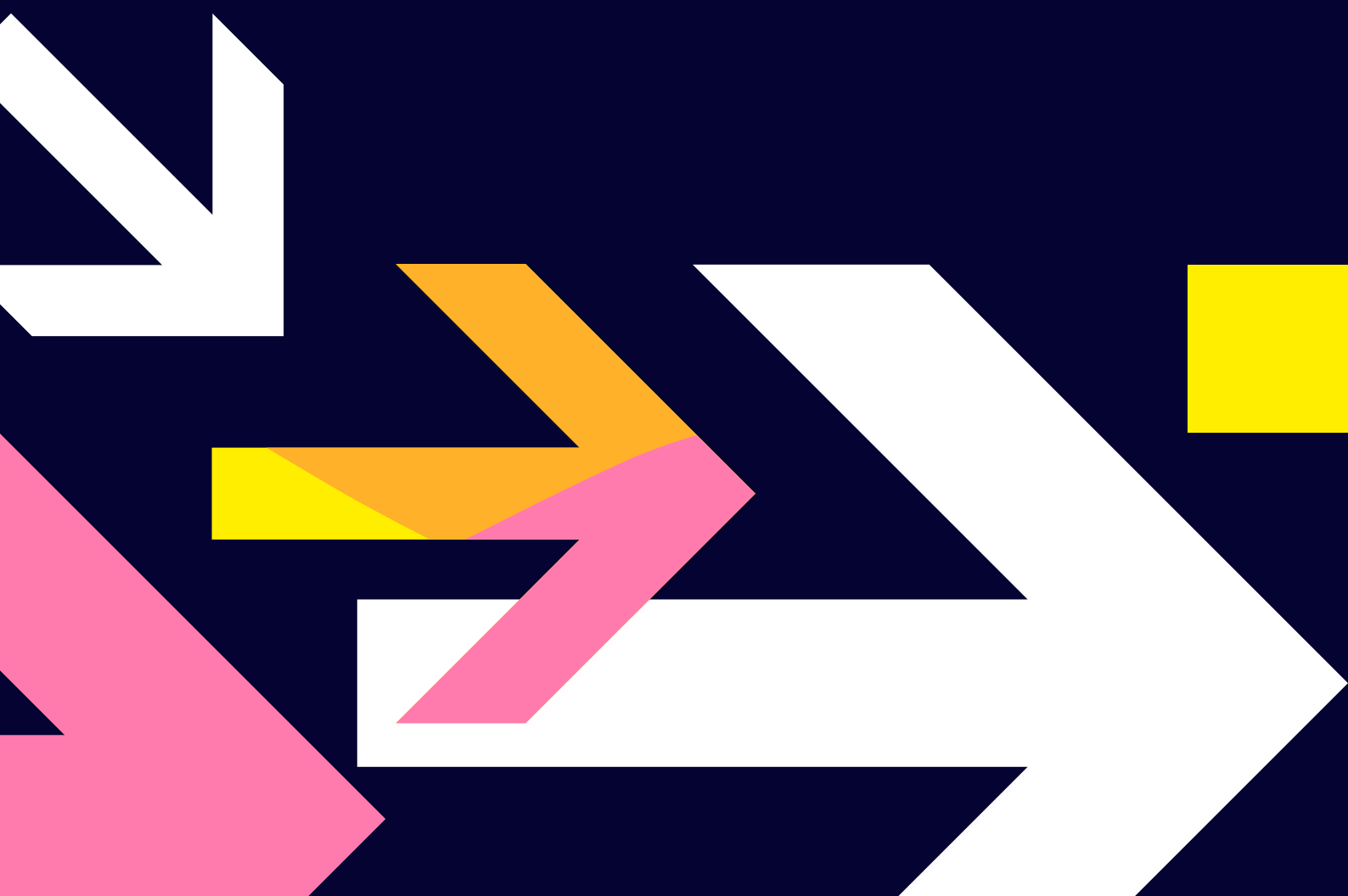




Australian Government

# School Leaver Program





Are you in Year 12 or are you a recent school leaver? Are you looking to start your career or develop skills while you decide what's the next step on your career journey?

The Australian Government School Leaver Program is a 12-month career development program, with successful applicants gaining a full-time, permanent job in the Australian Public Service (APS).

