



Australian Government



AUSTRALIAN  
PUBLIC SERVICE  
ACADEMY

# 2022 Graduate Development Program

Participant guide



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## Contact and acknowledgement information

Enquiries about the APS Graduate Development Program are welcome and should be directed to:  
s 47E

## Production team

This material was developed by the APS Graduate Development Team, APS Academy.

## Version control

Version	Date	Author	Description
1.0	27 Jan 2022	GDP Team	Drafted for 2022 GDP

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## Welcome

Welcome and congratulations on joining the Australian Public Service (APS) in a graduate role.

As part of your agency graduate program, you will be participating in the APS Graduate Development Program (GDP) run by the APS Academy. In 2022, graduates from 13 APS agencies are participating in the program.

The GDP will help you build and strengthen your skills, capabilities and experiences so you can work effectively in and contribute to a high-performing APS.

During the year, you will participate in webinars, peer discussion, on the job and self-directed learning. You will learn from experienced facilitators, graduates in other agencies, your supervisor and colleagues and by sharing your own experiences and knowledge.

Throughout the program your supervisor, your agency graduate coordinator and the GDP Team at the APS Academy will support you in your personal and professional development.

This guide provides you with an overview of the GDP and will answer many of the questions you may have.

Your graduate year will give you unique opportunities to work with colleagues from across the APS, explore what it means to engage stakeholders, and explore creative solutions to issues. Embrace the opportunities that come your way this year.

Please contact the GDP Team at any time if you have questions or need help. You can contact us at [s 47E](#)

On behalf of the APSC GDP Team, welcome to the APS Graduate Development Program, we look forward to working with you in 2021.

[s 47F](#)

Assistant Director, APS GDP

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## The GDP learning program

### Program format

It was originally intended that the 2022 program would kick-off with a live Welcome and Orientation session and then continue with a blended delivery via face-to-face and virtual channels. However, due to the continuing circulation of COVID-19 in our communities, we are unable to host face-to-face learning at this stage so the program will be delivered virtually.

It is hoped that as the year progresses, the GDP Team will be able to coordinate face-to-face activities that take place at the APS Academy. These activities or events would be in addition to the GDP curriculum and offer social learning opportunities. Any future face-to-face activities or events will be delivered and managed in line with current jurisdictional Public Health Orders relating to COVID-19. Should restrictions change, delivery of activities may be rescheduled or updated to be delivered virtually.

Unless a participant has an exemption, the participant must be fully vaccinated for COVID-19 to attend a face-to-face activity or event at the APS Academy. The participant will be required to show proof of vaccination on the day of the activity. If the participant is not vaccinated for COVID-19 the participant must contact the APSC GDP Team via email at [s.47E](mailto:s.47E) to discuss obtaining an exemption.

### Privacy

Your personal information will be used for administration, statistical analysis and evaluation of GDP activities. Your personal information may be disclosed to your home agency for administrative, statistical and monitoring purposes. Your personal information may also be used to distribute information about other APSC-run or sponsored opportunities, and to maintain the APSC's databases. Occasionally mailing lists are made available to entities with related functions.

When taking part in online activities, a virtual method may be used for the delivery of content. It is your responsibility to understand that by participating in the GDP delivered by the APSC, that you are agreeing to the operation and terms of the tools usage.

The APS Academy uses APSLearn and GovTEAMS to collect and store your personal information as well as on internal records systems. As GovTEAMS is a cloud based service, personal information collected via the GovTEAMS platform will be stored in the cloud in Microsoft servers that are physically located in Australia, Singapore and Hong Kong. You can find the GovTEAMS privacy policy here: <https://www.govteams.gov.au/privacy>

### Program overview

The APS GDP is a 10-month program that will support you to develop the unique knowledge, craft, context and practice of the Australian Public Service. Through the program, you will have

- 
- the opportunity to learn and develop technical, professional and personal skills through seminars, guest speakers, discussion groups, workshops, group activities coaching and a work-based major project
  - a safe place to ask questions, test your knowledge, share your experiences and receive feedback and advice
  - a chance to build connections with graduates from other APS agencies and hear from senior leaders and subject matter experts
  - an option for further study at the end of the program

## Areas of learning

The GDP is a curriculum-based program. This means that the program follows a structure with learning objectives and outcomes. The GDP curriculum consists of 3 key areas of learning. These are:

- Working in the APS
- Working in an Agency
- Working in a team

A more detailed diagram of the curriculum is on page 17.

