment during the program at an equivalent VPS 2.1.4 level ($54,869[[1]](#footnote-1)\* per annum, plus superannuation and other on-costs).
* Ongoing employment at an equivalent VPS 2.2.1 upon successful completion of the program ($60,114[[2]](#footnote-2)\* per annum, plus superannuation and other on-costs).
1. INFORMATION FOR GRADUATES
	1. Who is eligible for the VET graduate program?

All Aboriginal vocational graduates holding Certificate III to Advanced Diploma qualifications from recognised Australian TAFEs or VET providers are eligible to apply for this program. The program is not open to holders of tertiary (undergraduate / postgraduate) qualifications.

How do I apply for the VET graduate program?

Applying for the program is easy and involves the following steps:

1. Download the Application Form from https://vpsc.vic.gov.au/aboriginal-employment/our-programs/aboriginal-vocational-education-training-graduate-program/
2. Complete the Application Form, ensuring you’ve attached all requested documents.
3. Email your application and documents to aboriginal.employment@vpsc.vic.gov.au.
4. INFORMATION FOR EMPLOYERS
	1. How do I participate in the program?

The checklist below is designed to inform you of the key requirements of the Program before you commit to participating.

**Agreeing to participate in this program means that:**

* I have a requirement and budget for a VET graduate role at VPS 2.1.4 during the program.
* I have a requirement and budget for an ongoing role at VPS 2.2.1 after the program.
* The VET graduate role is a development position, in which I can provide challenging and meaningful work, appropriate guidance and support.
* I am prepared to attend the welcome event and program completion celebration, and any other events and meetings which may occur from time to time.
* I am prepared to attend Aboriginal Cultural Awareness Training as a graduate manager.
* I know I can contact the AEU at any time with any queries I may have.

If you answered YES to all of the above, then the next step is to complete and submit a Request To Hire form.

* 1. What is the VPSC’s role?

The Program is run by the Aboriginal Employment Unit (AEU) in the Victorian Public Sector Commission (VPSC). In broad terms, the AEU will:

* coordinate Program elements, including processing applications and supporting departments and agencies in their recruitment decision making.
* support participants, departments and organisations throughout the Program.
	1. What is the cost to participating departments/agencies?

Departments are not required to pay to join the program, however, departments are required to pay the Graduate’s salary both during and after the program as follows:

* During the program: $54,869 plus superannuation and on-costs.
* After the program: $60,114 per annum plus superannuation.

* 1. What is the recruitment and selection process?
1. TIMELINES FOR 2020 program

|  |  |
| --- | --- |
| Stage | Timeline |
| Promotions, applications and recruitment | April 2019 – October 2019  |
| Welcome event | December 2019 |
| Work placements and L&D commences | January – December 2020 |
| Graduation | December 2020 |

1. CONTACT

Please contact Karen Hill at the VPSC’s Aboriginal Employment Unit on (03) 7004 7122 or via email karen.hill@vpsc.vic.gov.au. with any queries about the Program.

1. \* As at 1 January 2019 [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)