



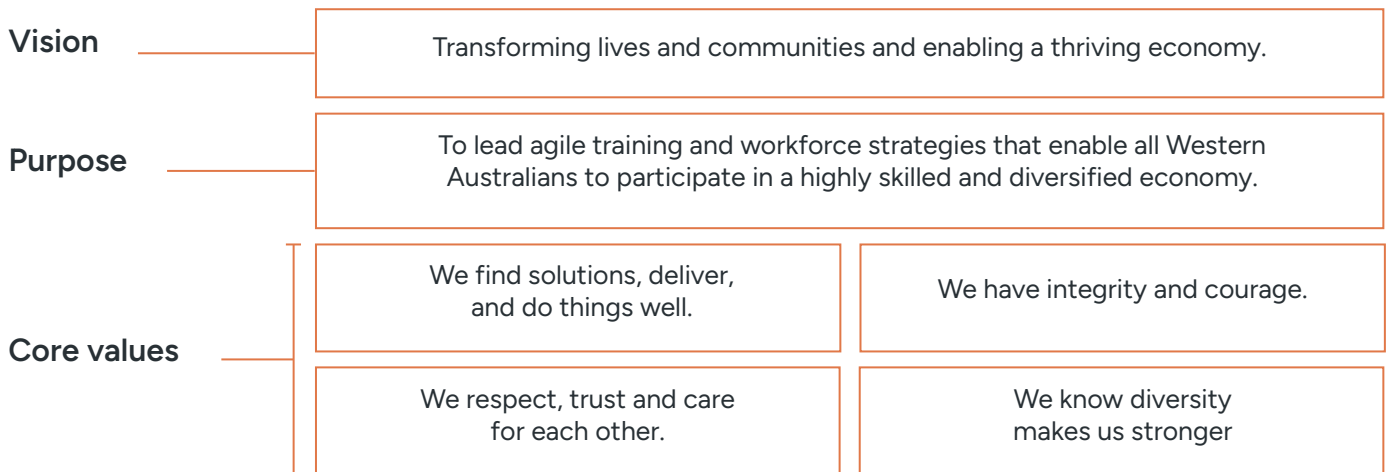
## Trainee application package

The Department of Training and Workforce Development (the Department) acknowledges Aboriginal peoples as the first sovereign Nations of Western Australia. We acknowledge their ancestral ties to the land and spiritual connection to Country. We acknowledge Elders past and present, and value the contribution of Aboriginal peoples within our organisation.



### About us

Established in 2009, the Department of Training and Workforce Development manages the State Government’s investment in vocational education and training (VET). We work together with individuals, employees, business, industry, other government agencies and training providers to build a skilled Western Australian workforce for the future.



It is an exciting time to join us as we work towards achieving our goals outlined in the Department’s [Strategic Plan 2023-2028](#). For more information visit the [Department of Training and Workforce Development](#).

### Our Diversity Traineeship Pathways Program

The Diversity Traineeship Pathways Program (DTPP) is an entry level opportunity for young people aged 24 years and under. It gives you a behind-the-scenes look at how a government agency works, helps you build skills for a future in the WA Public Sector, and let’s you earn a nationally recognised qualification in Government at the same time.

#### What is a traineeship?

A traineeship is on-the-job training with an employer, while you study and get paid—with a focus on hands-on practical learning. Whilst you will be learning new skills and undertaking day-to-day tasks, you will also be completing assessments which will require you to research and read information, collect evidence to show your understanding of different topics, and produce work that demonstrates how you have applied your skills and knowledge.

You will be supported at every step of the traineeship by a number of people, and the best part is, these assessments are completed during your work hours as you are getting paid to learn.

## What happens once I complete my traineeship?

Upon successful completion of your traineeship, every effort will be made to assist you in obtaining an ongoing role within the Department, and we will support you by offering training and guidance on the job application and interview process.

## What type of work will I be involved in?

As a trainee, there will be core, dedicated tasks you will be responsible for, but the on-the-job learning will be diverse to help you complete your Certificate III in Government. Tasks are generally administrative and could include:

- Entering business information into different computer systems
- Providing simple customer service to both internal and external customers
- Coordinating meetings including booking rooms, creating calendar invites, developing an agenda, and taking meeting minutes
- Creating, designing and maintaining business documents
- Assisting with project work, including information gathering and processing

## Support and additional learning for trainees

We support all staff to keep building their skills, feel confident in their roles, and embrace learning along the way.

As a trainee, in addition to completing a Certificate III in Government, you will also take part in a range of learning and development opportunities, including:

- Access to a variety of development courses designed to build your skills and knowledge
- Participation in the Department's Young Professionals Program (YPP), with the opportunity to take part in a range of events throughout the year including networking with senior leaders and other young professionals
- Opportunities to take part in cultural and diversity awareness activities, including National Reconciliation Week, NAIDOC Week and International Day of People with Disability, to broaden your understanding and strengthen your awareness

## What other employee benefits do you offer?

All our employees have access to:

- The Department's Health and Wellbeing Program including an Employee Assistance Program
- Flexible work arrangements, including flexi time and working remotely

[View our website to see the full list of benefits working with the Department](#) [↗](#).

## Where will I be working?

Depending on the team you will be working in, you could work at either our Djookanup or Prospect Place sites.

