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Gap Year Program 2024

Background

In 2023, the Entry Programs and Pathways (EPP) team piloted a 12 month APS2 Gap Year Program in NSW Parramatta with three business areas hosting participants.

As a result of the successful pilot, and to further support the ongoing demand for entry level positions and fill skill gaps across the Department, the Gap Year Program is expanding and will be offered nationally in 2024.

This Program is the first phase of a career pathway model designed to stimulate career choice and develop capabilities to fill critical future skill gaps within Home Affairs. The Program is seeking business areas interested in supporting young people in their transition from Secondary education to starting an exciting career journey within Home Affairs. Success of the program relies heavily on business areas accommodating flexible work arrangements.

The GAP year program is a non-ongoing 12-month program at the APS2 level. It includes an extensive development program that builds capability while showcasing the diversity of career pathways available in Home Affairs.

Following the GAP year program, GAP year participants will have the opportunity to continue with Home Affairs through a part time APS3 internship program while completing their tertiary studies.

The Program:

- Provides business areas with a pool of enthusiastic young talent eager to commence work at the APS2 level with Home Affairs.
- Targets, engages, and develops upcoming talent and markets the extent of career opportunities in Home Affairs, and
- Is the first phase of an exciting employment journey that provides flexible work arrangements that supports ongoing study, provides career choice, and ultimately leads to a more motivated, engaged, and productive workforce.

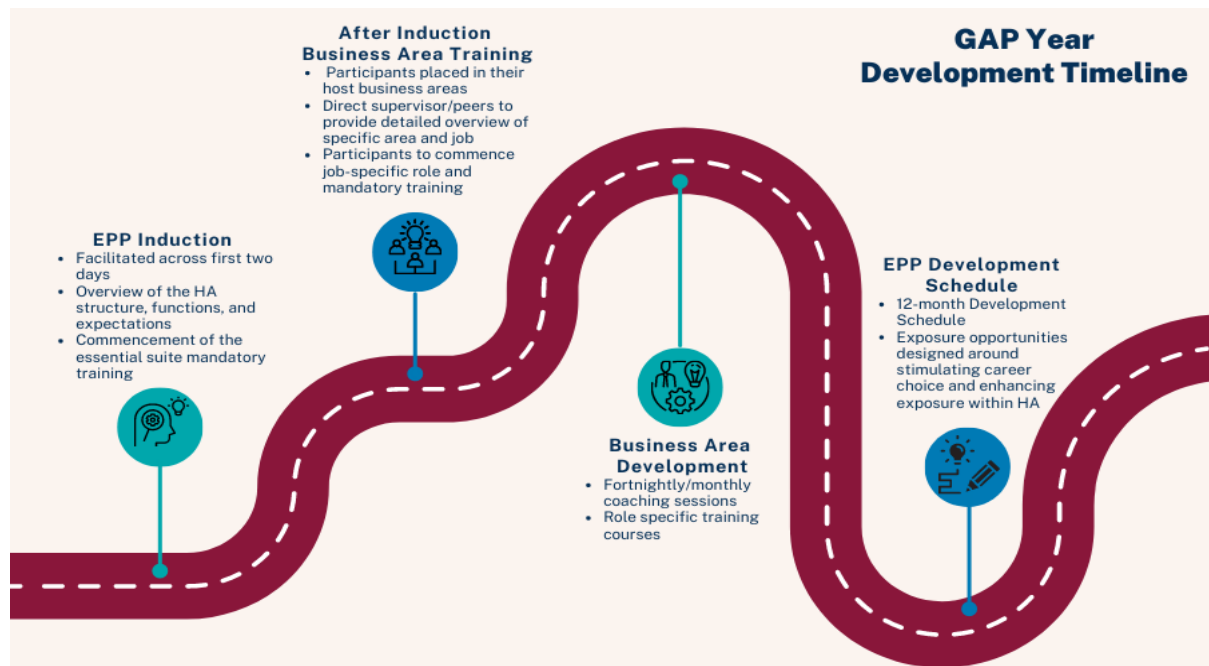
Costs

EPP will cover all costs associated with the recruitment and initial on-boarding, including ICT and workstation setup of APS2 GAP Year participants under the program set-up costs. Host business units will cover FTE costs of each participant for the duration of the 12-month program. ICT hardware will revert to EPP at the conclusion of the program.

Recruitment

Candidates must be Australian Citizens intending to continue tertiary study following their GAP year. Candidates will undergo a two-stage recruitment selection coordinated by EPP. This process will include psychometric testing and an interview (virtual or face-to-face).

Participants will be invited to commence their ESC and ASGVA security clearances if found suitable and offered a position.



GAP Year Development Timeline Explained

Induction and Training

EPP facilitated induction will take place on days one and two, which will include a high level overview of the Department's structure, functions, and expectations, as well as the commencement of the essential suite mandatory training.

Following these sessions, participants will move to their host business areas. Business areas will provide job specific induction and training required to perform their duties effectively.

Development

Regular coaching and training sessions with staff members are an essential component of the program and an investment in the participants' professional development and growth.

EPP will develop a 12-month Development and Exposure Schedule consisting of curated training, guest speakers and site visits. These development opportunities will be scheduled for one day per month and designed around stimulating career choice and enhancing the participant's exposure to the Department. Business areas are also encouraged to schedule regular fortnightly coaching sessions to support the participants and assist with setting and working towards personal and professional goals.

Placement Evaluation

Participants and business area hosts will be invited to provide feedback at particular points of the program. This feedback will be used to enhance the program for future participants.

Department of Home Affairs Key Contacts

The Entry Programs and Pathways team will support the business area and participants throughout the 12-month program.