



Indigenous

APPRENTICESHIPS PROGRAM

Australian Government
Indigenous Apprenticeships Program
2024 Job Pack



Australian Government

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Australian Government Indigenous Apprenticeships Program 2024 Job Pack

The Australian Government Indigenous Apprenticeships Program (IAP) is an entry-level program for Aboriginal and Torres Strait Islander peoples to join the Australian Public Service (APS).

Since its inception, the IAP has provided over 2,000 Aboriginal and Torres Strait Islander peoples with opportunities to start a career in the APS. These are people with diverse backgrounds including school-leavers, people finishing study and people looking for a new career. The program is a great way for Aboriginal and Torres Strait Islander peoples to join and contribute to the public service.

IAP roles are advertised under Affirmative Measures provisions and are only open to Aboriginal and Torres Strait Islander applicants.

This job pack outlines who we're looking for and how to apply.

Position details

Position details	
Job number:	EXT-M-2024-214
Classification	APS2 / APS3 Indigenous Apprentice
Salary range:	\$57,517 to \$71,062 Salaries will vary depending on the level and APS agency you are engaged with
Employment type	Full-time – Ongoing
Location	National – All locations: ACT – Various, NSW – Various, QLD – Various, SA – Various, TAS – Various, VIC – Various, NT – Various, WA - Various
Contact officer	Scaleup by Hudson Email: IAP@hudson.com Phone: 1300 856 993



How to apply

Submit your application through the Services Australia careers portal.

We will ask you to provide:

- personal details
- resume
- Confirmation of heritage, see page 4

If you don't have your confirmation of heritage, you can still apply. If successful, you'll need to provide confirmation of heritage by 1 June 2024. We encourage you to start organising your confirmation of heritage information as soon as possible. It can be a lengthy process. If you need support, please email IAP.Support@servicesaustralia.gov.au

Our ideal candidate

We're looking for people who:

- have sound communication skills and put clients at the centre of everything they do
- have good computer skills and can operate Windows PCs
- listen to, acknowledge, and consider different ideas
- adapt their communication style and approach to the audience
- work well in a team
- demonstrate reliability and resilience
- build and sustain positive relationships with team members and customers
- set priorities, complete allocated tasks, and make decisions within defined parameters in their area of responsibility.



Preferred education and work history

The program is all about on-the-job training. While you don't need specific skills or qualifications, it's preferred if you have completed one of the following:

- Year 12 (or equivalent) of schooling
- Year 10 (or equivalent) of schooling and at least 2 years work experience or further education
- 3 or more years of work experience.

Eligibility

Confirming your heritage

These positions are only open to Aboriginal and Torres Strait Islander peoples. To be successful you must confirm your heritage.

This means confirming that you:

- are of Aboriginal and/or Torres Strait Islander descent
- identify as an Aboriginal and/or Torres Strait Islander person
- are accepted as an Aboriginal and/or Torres Strait Islander Australian.

For more details on the confirmation of heritage process, read about [confirming your Indigenous heritage for our jobs](#) on the Services Australia website.

Other requirements

To be eligible for the IAP, you must be an Australian citizen and engage in a pre-employment screening process. This process may include:

- a requirement to undergo and satisfy a national police history check
- referee checks
- an employment history integrity check
- a health clearance
- a Working with Children and Vulnerable People Check.

We will investigate concerns raised in these checks. If you are or have been the subject of any disciplinary or Code of Conduct investigations by an employer, you must declare this in your application.



We will also review any integrity matters you disclose in your application form. If there are matters that may affect your suitability, we will give you the opportunity to respond before making a decision.

You may have to undergo ongoing suitability assessments as part of your employment with your employing agency.

If you have recently received a redundancy benefit, you will have to provide evidence you have served your exclusion period.

For more information about eligibility requirements for roles within IAP, please refer to the candidate engagement pack.

Potential requirements

Employing agencies may ask for:

- the ability to get and maintain a Baseline or Negative Vetting 1 or 2 security clearance
- the ability to travel between agency sites, or community and other government service providers within a geographic footprint. In some locations this may include remote areas, travelling in 4WD vehicles or light planes
- a driver's licence may be required
- a COVID-19 vaccination or a relevant exemption may be required

Merit pool

Candidates rated as suitable will be placed in a merit pool. Verbal offers are expected to commence in July 2024, candidates who are not offered a position in the 2024 intake will be placed into a merit pool that is valid for 18 months from the date the job was advertised.

RecruitAbility

RecruitAbility applies to this vacancy, and we encourage people with disability to apply. If you choose to apply under the scheme, you will need to declare you have a disability and that you meet minimum requirements. We'll invite you to participate in further assessment activity for the vacancy. Read more about RecruitAbility at <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability>

If you have a disability, you can request reasonable adjustments to help you with your job, applying for positions, and engaging with the recruitment process. This aims to remove barriers for people with disability and provide the tools and equipment to enable them to work in government roles.

If you need reasonable adjustment during the recruitment process, please email IAP@hudson.com.