## Working in the APS

This area focuses on the skills necessary to be successful in the APS and has a strong focus on understanding the processes of government, working within legislative frameworks and situational awareness.

## Working in an agency

This area focuses on the skills required for working in the APS and transfers them to an agency context. The skills developed include both technical skills such as writing briefs, research and analysis, and behavioural skills such as judgement and communication.

## Working in a team

Working in a team focuses on the interpersonal skills required to be successful in the APS. This includes dealing with change and understanding how personal communication and behaviours influence relationships.

## Structure

The GDP is a 10-month program starting in February and finishing in early December.

The program includes:

- induction
- professional skill development
- technical skill development
- applied learning

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- support and networking
  - three individual coaching sessions
  - major project team coaching
  - access and participation in the APS GDP Govteams Community
  - learning activities (assessments)
  - completion and graduation

## Induction

The Agency orientation session will introduce you to the program and the APSC GDP Team. You will learn in more detail what you will be doing and how you will participate in the program. There will also be an opportunity for you to ask questions.

At the Welcome and Networking event, you will hear from guest speakers including the APS Commissioner, Deputy Commissioner, Head of APS Academy and Deputy Head of APS Academy. You will also have a chance to meet virtually with graduates from other agencies participating in the program and hear from a GDP alumni about their experience on the program in 2021.

The APS Induction eLearning courses give you the core information needed to start work in the APS. Topics covered include structure of government, structure of the APS, diversity and inclusion, and integrity and values. You will access these modules through APS Learn which is accessible via the [APS Academy](#) website. The APS induction eLearning courses are essential pre-learning to the GDP so please ensure you complete them.

## Professional skills development

Professional skills refer to those required for personal development, awareness of others, building relationships and effective communication. The GDP offers you a framework for understanding these issues and supports your development as a professional APS employee.

Professional skills modules include the following learning components: preparation activities, webinar and individual reflection and learning activity. They cover the following topics.

- Dealing with Change
- Managing Self
- Collaboration and Relationships
- Career development and Progression
- Cultural Awareness

## Technical skills development

Technical skills refer to the unique craft of the APS. To build these skills you will participate in formal learning via webinar and structured self-paced learning activities. You are encouraged to share your prior knowledge and experiences gained on the job with the other graduates. Technical skills development modules cover the following topics:

- Administrative Decision Making and APS Values
- Briefing and Responding to APS Decision Makers
- Scoping and Planning Projects



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- Planning for Stakeholders and Communication
  - Managing Risk and Delivering Outcomes
  - Financial Management
  - Policy Fundamentals – Delivering Great Policy

## Applied learning

### Work-based major project

The work-based major project gives you first-hand experience of the priorities and work of your agency. You will get an opportunity to engage with senior agency staff, key stakeholders and subject matter experts and provide real input into an issue facing your agency or the APS. The major project gives you an opportunity to apply the skills and knowledge you are learning through the professional and technical skills modules.

You will work in a small agency-based team on a topic set by your agency. An agency project sponsor and advisor will support and guide you to complete the project. The GDP Team will also support you.

There are 3 elements to the major project:

- the project plan
- the final report
- the media clip

These learning activities will contribute to your completion of the program.

### Project team coaching

As a project team, you will receive 2 team coaching sessions. These sessions are provided by an accredited GDP coach and will help you work together as a team and support you to deliver the project.

### On the job learning

You are encouraged to share your workshop experiences with your supervisor and actively work with them to identify opportunities for you to implement and practice in your workplace. This will help you place the GDP learnings within your specific agency context.

## Networking and support

### Networking

You will have the opportunity to network amongst your cohort with coordinated coffee roulette sessions and forum noticeboards in APSLearn. There will also be other opportunities to meet with graduates informally throughout the year.

### Coaching

You are offered 3 individual workplace coaching sessions. The first coaching session will take place between April and May. You may take the remaining 2 coaching sessions whenever the need arises and have the option to carry over one coaching session up to 31 December 2023. To complete the GDP you must attend a minimum of 2 coaching sessions.

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## What is coaching?

Coaching is an individual development opportunity. The purpose of coaching is to allow you to explore solutions and actions to meet and resolve challenges in a safe and confidential environment. The coaching process asks you to explore the situation from various points of view and identify a series of actionable steps to lead to a solution or resolution.

Coaching is a very rewarding and useful development tool. We encourage all graduates to use this opportunity to work through any work or GDP challenges that have arisen for them.

Coaching is not counselling. If the coach deems the topic of conversation is more suited to a counselling discussion, they will end the coaching session and refer you to appropriate avenues of support. If the coach deems they have a duty of care requirement, they will discuss the next steps with you.

## Coaching process

Coaching sessions are conducted virtually (eg by phone, MS Teams, face time or Zoom). As we believe choosing your coach should be a personal choice we think you should choose your own coach. Details of the GDP coaches and booking instructions are available in the APS GDP Community on GovTeams.

## Learning activities

These learning activities provide you with feedback on your progress over the year against the GDP curriculum. Assessment is based on an analysis of your participation in each learning activity, the learning activities you submit and your engagement with on the job learning.

The GDP learning activities are

- professional skills infographic
- written brief
- major project plan and presentation
- major project final report and presentation
- major project digital media clip
- two graduate and supervisor discussion sessions
- individual final reflection

Specific instructions for each assessment activity will be available in the APS GDP GovTeams community.

## Requests for extensions

If you are unable to submit the completed learning activity by the due date, you may request an extension. The GDP Team will consider reasonable requests for extension (eg medical issues, significant work commitments, unforeseen circumstances) on a case-by-case basis.

You need to discuss and seek endorsement from your graduate coordinator (all requests) and the project sponsor or advisor (for major project assessment).

All requests for extension must be in writing (via email to [s.47E@aps.edu.au](mailto:s.47E@aps.edu.au)) and include the reason for the extension and supporting evidence.

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The full extension policy and process is available on the APS GDP GovTeams community.

## Completing the program

To successfully complete the GDP you will need to:

- complete the APS Induction eLearning courses
- attend and actively participate in all learning activities
- attend at least 2 personal coaching sessions
- engage positively with peers
- successfully complete the major project
- successfully complete all learning activity requirements
- pass agency probation requirements

At the end of the program, you will attend a **graduation ceremony** and receive the GDP certificate of completion and transcript.

## Articulation

After you successfully complete the GDP, you can use the program to articulate to further study:

- Master of Public Administration and Master of Public Policy at the Australian National University (up to 48 credit points)
- Master of Public Policy at Monash University (up to 48 credit points)
- Reduction of one year for the practical CPA with CPA Australia

Further details are available on the APS GDP GovTeams Community.

## Evaluation

Feedback plays an important role in evaluating the program content, which can lead to ongoing improvement and development of the GDP.

As part of our evaluation strategy, we will ask you to complete variety of evaluation activities. Evaluation feedback is de-identified and your responses **will not** affect your participation in the program.

## Feedback

We welcome your questions and feedback at any time. If you have questions or concerns about the program, your training or learning activities, please contact the GDP Assistant Director, Curriculum and Assessment s 47F.

You can also provide feedback through your agency graduate coordinator. The full feedback and complaints policy is available on APS GDP GovTeams Community.

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## Other graduate activities

Your agency may require you to participate in other agency-specific activities and training during the year. You may also be participating in the APS HR Graduate Development Program or external studies (such as legal practice). You will need to complete these commitments in addition to the GDP. Please talk to your supervisor, Graduate Coordinator, GDP Coach or the GDP Team if you need support in managing your time and commitments.

## Program schedule

There is a full program schedule on pages 21 to 23. It is your responsibility to put these dates/times into your diary. You must also let your workplace supervisor know when you are attending GDP activities.

## APSLearn

The APS Academy has implemented a new Learning Management System (LMS) which can be accessed via the APS Academy website. To reduce email traffic and make things easier for everyone involved, wherever possible, APSLearn will be used to support the 2022 program. Therefore, it is recommended that you log into APSLearn and familiarise yourself with how it works. You will be enrolled in all GDP courses via APSLearn so it will be via this platform that you access course materials and individual webinar links. If you have any problems using the LMS, please contact the GDP Team via [s.47E@aps.gov.au](mailto:s.47E@aps.gov.au)

The APS Induction modules are also accessed through APSLearn. You will receive email instructions on how to create your APSLearn user account. It is your responsibility to do this promptly once you receive this email.

A Technology information session has been included in the GDP schedule and it is recommended that you attend one of these sessions as you will be given a demonstration on how APSLearn and GovTeams work.

## Webinars

You will receive program reminders before each scheduled webinar. These reminders will include the details of the session, start and finish times, and direct you to APSLearn to access any materials and virtual workshop links.

Webinars start promptly at the advertised time. Please make sure you have completed all self-directed learning preparation activities, are on time and ready to participate. If you have not completed the required preparation activities, you may not be able to participate in the session.

## Rescheduling

The GDP Team understands that there may be times you are unable to attend as scheduled. On these occasions you will be able to view a recording of the webinar you missed. This will be available via APSLearn.

If you are running late for a webinar, have technical issues or unable to attend for any reason, please contact the GDP Team as soon as possible.

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The GDP Team keep attendance and participation records. We will notify your Graduate Coordinator of any regular non-attendance. The full attendance policy is included with this document as Attachment A.

### Self-directed learning

You are required to organise some of your own learning activities, for example applied learning activities and coaching sessions. This may be as an individual or as part of a small team.

You are responsible for making your own arrangements for these activities, working cooperatively with your team if required and ensuring you complete the activities in the timeframe required. The GDP Team are available if you have questions or issues with the self-directed learning but will not take responsibility for organising these sessions.

If you are unable to participate in self-directed or self-organised learning, you need to let your graduate colleagues and/or the GDP Team know and make alternative arrangements to complete or contribute to the tasks.

### Coaching

If you are unable to attend a booked coaching schedule, please notify your coach or the GDP Team as soon as possible so you can cancel or reschedule a coaching session. The GDP team will notify the Graduate Coordinator of any regular rescheduling or non-attendance.

### Program materials

All program materials including course instructions, preparation activities, recorded lectures, handouts and assessment instructions will be available via APSLearn or from the APS GDP Community on GovTeams. You are responsible for having the necessary materials at each learning activity.

### Technology

You will use a variety of online tools to participate in the GDP. The main platforms used for the GDP are MS Teams, APSLearn and GovTeams, however you will be advised which tool is required prior to each session.

For self-directed activities, you may choose the technology that works best for you, your agency/s and team. For example, you may use skype, agency video conferencing or choose to meet in person.

### APS GDP GovTeams community

You will receive an email invitation and instructions on how to create your GovTeams profile to your work email address. It is your responsibility to join GovTeams promptly once you receive this email. It is your responsibility to keep your profile active and proactively manage any access or other issues.

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## Reasonable adjustments

We want all graduates to get the most out of their GDP experience. If you need any reasonable adjustments or if there is anything we can do or provide to support your participation in the program, please talk to the GDP Team or your Graduate Coordinator **at any time**.

## Key stakeholders

### Graduates

All graduates undertaking the APS GDP have both rights and responsibilities.

Graduates have a right to:

- be treated fairly and with respect by other graduates and staff
- learn and be assessed in an environment free from discrimination and harassment
- have work assessed as promptly as possible and to receive feedback
- have personal records kept private and made available only to authorised users
- appeal results and access the review process in accordance with APS principles and the APS GDP Complaints Policy.

Graduates have a responsibility to:

- engage and participate fully in the GDP learning program and come to webinars ready to participate and contribute, having completed required preparation and with required course materials.
- submit work that is their own (either individually or as part of a group), is free from plagiarised content and has not been produced by unfair means such as cheating or copying
- submit learning activities by the required due date
- respond promptly to requests for information and seek advice, support or extensions within required timeframes.
- treat other graduates, facilitators, coaches, APSC GDP Team members and other APSC staff with respect and fairness
- conduct themselves in a professional manner at all times in accordance with the APS Values and Code of Conduct.

