



Application Information Pack

Thank you for your interest in a career with the Department of Training and Workforce Development (DTWD). The information in this pack will assist you in preparing and submitting your application and guide you through our recruitment and selection process.

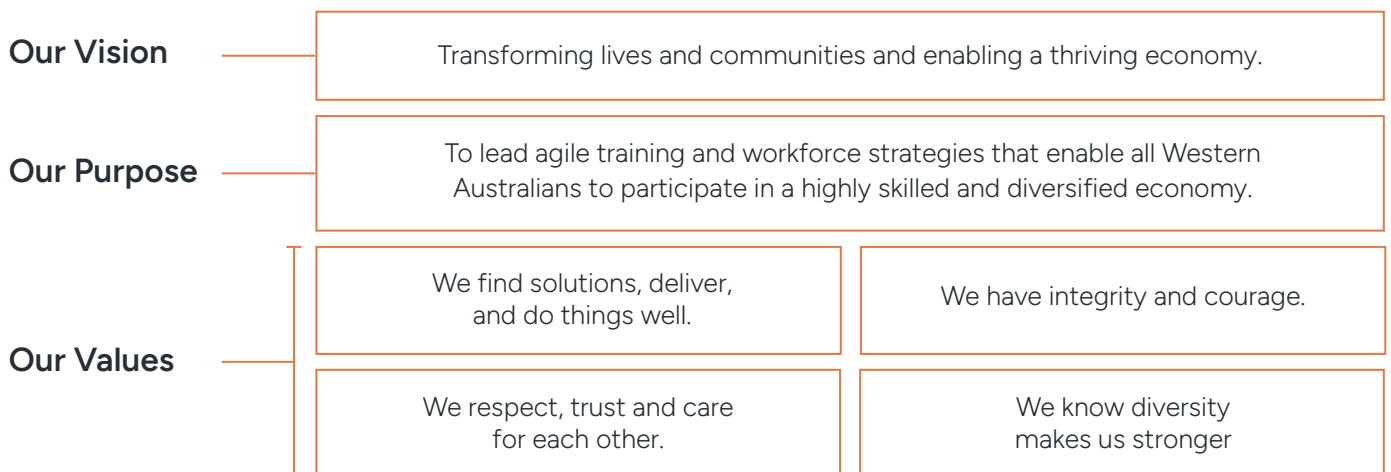
The Department of Training and Workforce Development acknowledges Aboriginal people as the first sovereign Nations of Western Australia. We acknowledge their ancestral ties to the land and spiritual connection to Country. We acknowledge Elders both past and present, and value the contribution of Aboriginal people within our organisation. We support the Uluru Statement from the Heart and we embrace its invitation to walk alongside Aboriginal people, united in a movement for a better future for all Australians. **This document is available in alternative formats by request. Please contact us via website@dtwd.wa.gov.au**

About the Department of Training and Workforce Development

Western Australia's Department of Training and Workforce Development leads agile training and workforce strategies that enable all Western Australians to participate in a highly skilled and diversified economy.

Western Australia's diversifying economy and changing industry needs require a labour force that is skilled, versatile, and highly competitive. We work closely with industry, government, and the community across WA to support and facilitate training and workforce development strategies that will build, attract and retain a skilled workforce for now and into the future. We fund vocational education and training (VET) delivered by WA TAFE colleges, the Western Australian Academy of Performing Arts (WAAPA) and over 170 contracted private registered training providers. We also fund and support a network of [Jobs and Skills Centres \(JSCs\)](#) across WA.

The Department owns and manages the [Muresk Institute](#), which supports WA's agriculture industry by brokering agriculture and other innovate training and research programs. We also manage and support international students studying at WA TAFE colleges through our [TAFE International WA \(TIWA\) branch](#) and support the State Government's skilled migration program through our [WA Migration Services branch](#).



Demonstrating the behaviours in [Leadership Expectations](#) will help us to live our values through our everyday actions and interactions.

To learn more about the Department and what we have to offer, visit our [website](#) or follow us on social media.

- [Facebook](#)
- [LinkedIn](#)
- [Instagram](#)
- [X](#)
- [YouTube channel](#)

Benefits of working with us

As a member of our team, you'll have access to a comprehensive range of benefits designed to improve your employee experience and help you thrive at work.

General benefits

- Flexible working arrangements, including part-time work, flexitime and work from home options.
- Generous leave entitlements, including:
 - » four weeks annual leave
 - » three additional public service holidays
 - » paid parental and adoption leave
 - » long service leave after seven years continuous service
 - » the option to purchase additional leave; and
 - » access to reproductive health leave and disability leave.
- Salary packaging options.

