



Aboriginal Traineeship Program

Recruitment process guide 2018

Apply online

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The Public Sector Commission—on behalf of the Western Australian public sector—is pleased to be able to assist you with your application for the Aboriginal Traineeship Program. With traineeship opportunities covering a range of business areas across the sector, you need to complete and submit:



Vacancy cover letter

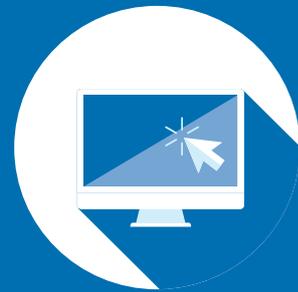
The vacancy cover letter will require you to fill out four questions which allows us to assess your suitability to the traineeship.



Resume

Include information about your schooling, any volunteering and paid or unpaid work experience you may have undertaken, as well as hobbies and interests.

Note: It is important that you put your most recent and up-to-date information, particularly regarding your education and professional referees as it allows us to assess if you are eligible for the program.



Eligibility

To be eligible for the Aboriginal Traineeship Program you must have completed at minimum, Year 10 or equivalent and be:

- no more 24 years of age
- Aboriginal and/or Torres Strait Islander
- An Australian Citizen or permanent resident

Let's chat

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After all applications have been reviewed, we will shortlist the most suitable for this year's program. This will also allow us to conduct phone interviews to share information with you about the public sector, the traineeship program and successes achieved by past trainees. This provides you a chance to ask questions about working in and benefits of being employed in the public sector. The follow-up call will also:



Find out more about your application

This call helps us learn more about you and what you want to achieve through the traineeship.



Learn more about your work interests

Consider what kind of business area you are interested in, whether you are looking for an administration or hands opportunity, or wanting to work in a particular agency.

So let us know as your placement could help you along that journey and further the career pathway you wish to follow.



Tips

Make sure you are available to take the phone call in a place where you will not be disturbed as this is a formal interview and you should:

- remember to speak clearly and professionally
- demonstrate your enthusiasm and passion
- be yourself and as confident as possible.

Assessment session

3

If your phone interview is successful, you will be invited to attend a face-to-face assessment session for approximately an hour and a half. The assessment will provide you with an opportunity to show us your various skills and abilities. This will also allow us to gain an understanding of how you may perform in the role. This provides another chance for you to ask questions about work and learn about the benefits of being employed in the public sector.

On the day, you will be asked a range of questions relating to the potential role, but nothing you will need to study for. The activities and tasks will take the following format:



Group activities

Working with other applicants, we will ask questions which require you to discuss ideas, put forward new ideas and work in a supportive team.



Written tasks

Using information provided, you will need to develop a written response to a number of questions.

Hints

- Wear smart business attire
- Arrive 5 to 10 minutes early to allow for registration and sign in
- Be enthusiastic and not shy, as this is your chance to shine and ask questions
- Practice with family and friends

Offers of employment

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Following the assessment session the panel will contact your nominated referees to verify your school, work performance and character.

Those successful in obtaining a position will receive another phone call and email advising they have been successful in gaining a position in the 2018 intake of the program. If you are not successful for this intake, you will still be notified by email and remain in the traineeship vacancy pool.

Please note, in order to ensure suitability for employment, you may be required to:



Provide

Copies of your education and identification.



Undertake

Employment screening (dependent on your agency).



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Copies of this publication are available in alternative formats upon request.

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