



Trainee Transition to Employment, Recruitment and Referral Service

A guide for agencies

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Traineeship Transition to Employment, Recruitment and Referral Service

The Traineeship Transition to Employment, Recruitment and Referral Service (TTERRS) (previously known as Trainee Transition to Employment Program TTEP), enables agencies to continue to use the flexibility within the [Commissioner's Instructions \(CI\) No 2: Filling a public sector vacancy](#) (part 4.1c Non Advertising and Competitive Assessment of Merit) to address workforce planning issues associated with the public sector's aging workforce, diversity targets and succession planning.

The service will assist the public sector to retain trainees, in to a vacant PSGOGA Level 1 or equivalent positions, who have successfully completed their Certificate II, III or IV in a Government (Public Administration) traineeship. The service is available to all public sector agencies (SES, Non-SES, and Schedule 1 entities) and is open to those agencies that do not participate in the development of trainees.

Aim

The aim of the TTERRS is to:

- increase youth diversity across the WA public sector
- address the public sector's aging workforce by increasing the capacity to appoint candidates who have successfully completed their traineeship
- provide WA public sector agencies with a pool of skilled candidates interested and available for entry-level vacancies that arise without the need for the agency to advertise to market.

Benefits

- Reduce recruitment costs - the Public Sector Commission recruits candidates on behalf of WA public sector agencies so there is no need to advertise.
- Have a number of suitable candidates referred for consideration in a timely manner.
- Meet diversity targets - request candidates from diversity groups, including youth aged 25 and under, people with a disability and Aboriginal and Torres Strait Islanders.
- Reduce the recruitment continuum - receive a list of skilled candidates, together with their resumes and referral forms, from agencies within three working days of submitting a request.
- Focus on selection - the Commission does all the recruitment groundwork, so agencies can focus on the important task of selection.
- Agencies can request a specific candidate via an individual assessment of merit and directly appoint them into the agencies' vacant fixed term or permanent Level 1 positions.
- Any WA public sector agency can source candidates from this program to appoint into PSGOGA Level 1 or equivalent positions.

Registration

There are three aspects to the service:

1. The agency transitioning their trainee into the TTERRS pool

Transitioning the trainee into the pool is a simple process:

- REGISTER – Complete the TTERRS agency and candidate referral form and submit to the Commission as soon as the trainee has successfully completed their traineeship. Please note the trainee will only be eligible to sit in the TTERRS pool for 12 months from when they completed their traineeship. The TTERRS Candidate and Agency Referral forms are located on the Commission's website.

2. The agency requesting a TTERRS candidate

- REQUEST – Contact your agency's human resource branch to submit a trainee transition to employment request via the Recruitment Advertising Management System (RAMS)
- RECEIVE – Once the Commission receives the request, the Traineeship Coordinator will refer: the trainee that your agency requested, or will refer the resumes of skilled candidates to your agency within a minimum of three working days. The successful candidate can be appointed to a Level 1, fixed-term or permanent position after the redeployment clearance period. Once registered, the candidate can remain in the TTERRS pool for up to 12 months. The candidate will not be eligible to remain in the TTERRS pool longer than 12 months after being registered and will automatically be deregistered after this time.

3. The trainee

The trainee is required to complete and submit a TTERRS application form, available on the Commission's [website](#). A current curriculum vitae or resume and a statement of attainment for their completed Certificate II, III or IV in Government also needs to be attached to the form when submitted. The application is then registered on RAMS. The candidate will be formally registered by the Commission into the TTERRS pool and will be notified to confirm their registration.

How the Commission manages the Traineeship Transition to Recruitment and Referral Service

The Commission manages the TTERRS by:

- maintaining a database of candidates who have successfully completed their traineeships and are interested in and available for entry level vacancies that arise
- referring suitable candidates to WA public sector agencies for individual assessment of merit.

Policies and Procedures

The selection and appointment of candidates from the TTERRS should be made in line with:

- [Public Sector Management \(Breaches of Public Sector Standards\) Regulations 2005](#)
- [Public Sector Commissioner's Instructions \(Employment Standard and Filling a Public Sector Vacancy\)](#)

Preferred candidate request

In most cases, the employing agency will request an individual who has completed a traineeship in their agency as the preferred candidate (however the agency does not need to be the employing agency to request a specific candidate).