Learning and development opportunities

- A comprehensive Professional Development program which includes face-to-face and online learning and development courses and workshops.
- Access to external learning opportunities to support the development of role specific and technical skills, including leadership development programs and conferences.
- Higher duties acting and at-level development opportunities.
- Access to a range of professional development and member benefits through the Department's corporate memberships with the Institute of Public Administration Australia WA (IPAA WA), the Committee for Economic Development Australia (CEDA) and the Diversity Council of Australia (DCA).

Health and wellbeing initiatives

- Employee support including free and confidential counselling services through our Employee Assistance Program (EAP), trained Mental Health Contact Officers, and cancer support programs.
- A comprehensive mental health training program designed to develop mental health literacy, mental fitness and thriving.
- Regular health and wellbeing workshops, seminars and classes.
- Access to corporate health insurance and corporate gym membership discounts, including the Fitness Passport membership program.
- Fitness challenges and fun runs.
- Preventative health initiatives including annual onsite flu vaccinations, health checks, and skin check and optical subsidies.

Diversity and inclusion

- Employee networking groups, including the Aboriginal Employee's Yarning Circle, Young Professionals Program, Disability Inclusion Network and LGBTIQ+ Inclusion Network.
- Opportunity to participate in cultural committees and events, including National Reconciliation Week, NAIDOC week and the Reconciliation Action Plan (RAP) Champions program.
- Cultural and ceremonial leave.



Recruiting diverse talent

As a leader of workforce development for the State, the Department recognises the need to ensure that our own workforce reflects the diversity of the wider community. Our [Workforce Diversification and Inclusion Strategy](#) [↗] outlines our commitment to increasing the representation of people from diverse backgrounds at all levels, and to ensuring all staff experience a sense of belonging at work.

We are an inclusive workplace that embraces diversity and builds towards the vision that all Western Australians can be part of a skilled workforce to meet the State's economic and community needs. We welcome people from diverse backgrounds and lived experiences, including Aboriginal and Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds, youth, women, and people of diverse sexualities and genders

Equal employment opportunity

To meet the targets set out in our *Workforce Diversification and Inclusion Strategy*, the Department may use the measures to achieve equality outlined in the *Western Australian Equal Opportunity Act 1984*.

Section of the EO Act	How we use the measures
<p>Section 50(d): Race Applies when services intended to promote the welfare of people of a particular race can most effectively be provided by a person of the same race.</p>	<p>The Department uses Section 50(d) to fill positions which support Aboriginal inclusion and reconciliation in the VET sector.</p>
<p>Section 51: Race Affords a person of a particular race access to facilities, services or opportunities to meet their special needs in relation to employment.</p>	<p>The Department uses Section 51 to increase workforce representation and provide career opportunities for Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds.</p>
<p>Section 66ZP: Age Affords persons who are of a particular age, access to facilities, services or opportunities to meet their specific needs in relation to employment.</p>	<p>The Department uses Section 66ZP to increase youth employment (those aged 24 years and under) through entry level positions, traineeships and graduate programs.</p>
<p>Section 66R: Impairment Affords persons who have an impairment access to facilities, services or opportunities to meet their needs in relation to employment.</p>	<p>The Department uses Section 66R to increase workforce representation and provide employment and career opportunities for people with disability.</p>
<p>Section 31: Sex Affords people of a particular sex access to facilities, services or opportunities to meet their special needs in relation to employment.</p>	<p>The Department may use Section 31 to increase the representation of women at senior levels.</p>

Where these measures are applied, a clear statement similar to the example below will be included in our job advertisements.

This position is being advertised as a measure to achieve equality under sections 51, 66R and 66ZP of the Equal Opportunity Act 1984. As such, Aboriginal and Torres Strait Islander people, people with disability and young people (24 years of age and under) who meet the selection criteria for this role may be prioritised for appointment.

When there is more than one suitable applicant in a recruitment process, an applicant from a diversity group may be prioritised for appointment. This means the applicant from the diversity group must still meet the selection criteria for the position advertised. This is a public sector employment standard.

For more information about measures intended to achieve equality in employment, visit the [Equal Opportunity Commission](#), the [Public Sector Commission](#), the [Director of Equal Opportunity in Public Employment](#) or the [Equal Opportunity Act 1984](#) website.

