Government of **Western Australia**
Department of **Training**
and Workforce Development

Graduate application package

The Department of Training and Workforce Development 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.

Vision

Transforming lives and communities and enabling a thriving economy.

Purpose

To lead agile training and workforce strategies that enable all Western Australians to participate in a highly skilled and diversified economy.

Core values

- We find solutions, deliver, and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger

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 Graduate Program

What can I expect?

The Department's rotational Graduate Program offers the opportunity to contribute to purposeful projects across a diverse range of business areas, where fresh thinking and digital skills are highly valued.

During the 12-month Graduate Program, you will undertake two, six-month placements with experienced teams who are dedicated to providing a supportive environment that encourages professional growth and development.

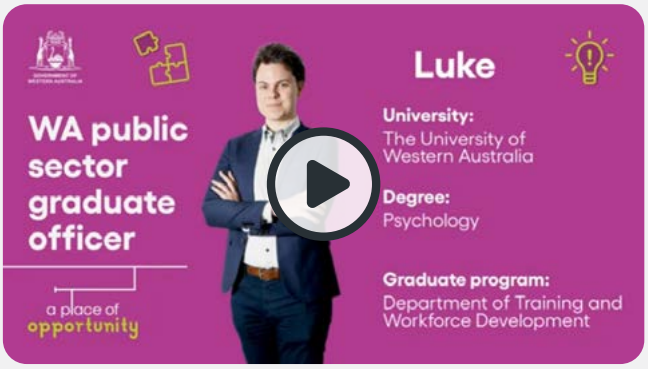
What type of work will I be involved in?

You will be matched to projects that best suit your skills, qualification, strengths and career interests.

These projects will enable you to:

- apply and develop your skills in research and analysis;
- gain experience in strategic assets planning and business case development aligning to government frameworks;
- build and develop relationships with key external and internal stakeholders; and
- develop your government writing skills through report writing and preparing presentations.

Click on the video below to hear about the graduate experience from one of our past graduates, Luke Le Breton.



Support and training for graduates

All staff are encouraged and supported to enhance their individual capability and to enable them to carry out their role and embrace lifelong learning.

As a graduate you will undertake a tailored professional development program, including:

- the Public Sector Commision Launch Program a graduate development program that lays the foundation for career success;
- access to a membership for the Institute of Public Administration Australia WA (IPAA WA), where you will gain rewarding opportunities in career building, training, relevant topical events, and networking opportunities;
- career development workshops, providing you with practical tips, guidance and support to take the next step in your career;
- 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; and
- the opportunity to take part in cultural committees and cultural events, including National Reconciliation Week and NAIDOC Week.

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; and
- flexible work arrangements, including flexi time and working remotely.

Where will I be working?

Depending on your placement you could work at Djookanup, Prospect Place or the Clean Energy Skills National Centre of Excellence (CESNCE).

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.

CESNCE is next to Elizabeth Quay Train Station, Perth Ferry and Perth Bus Port.

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

Graduate Officers Tasnova Hamid (left) and Indigo Bew (right) share their experiences.

"A sense of belonging has been key to my growth," Tasnova shares, "Collaborating closely with colleagues and leaders has helped me to build confidence."

"Indigo says, 'I have felt challenged and supported in the Graduate Program. Our learning is project-oriented and enables me to see my contributions and make a difference."

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 people, 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.

Graduate applicants from these diverse groups are strongly encouraged to apply.

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

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. The Department is a culturally safe work environment. Aboriginal Graduates 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 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+SB?

The Department has a newly established Diverse Sexualities and Genders Network. The Network provides a safe space for LGBTIQA+SB[1] employees, allies, and champions to connect and celebrate. The Committee drives initiatives and events to create inclusion in the workplace for LGBTIQA+SB people.

How to apply

Eligibility

To be eligible for our graduate program:

- you will have a valid working visa for the duration of the graduate program (12 months) or be an Australian citizen or permanent resident at the time of your application. International students are welcome to apply*; and
- you must have completed (or will have completed) your bachelor's degree or higher in 2024 or 2025.

Graduates from all disciplines are encouraged to apply.

**Applicants with qualifications obtained outside of Australia are responsible for ensuring these are assessed by the Overseas Qualifications Unit, the Department of Training and Workforce Development.*

Submitting your application

Your application must be submitted online via the jobs.wa.gov.au website.

Below is a **Graduate Program** checklist, please use this to ensure that you have submitted all the required documents to be assessed.

1	A comprehensive Curriculum Vitae (CV) or resume, providing sufficient information to enable an assessment of your skills and experience relevant to this role.	☐
2	A brief covering letter not exceeding two pages, relating your skills and experience to the selection criteria as outlined in the Job Description Form (JDF).	☐
3	A copy of your current or completed academic record.	☐
4	Names and contact details of two referees. It is preferred that one of you nominated referees is your current line manager.	☐
5	To be submitted if you are on a working visa. A copy of your visa documentation, that allows you to work in Australia.	☐
6	Submit your preferred business areas based on your qualification, skills and career interest – this question will be asked when you submit your online application.	☐

[1]*Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual + Sistergirl and Brotherboy. The SB acknowledges the trans women and trans men within many Aboriginal and Torres Strait Islander communities.*

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

Please pay attention to the closing date and time of the vacancy, which will be specified in the advertisement in Western Australian Standard Time (WST), as late applications will not be accepted. Please ensure that you leave yourself enough time to submit your application.

Once you have submitted your application you will receive a confirmation email, stating that you have successfully submitted your application.

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 closing date has passed the selection panel will assess the candidates.

A number of assessment methods may be used including written applications, work tests/activities, presentations, interviews and referee reports. You will be informed of the process to be followed.

Once the selection panel has finalised its assessment, you will be informed of the outcome of your application and be offered the opportunity to seek feedback.

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.

Contact us

E: dtwdhr@dtwd.wa.gov.au

T: 08 6551 5071

We look forward to receiving your application!