

Indigenous Career trek

An Australian Public Service Commission Program

Career Management

As an Australian Public Service employee, you need to be prepared to manage your own career and work to achieve your personal and professional goals. Individuals need to keep abreast of changes within the Australian Public Service and specifically their own Department and make appropriate adjustments to their skill sets and career directions.

Program overview

This program will cover:

- Identifying career challenges
- The elements of career management
- Effective communication
- Recruitment process
- Job applications
- Interview preparation

Participant benefits

On successful completion of this program, participants will be able to:

- Investigate their career preferences
- Develop career management strategies and skills
- Create a career plan
- Identify appropriate career possibilities and promotion opportunities
- Apply strategies and skills to win positions in the APS

Indigenous Career Trek Workshop dates

Dates	Location	Target Audience
July		
26-27 July 2011	Canberra	APS 1-4
28-29 July 2011	Canberra	APS 5-EL
August		
8-9 August 2011	Dubbo	All levels
15-16 August 2011	Booderee	All levels
18-19 August 2011	Wollongong	All levels
22-23 August 2011	Newcastle	All levels
September		
5-6 September 2011	Brisbane	APS 1-4
7-8 September 2011	Brisbane	APS 5-EL
19-20 September 2011	Alice Springs	All levels
22-23 September 2011	Uluru	All levels
November		
7-8 November 2011	Jabiru	All levels
10-11 November 2011	Darwin	All levels
17-18 November 2011	Thursday Island	All levels
21-22 November 2011	Cairns	All levels
December		
1-2 December 2011	Melbourne	All levels
February		
6-7 February 2012	Canberra	APS 1-4
8-9 February 2012	Canberra	APS 5-EL
20-21 February 2012	Townsville	All levels
23-24 February 2012	Rockhampton	All levels
27-28 February 2012	Shepparton	All levels
March		
5-6 March 2012	Hobart	All levels
8-9 March 2012	Launceston	All levels
19-20 March 2012	Darwin	APS 1-4
21-22 March 2012	Darwin	APS 5-EL
26-27 March 2012	Broome	All levels
May		
14-15 May 2012	Perth	APS 1-4
16-17 May 2012	Perth	APS 5-EL
28-29 May 2012	Adelaide	All levels
June		
4-5 June 2012	Canberra	APS 1-4
6-7 June 2012	Canberra	APS 5-EL
18-19 June 2012	Sydney	APS 1-4
20-21 June 2012	Sydney	APS 5-EL

Duration

Two-day workshop

Fees

Free

Register

Fax the completed registration form on the back of this flyer to 02 6276 7155. For more information please contact 1300 656 009 or go to www.apsc.gov.au/indigenous/careertrek.htm

Terms and conditions

Any travel and accommodation associated with attending a workshop will need to be paid for by the participant's agency.



Australian Government
Australian Public Service Commission

*Whilst the Commission aims to deliver programs at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur.



Please FAX completed form to 02 6276 7155

Program name Indigenous Career Trek—Career Management Workshop

Program date/s _____ **Location** _____

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification Graduate APS 1–2 APS 3–4 APS 5–6 EL 1 EL 2 SES Band 1 SES Band 2 SES Band 3

Title/position _____ Agency _____

Branch/team _____

Postal address _____

Phone _____ Fax _____

Email _____ Agency ABN _____

Do you identify as Aboriginal or Torres Strait Islander?

(This information will assist the Commission to improve learning and development outcomes for Indigenous employees).

Special needs

Please note any special dietary or other requirements _____

Authorised person to complete and sign

I understand the terms and conditions below. Signature _____

Name _____

Phone _____ Date _____

TERMS AND CONDITIONS

Fees and charges: Workshop fees are fully subsidised by the Australian Public Service Commission and participants are not required to pay any workshop fees. All travel and accommodation costs incurred by the participant in order to attend the workshop will remain the responsibility of the participant's agency.

Registration Acceptance: To ensure equity of access to workshops for all APS agencies and to provide participants with the opportunity to expand their networks the Commission reserves the right to confirm final participants for each workshop to reflect participation from a range of agencies.

Cancellations: *Indigenous career trek* is a special initiative of the Australian Public Service Commission. If you are unable to attend your nominated workshop it will not be possible to reschedule you to a later date within your preferred location. Pending availability you may be able to reschedule to a workshop in another location. Any additional travel and accommodation costs associated with rescheduling to another date and location will remain the responsibility of the participants' agency.

Substitutes and refunds: If you are unable to attend your program we would welcome a substitute at the appropriate level.

Identifying information: Your information is collected for the purpose of the Public Service Commissioner's functions under the *Public Service Act 1999*, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. It will be used for course administration, statistical analysis and evaluation of programs. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about other Commission-run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. If you do not wish to have your information used for marketing purposes email apscmailing@apsc.gov.au. For more details see our privacy statement at <http://www.apsc.gov.au>.

Other conditions: Whilst the Commission aims to deliver programs at the locations and on the dates specified in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes.