



Australian Government

# 2026 Career Starter Program



Applications open Monday 4 August 2025

## In Year 12 or a recent school leaver?

The Australian Government Career Starter Program is a 12-month career development program that offers school leavers a full-time, permanent role in the Australian Public Service – with a competitive salary, paid holidays and superannuation – while building skills on the job.

When applying, you can express a preference for a role in one of the two streams - Government (generalist) or Human Resources. Your preference will help match you to a role that suits you in one of the 13 participating Australian Government departments.

You'll also receive a nationally-recognised qualification – a **Certificate IV in Government** or a **Certificate IV in Human Resource Management**.

Working closely with your supervisors, you will build your collaboration and time-management skills as you support your team to achieve the government's priorities.

The APS offers a safe and inclusive environment. Our workforce is diverse, which reflects the Australian community, and we value differences that enable everyone to perform at their best.

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTQI+ people and people from culturally and linguistically diverse backgrounds.

## Looking to start your career or develop new skills?

### Meet Kayla

**Government Career Starter, Department of Finance**

Hi, I'm Kayla. I joined the Career Starter Program in 2025.

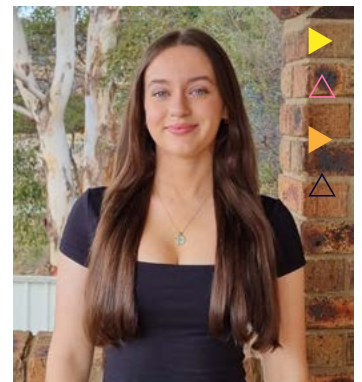
I decided to apply for the program as it looked like a fantastic way to start my career in the APS before launching into university studies. When I joined the program, I was excited to learn new skills, meet new people and get a taste of what it's like working in the APS. **The program has by far exceeded my expectations.**

I'm currently in a planning and coordination role, assisting with logistical and administrative arrangements. I get to contribute to important, varied and challenging work in a fast-paced environment.

**The work is really rewarding, and my team is fantastic!** I am so grateful to work alongside such incredibly talented and inspiring individuals who have been so welcoming. Everyday there is something new to learn and experience.

The program provides a range of job specific training and support when you enter the APS workforce. There are regular catch ups with your cohort, social events and you get to meet participants from various departments and agencies.

To anyone considering joining the Career Starter Program, I would say just go for it! **It was truly one of the best decisions I've made.** I'm super excited to see what the future holds as the opportunities so far have been incredible.



[finance.gov.au/careerstarter](https://finance.gov.au/careerstarter)

## What's involved in the roles?

The Career Starter roles are entry-level, beginning at APS Level 1. Examples of work listed below will give you an idea of the types of tasks you may be involved in.

### Stream 1: Government (generalist)

The Government stream gives insights into how government policies and programs are delivered and the general processes, mechanics and skills of government.

#### Programs, projects and policy

- managing calendars
- records management and filing
- handling correspondence
- coordinating ministerial briefs
- providing executive support.

#### Customer service and delivery

- respond to customer enquiries in call centres or concierge desks
- support property maintenance functions
- managing emails and databases.

#### Professional and technical functions

- hands-on support in specialist areas like finance, communications, legal, data governance, procurement or IT.

This stream offers the Certificate IV in Government.

### Stream 2: Human Resources

The Human Resources (HR) stream focuses on essential HR functions, deepening your understanding of HR principles, recruitment, performance management, employee relations, wellbeing and workplace legislation.

#### Roles may involve:

- assisting with recruitment such as preparing documentation or coordinating interviews.
- routine tasks like data entry, filing and maintaining records.
- assisting with the implementation and improvement of HR procedures and processes.
- answering straightforward queries and providing information to stakeholders about HR policies and procedures.
- implementation of HR programs and initiatives, such as learning and development activities or employee wellbeing programs.

This stream offers the Certificate IV in Human Resource Management.



### Meet Henry

#### HR Career Starter, Australian Taxation Office

When I graduated Year 12 in 2023, I knew I had a vague interest in human resources but felt unsure about my career and education path. It was purely by chance that

I found an advertisement for the program, but I was immediately intrigued. With the chance to work in government while studying a Certificate IV in Human Resource Management, along with the program's affirmative measures to support people with disability, **I couldn't ignore this opportunity!**

Fast forward to now, one of the most valuable skills I've developed during my time in the program is communication. At first, it felt like learning a new language, unfamiliar and challenging. It was a steep

learning curve, but over time I've become confident in navigating professional conversations and have built strong networks with my colleagues.

#### **I've achieved things I didn't think possible and grown in ways I hadn't imagined.**

So far in my current role, one of the most exciting experiences has been supporting my team in facilitating recent large-scale events attended by hundreds of participants. **It's been incredibly rewarding** to gain insight into the behind-the-scenes work that makes these events successful, details that often go unnoticed unless you're directly involved in the planning and execution.

Through this experience, I've also had the opportunity to connect with network managers from across the organisation, which has broadened my understanding and strengthened my professional relationships.



**Applications close Sunday 31 August 2025**

## Contact



Australian Government Career Starter Program team

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