The employing agency will be required to document why they are requesting a particular candidate and how that candidate's skills, knowledge and abilities suit the vacancy for their own record. This is to ensure the agency's rationale fits within the public sector's accountability framework, including sections 8 and 9 of the [Public Sector Management Act 1994](#).

The Commission will review the TTERRS pool for the nominated person. If the candidate is in the pool, a review of the application will occur to ensure the request meets with the candidate's skills and, where deemed suitable, refer that candidate as the only candidate. The agency will then conduct an individual assessment in accordance with Part 4.1c of the *Commissioner's Instructions, No.2 Filling A Public Sector Vacancy* and document this decision to support transparency.

General referral of candidate

Where no particular candidate has been requested by the employing agency, the Commission will review the candidates who have completed their traineeship within the requesting agency. Identified trainee candidates from that agency (if any), will then be forwarded for further consideration. The agency will be required to complete an individual assessment of merit for the preferred candidate.

In instances where the agency identifies that the candidates from that agency are not preferred candidates for the vacancy, they can elect to have other candidates referred. The agency will be required to explain the reasons for their decision before further referrals are forwarded.

Deregistration from the TTERRS

A candidate will be removed from the TTERRS under the following circumstances:

1. At the candidate's request
2. Appointment to a permanent position
3. After 12 months from the completion date of traineeship. (please note, TTERRS extension applications are available on request) Please contact the Commission to complete an Extension form.

Getting started: Agency HR creating a TTERRS request

To source candidates from the TTERRS, human resource officers must submit a new TTERRS request via the RAMS.

1. Login to RAMS

<https://admin-ADD CLIENT ID HERE-wagov.bigredsky.com/index.php>

Enter Username and Password

2. Select menu option – Vacancies – New Request
3. Complete the request form

Note: Ensure you select 'Trainee Transition to Employment' under vacancy category/vacancy type.

If you have multiple requests, you can copy a vacancy and create multiple entries.

Go into the vacancy you want to copy and click the copy button at the bottom of the page.

Example – Creating a TTERRS request

Log into RAMS

- New request
- Agency
 - Position number
 - Job title
 - Owner of the vacancy
- Vacancy type – Selection Trainee Transition to Employment
 - Fixed-term or permanent
- Tracking
 - Click trainee under Redeployment exemption
- Vacancy description
 - Classification – Level 1
 - Location
 - Job description
 - Selection criteria
 - Comments

Enter other comments you would prefer the Traineeship Coordinator considered when identifying suitable candidates for example: Refer Aboriginal and/or Torres Strait Islander candidates only, transportation requirements, commencement date etc.

- Search categories
 - Level 1
 - Salary range
 - Work type
 - Occupation
 - Region
 - Skills

Once all the fields have been completed click 'store'. To forward the request to the Traineeship coordinator, you must click the 'post' button.

If you have multiple TTERRS requests, you can now copy a vacancy to create multiple entries. Once you have stored the vacancy, go into the vacancy and click 'copy'.

Viewing candidates

After creating a TTERRS request via RAMS, the Commission's traineeship coordinator will contact registered candidates to determine their interest and availability for the vacancy.

The traineeship coordinator then refers (attaching candidate resumes to the TTERRS request) a number of interested candidates for your agency's consideration.

You will then receive an email from the traineeship coordinator to advise you that the referral process has been finalised. You can then contact candidates to arrange interviews.

To view the candidates referred to the TTERRS request:

- Select menu option – my vacancies
- Locate the vacancy and click on the position title
- Click the referrals menu option and a list of referred candidates will be displayed
- Click on the candidates name to view their personal/contact details
- Click the attachments menu option to view the candidates resume and referral form

Updating candidate and request status

It is essential that RAMS is updated once the selection outcome is known:

Selection outcome	Changing candidate status	Notes
<p>Scenario 1: Preferred candidate requested</p> <p>A successful candidate has been identified and all other candidates are unsuccessful</p>	<ol style="list-style-type: none">1. Change successful candidate's status to: 'Referral accepted—temporary', or 'Referral accepted—permanent' or 'Referral unsuccessful'2. Click save at the bottom of the screen to end the process	<p>The agency has requested a candidate</p> <p>The candidate has successfully been appointed</p> <p>The vacancy status will need to be updated to temporary or permanent appointment made</p> <p>End of process</p> <p>All referred candidates should be notified of the selection outcome</p>
<p>Scenario 2: General referral of candidate</p>	<ol style="list-style-type: none">1. Change all candidates statuses to: Referral	<p>The agency has received a list of candidates from</p>

<p>All candidates have been deemed unsuccessful</p>	<p>unsuccessful</p> <ol style="list-style-type: none"> 2. Click save at the bottom of screen 3. Click the 'Details' menu option 4. Change the vacancy status to 'recruitment suspended' 5. Click save at the bottom of the screen 	<p>the Commission. The list, in the first instance, is comprised of candidates who have completed their traineeships within the agency requesting to appoint. If none of the candidates referred are appointed, the agency can request for an expanded list of candidates, however, will be required to provide reasons for the decisions before further referrals are formulated. If all referred candidates are unsuccessful, you can convert this vacancy to an advertisement on jobs.wa.gov.au by clicking the details menu option and then the convert button at the bottom of the screen. All referred candidates should be notified of the selection outcome and of their breach of standard claim rights.</p>
<p>Scenario 3: A decision has been made to withdraw the TTERRS request</p>	<ol style="list-style-type: none"> 1. Click the 'Details' menu option 2. Change the vacancy status on this screen to 'recruitment suspended' 3. Click save at the bottom of the screen and email the traineeship coordinator to advise how decision was reached 	<p>All referred candidates should be notified of the decision to withdraw the TTERRS request.</p>

Checklist

Steps	Agency tasks	Checklist
1. Create a new TTERRS request	<ul style="list-style-type: none"> • Create a new TTERRS request • Ensure the duties listed in the 'Job Description' are descriptive so the Traineeship Coordinator can list these in the email to all candidates for the position • Use the 'Comments' box to include supplementary information, such as part-time hours/days, start dates (if not negotiable) and other relevant terms and conditions 	<input type="checkbox"/>
2. Download candidate resumes and arrange interviews	<ul style="list-style-type: none"> • Download candidates' resumes and arrange interviews • <i>Commissioner's Instruction – Employment Standard</i> applies 	<input type="checkbox"/>
3. Notify candidates of selection outcomes	<ul style="list-style-type: none"> • Notify the successful candidate and negotiate a start date • Notify all unsuccessful candidates • Feedback to traineeship coordinator of selection outcome 	<input type="checkbox"/>
4. Offer of employment	<ul style="list-style-type: none"> • Offer a fixed-term or permanent appointment in line with the <i>Commissioner's Instruction – Employment Standard</i> 	<input type="checkbox"/>
5. Update RAMS	<ul style="list-style-type: none"> • Update RAMS with successful candidate status displaying: 'Referral accepted temporary' or 'Referral accepted permanent' • All unsuccessful candidates should display 'Referral unsuccessful' 	<input type="checkbox"/>

Frequently asked question

1. Can I request candidates for Level 1 positions from TTERRS?

Yes, by selecting Level 1 from the drop-down list when creating your request.

2. Do I have to use the TTERRS to recruit for Level 1 positions?

It is not mandatory to recruit candidates from the TTERRS – you can advertise on jobs.wa.gov.au but a competitive assessment of merit will apply.

3. Can a fixed-term level 1 employee, from TTERRS be referred and appointed to permanent level 1 positions?

Yes, a fixed-term level 1 employee from TTERRS, may be appointed to a permanent level 1 position within 12 months of completion of the traineeship.

4. Can I request the names of candidates from a specific diversity group?

Yes, simply enter the details of the diversity group you would like referred in the comments text box when creating your request.

5. If the candidates referred are deemed unsuitable, can I request additional candidates?

Yes, you can request additional candidates by sending an email to youth@psc.wa.gov.au

6. Do I have to interview all candidates referred from the TTERRS?

No, it is not necessary to interview all referrals, as you may wish to shortlist. However, any short listed candidates must be advised by the agency if they were successful or unsuccessful.

7. Does the Employment Standard cover Level 1 positions?

Yes, all Level 1 positions are subject to the Employment Standard and a redeployment clearance applies.

Information

Contact the Traineeship Coordinator on (08) 6552 8864 or youth@psc.wa.gov.au

For further information on the *Commissioner's Instruction - Employment Standard* contact Advisory at the Commission on 6552 8888.