The School Leaver Program combines a nationally-recognised qualification – a Certificate IV in Government or Human Resources – with on-the-job training in the APS.

You will work in one of a number of different jobs across the public service. 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 and goals.

Our workforce is diverse, which enables us to reflect the diversity of the Australian community. We're active in fostering a safe and inclusive environment that values differences and enables 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.

The APS provides competitive salaries, generous superannuation and a range of other benefits, including 4 weeks paid annual leave. You can also advance to the next pay level if you successfully complete the program.

## School Leaver Program





## What roles are available to me?

When you apply you will indicate your preferred role, such as:

### Customer and Service Delivery

These roles have regular interaction with people and will suit you if you have strong written and verbal communication skills.

For example:

- Working in a security team to maintain records and support new staff.
- Responding to requests for information in a customer service role.

### Programs, Projects and Policy

Support the development and implementation of government policies, programs and projects.

For example:

- Managing the training calendar and database for a large policy section.
- Providing executive support by monitoring emails and managing document workflows.

### Professional and Technical

School leavers with specialist interests can kickstart a career in IT, data or financial management – skills that are in high demand and are transferable to other jobs and industries.

For example:

- Managing parliamentarians' IT requirements, including visiting their offices to install equipment and assisting with online meetings.
- Supporting a team to buy goods and services for the government, or assessing bids for work from businesses and informing them about decisions.

### Human Resources (HR)

HR officers manage all people-related matters such as recruitment, learning and professional development, employee motivation, and safety and training.

For example:

- Managing routine administrative tasks such as payroll, work health and safety, recruitment or reporting to senior executives.



## Meet our recent school leavers

I work in the Drones Policy team, which was created in 2019 in response to the increasing uptake of drones in Australia. We develop policies on things such as 'Advanced Air Mobility' – essentially, flying taxis. – to ensure we can successfully accommodate future of drone technology while considering and addressing the risks and challenges involved.

I've learnt about Australian companies operating in Canberra, Queensland and abroad that deliver food, groceries and medical supplies, as well as how we use drones to collect data on animals and the environment in unique places like Uluru and Antarctica.

This is an exciting environment – I think the policies will keep changing rapidly as the technology and behaviours around it also change. The quality of my work is constantly (hopefully!) improving with my knowledge of drone policy.

Being part of the School Leaver Program has provided great support to enter an environment where age doesn't play as big a social role as it did at school. There's both formal support, with our Entry Learning Programs team arranging catch-up sessions and pushing us to interact with others around us, and the informal support of having people to meet up with for lunch and to encourage each other to keep on top of our assignments. The skills and connections I've made so far will be infinitely useful in both my life and work.

"I've learnt that I am much more adaptable than I previously thought. During school I often stuck to the things I knew. This program has pushed me to be more outgoing and to welcome new experiences and opportunities."

– **Harrison Elsom, Department of Infrastructure, Transport, Regional Development, Communications, and the Arts**

## School Leaver Program





## Meet our recent school leavers (continued)

I am a School Leaver in COMCAR, which is part of the Ministerial and Parliamentary Services Division of the Department of Finance. We provide car-with-driver transport services for parliamentarians, the Governor-General, the federal judiciary and international guests of government.

The highlight of my program to date has been joining the AusPol and Visits team in Sydney, where we were coordinating the motorcade requirements of Indian Prime Minister Narendra Modi's visit in May 2023.

This opportunity not only opened my eyes to the intricate details that go into a high-profile visit for it to happen, but also the quick thinking that needs to occur during a trip when something does not go to plan. In this case, it was the Quad Leaders Summit being cancelled after US President Biden revised his travel plans one week out from the event.

I love being part of Finance's School Leaver Program. It's great hearing everyone else's experiences and having not just co-workers but friends who I can rely on for help as well as a fun catch-up.

"This year has been great for me in terms of pushing myself outside of my boundaries. It has taught me to be more honest and open with people in order to achieve a successful outcome."

– Violet Butterworth, Department of Finance



## School Leaver Program



## More questions?

**Contact the Australian Government School  
Leaver Program Team:**

Phone: 02 6215 1717 (option 2)

Email: [AGSchoolLeaverProgram@finance.gov.au](mailto:AGSchoolLeaverProgram@finance.gov.au)

Web: [apsjobs.gov.au/s/AGSLP](https://apsjobs.gov.au/s/AGSLP)



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