Eligibility for employment

To be appointed to a position at the Department, you need to be able to provide evidence of your right to work in Australia. Permanent appointments will require either Australian citizenship or permanent residency status. Fixed term appointments will require a valid working visa for the duration of the contract.

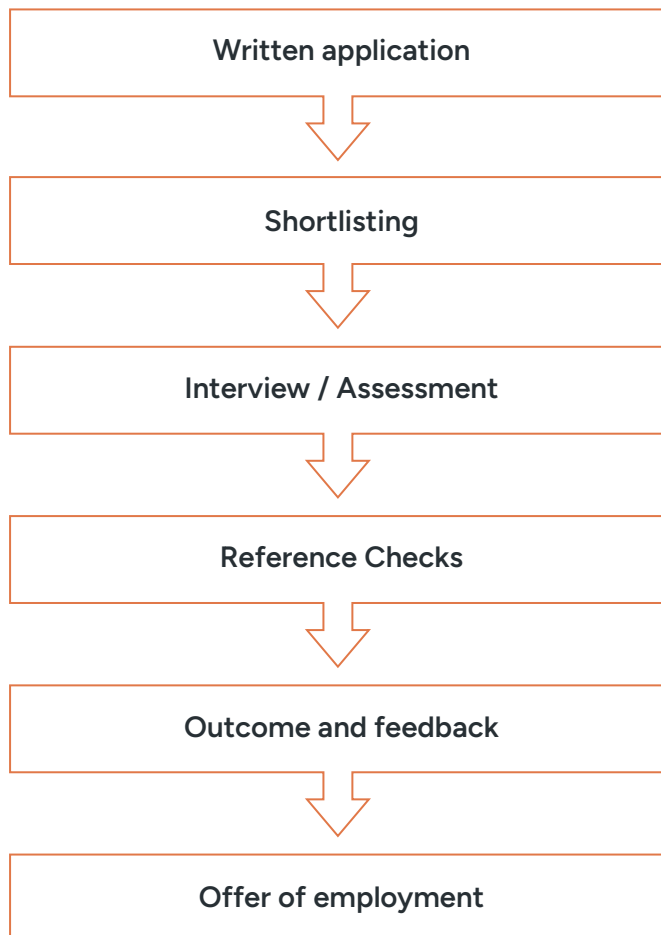
Residency Status	Permanent positions	Contract positions
Australian Citizens and Australian Permanent Residents	Yes	Yes
New Zealand Citizens with unrestricted work rights	Yes	Yes
Temporary Residents with valid Working Visa	No	Yes
Temporary Residents without a valid Working Visa	No	No

The recruitment and selection process

Access or adjustments

The Department is committed to ensuring our recruitment processes are inclusive and accessible for people with disability. If you have any support or access needs that may require adjustments to allow you to fully participate in the selection process, including alternative methods of communication or documents in alternative formats, please contact the Human Resources team via dtwdhr@dtwd.wa.gov.au or (08) 6551 5071.

The Department's recruitment and selection process includes the following steps:



Step 1: Written application

Review the documentation

Before preparing your application, ensure you read the job advert and Job Description Form (JDF) to give you a sense of the role and responsibilities and determine if the job is right for you.

To be successful in the role, you will need to demonstrate to the panel how you meet the selection criteria for the position, outlined in the JDF.

Prepare your written application

Take note of the specific application requirements outlined in the 'How to apply' section of the job advert, as these will be tailored to the specific role.

When writing your resume/curriculum vitae (CV):

- Ensure your contact details are up to date.
- Tailor your CV so that it reflects the requirements of the role you are applying for, highlighting relevant experience, skills and qualifications.
- Start with your most recent relevant work experience (including dates) and include a brief description of your duties and responsibilities for each job.
- Highlight your key achievements for each role.
- Make sure your CV is easy to read with a clear layout.
- Proofread your CV to correct any mistakes or typos prior to submitting.

If the advert asks you to address the selection criteria, consider the following:

- Draw on your previous experiences.
- Provide a description of relevant and/or transferrable skills and abilities.
- Include examples from previous roles which best demonstrate how your skills and abilities are related to the position you are applying for.
- Be clear and concise in your statements and provide evidence to support your claims.

A helpful formula when addressing the selection criteria is the SAO approach (Situation, Action and Outcome).

- **Situation** - provide context to the reader with an understanding of the situation – not necessarily every detail, but more of an introductory statement.
- **Action** – outline what you did and the steps you took.
- **Outcome** – explain the conclusion to the situation as a result of your actions.