**Djookanup** in Osborne Park is close to Glendalough Station. There are also change rooms, lockers, and bike rack facilities on site if you prefer to bike to work.

**Prospect Place** is in West Perth and is close to Leederville train station and bus services. Free parking is also available.

With central working areas, employees can choose from a range of places to eat and can commute from all locations.

*"The traineeship has provided me with a strong foundation for a career in the public sector," Shanelle shares, "It has opened meaningful pathways and strengthened my professional capabilities."*



*Julie says, "The program gave me a place where I could learn new skills in a way that works for me, develop a long term career, and feel supported throughout the journey."*





## Diversity and inclusion

We value differences and flexible thinking. We strive to have a workforce that is representative of the diverse community that we serve. Aboriginal and/or Torres Strait Islander peoples, youth and people with disability have been identified in our [Workforce Diversification and Inclusion Strategy 2021-25](#) as under represented diversity groups within our workforce.

### If I identify as an Aboriginal and/or Torres Strait Islander person?

We are committed to attracting and retaining Aboriginal and/or Torres Strait Islander peoples to improve equal opportunity outcomes for employees.

This is reflected in our [Aboriginal Employment Strategy 2025-2026](#), which includes advancing the careers of Aboriginal and/or Torres Strait Islander leaders. Aboriginal trainees will be provided mentoring with a senior Aboriginal colleague. You can connect with the Aboriginal Yarning Circle network, and access flexible working arrangements and leave entitlements to meet cultural and family obligations.

### If I have a disability?

We are committed to ensuring our recruitment process is inclusive and accessible for people with disability. If you have any support or access needs to fully participate in the selection process, please contact Human Resources via [dtwdhr@dtwd.wa.gov.au](mailto:dtwdhr@dtwd.wa.gov.au) or via 08 6551 5071.

If you require any workplace modifications, we will work with you to implement them.

The Department has a Disability Inclusion Network. They focus on bringing together employees with lived experience of disability and disability allies.

### If I identify as LGBTQIA+?

The Department has a newly established Diverse Sexualities and Genders Network (DSG). The Network provides a safe space for LGBTQIA+<sup>1</sup> employees, allies, and champions to connect and celebrate. The Committee drives initiatives and events to create inclusion in the workplace for LGBTQIA+ people.

## How to apply

### Eligibility

The Department is an Equal Opportunity Employer and is committed to improving employment opportunities and outcomes through recruitment, development and retention of Aboriginal and/or Torres Strait Islander peoples, young people, and people with disability.

As such, this opportunity is offered in accordance with section 51, 66R and 66ZP of the Equal Opportunity Act 1984 and the agency is prioritising candidates who are:

- Aged 24 years and under
- Aboriginal and Torres Strait Islander peoples
- Person with disability

### Submitting your application

Your application must be submitted online via the [jobs.wa.gov.au](https://jobs.wa.gov.au) website.

Below are some handy hints when preparing your application:

Ensure you have read through the job advert and Job Description Form (JDF) to ensure the traineeship is right for you and you are eligible to apply	
Take note of the specific application requirements outlined in the 'Ready to apply' section of the job advert	
Tailor your curriculum vitae (CV) so it reflects the requirements of the traineeship, highlighting relevant experience and skills	
Make sure your contact details are up to date	
Ensure your cover letter answers the questions requested in the job advert, drawing on examples from work, school or home	
Proofread both your CV and cover letter to correct any mistakes or typos before submitting	

<sup>1</sup>Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual +.

**Reminder:** The Jobs and Skills WA website has extensive resources to help you with your application. Visit '[Jobs and Careers](#)' for more information.

Please make sure you check the closing date and time on the job advert - listed in Australian Western Standard Time (AWST) - and get your application in before the deadline, as we can't accept late submissions. It is a good idea to give yourself a bit of extra time so you're not rushing at the last minute.

After you submit your application, you will receive a confirmation email letting you know it went through successfully.

**Should you experience any difficulties applying online, please contact Human Resources for assistance on 08 6551 5071 as soon as possible.**

### The next steps

Once the job has closed, the selection panel will start reviewing all the applications.

They may use a mix of assessment methods - things like your written application, interviews, work tasks or referee checks. You will be told exactly what the process will look like before anything happens.

After the panel has finished its assessment you will be notified about the outcome of your application. You will also have the chance to ask for feedback if you would like it.

Selection panels are required to assess applicants in accordance with the [Commissioner's Instruction No.1 – Employment Standard](#).

## Other employment conditions

### Criminal screening

Successful applicants will be requested to provide a WA National Police Certificate (WA NPC) that is less than six months old. A previous criminal conviction or pending charges will not necessarily preclude employment but will be taken into account in assessing suitability for employment. Visit the [WA Police website](#) for more information on applying for a WA NPC.

### Working with Children Check

For positions involved in child-related work, a Working with Children Check will also be required. Visit the [Working with Children Check website](#) for more information.

### Previous qualifications

If you are already enrolled in, or have successfully completed a Certificate III in Government, you will not be eligible to apply for the traineeship.

### Contact us

✉ E: [dtwdhr@dtwd.wa.gov.au](mailto:dtwdhr@dtwd.wa.gov.au)

☎ T: 08 6551 5071

**We look forward to receiving your application!**