Your application should contain the contact details of two referees who are able to comment on your suitability for the position. It is preferred that one of your referees is your current line manager. It is good practice to contact your referees before listing them so you can confirm their availability and willingness to provide comments.

If you have any questions about the position or the application process, you are encouraged to talk to the contact person specified in the advertisement under the 'Want to know more?' section.

The [Jobs and Skills WA website](#) has extensive resources to help you with your application including tips on responding to selection criteria and writing a CV. You can also contact your local [Jobs and Skills Centre](#) for free professional and practical advice.

Lodging your application

Applications must be submitted through the [WA Government Jobs Board](#) via the 'Apply for Job' button.

Before you finalise your application:

- Remember to check the closing date and time of the job you are applying for as **late applications will not be accepted**.
- Ensure you complete the electronic application form.
- Check you have attached all the requested documents (e.g. resume, statement addressing the selection criteria).

After submitting your application, you will receive an email notification confirming your application has been received. Remember: You can edit your application once it has been submitted but only until the closing date and time listed in the job advert. Don't leave it to the last minute!

If you experience difficulties applying online, please contact Human Resources for assistance via dtwdhr@dtwd.wa.gov.au or (08) 6551 5071 as soon as possible.

Step 2: Shortlisting

Once the job advert has closed, the selection panel will assess your application based on the information and documentation you have submitted. The panel will agree on a shortlist of the most competitive applicants and invite them for further assessment.

Step 3: Interview / assessments

The panel may use a variety of assessment methods and tools to determine your suitability for the role.

These may include:

- Structured interview
- Work related task
- Presentation
- Group assessment

You will be advised in advance of the types of assessments that will be required throughout the recruitment process.

Preparing for interview

If you're invited to an interview, we encourage you to:

- Re-read the job advert, JDF and the work-related requirements.
- Consider how you would undertake the duties of the position and how you would resolve any problems.
- Brainstorm some examples of your previous experiences that can demonstrate your skills and experience to meet the requirements of the role.
- Bring in your CV and/or notes to refer to during your interview.

We are committed to ensuring our recruitment processes are inclusive and accessible for people with disability. If you have any support or access needs that may require adjustments to allow you to fully participate in the interview or further assessments, please speak to the panel chair nominated on the advert or contact Human Resources via dtwdhr@dtwd.wa.gov.au or (08) 6551 5071.

At the interview

We recommend you arrive 15 minutes early for your interview. If you are running late, please contact the panel and let them know.

You may be allocated reading time to view the interview questions and make notes, which you can take into the interview.

During your interview, take enough time to answer each interview question clearly and concisely. Even if you have worked with members of the panel previously, you need to respond with enough detail and with examples to demonstrate your suitability for the position.

If you don't understand a question, please don't hesitate to ask for clarification.

You will also have the opportunity to ask the panel questions at the end of your interview.

Step 4: Reference checks

Following an interview or assessment, the panel may contact one or both of your referees to gather further information on your suitability for the position.

If you have any concerns about your referees being contacted, please discuss this with the panel at the interview.


Step 5: Outcome and feedback

The panel will consider all the information gathered throughout the recruitment process to determine which applicant(s) best meets the selection criteria.

All applicants will receive formal notification of the outcome via email, with the successful applicant contacted directly to negotiate commencement details.

All applicants will have the opportunity to seek feedback on their application. We encourage you to contact the nominated feedback person (usually the panel chair) within a few days of receiving notification.

Fair and equitable recruitment


All recruitment and selection processes are undertaken in accordance with the [Commissioner's Instruction 1 – Employment Standard](#)  which outlines the minimum standards of merit, equity and probity that must be met by the Department when filling a vacancy.


This means that as a public sector employer, we must make all efforts to ensure the way we recruit people is fair, reasonable, and thorough and that decisions are clear and can be justified.

If you believe the Department has breached the Employment Standard and you have been adversely affected, you may lodge a formal application for a review of the process. You are encouraged to discuss your concerns with the contact person prior to lodging a formal application for review. You will have four working days to lodge the claim.


Step 6: Offer of employment and pre-employment screening

If successful, you will receive a written offer of employment.

Successful applicants will be requested to provide a [WA National Police Certificate](#)  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.

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

Further information

If you would like to be notified of any upcoming vacancies within the Department, you can register through the [WA Government Jobs Board](#)  to receive job alerts.

Thank you for your interest in working for the Department of Training and Workforce Development. We wish you all the best with your application and future career.