### Supervisors

Your supervisors play a very important role in supporting you to complete the program. We expect you to talk to your supervisor about what you are learning and ask them to help you practice and apply these skills and knowledge and learn more about how they apply to your agency.

It is important to let your supervisor know when you are attending GDP activities or need to take time away from your day-to-day work to complete self-directed learning or work on your major project.

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## Agency graduate coordinators

The role of the agency Graduate Coordinator is to support and assist you in your graduate year and to liaise regularly with the APSC GDP Team. The agency Graduate Coordinators will

- assist project advisers/sponsors with major project topics
- keep in regular contact with the GDP Team
- support graduates with requests for rescheduling of workshops

## APSC GDP Team

### GDP Assistant Director

The GDP Assistant Director:

- leads the Graduate Development Program, facilitators, coaches and GDP Team
- manages the assessment process
- approves applications for reschedule and extensions
- accommodates the needs of individuals under the principle of reasonable adjustment
- provides regular updates and feedback to Graduate Coordinators
- resolves any complaints and addresses feedback within the GDP

### GDP Administration Team

The GDP Team support and assist graduates with:

- the GDP training schedule
- administering the LMS (but only for the GDP, not for other APS Academy courses)
- reschedule and extension requests
- general GDP questions or issues

### Webinar facilitators, coaches and assessors

Workshop facilitators, coaches and assessors are qualified and experienced APS Academy staff members, APS subject matter experts or experienced external providers. They

- facilitate GDP webinars or provide individual or team coaching sessions
- accommodate the needs of individuals under the principle of reasonable adjustment
- apply principles of assessment and rules of evidence when conducting assessments

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## APSC GDP Team contact details

Name/position	Contact details	When to contact
GDP Team – general	s 47E	All general GDP enquiries Requests to reschedule attendance at facilitated sessions Requests for extensions Problems accessing or attending GDP activities
s 47F, GDP Manager	s 47F	As above
s 47F, GDP Manager	s 47F	
s 47F Assistant Director, GDP	s 47F	Complex training or support issues

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## The APS GDP curriculum

This diagram outlines the 3 areas of the APS GDP curriculum and the skills and knowledge you will be learning throughout the year. It shows how the program helps you develop against the APS work level standards.

Working in the APS						
Capabilities						
What needs to be developed	Leadership and accountability	Job Context and Environment	Stakeholder management	Independence and Decision-making	Management, Diversity and Span	Role specific functional skills
<b>1. Insight</b>						
i. Understanding Government and Parliamentary process	✓	✓		✓	✓	
ii. Situational awareness	✓	✓				
iii. Delivering government priorities	✓	✓				
Working in an Agency						
Capabilities						
What needs to be developed	Leadership and accountability	Job Context and Environment	Stakeholder management	Independence and Decision-making	Management, Diversity and Span	Role specific functional skills
<b>2. Skills</b>						
i. Writing Briefs	✓	✓		✓	✓	✓
ii. Demonstrating role of public servant	✓			✓	✓	✓
iii. Values based decision making	✓	✓		✓	✓	✓
<b>3. Judgement</b>						
i. Internal agency *political nous	✓	✓	✓	✓	✓	✓
ii. External *political nous	✓	✓	✓	✓	✓	✓
iii. Understanding impact of decisions	✓	✓	✓	✓	✓	✓
<b>4. Communication</b>						
i. Communicating with a range of audiences	✓	✓	✓			✓
ii. Understanding stakeholders						
iii. Representing your agency	✓	✓	✓		✓	✓
iv. Presentation skills	✓	✓	✓		✓	✓
Working in a Team						
Capabilities						
What needs to be developed	Leadership and accountability	Job Context and Environment	Stakeholder management	Independence and Decision-making	Management, Diversity and Span	Role specific functional skills
<b>5. Working in a team:</b>						
i. Harnessing the strengths of others	✓	✓		✓	✓	
ii. Working in a team during change	✓	✓			✓	
iii. Performance management	✓	✓		✓	✓	
iv. Setting team priorities	✓	✓		✓	✓	
v. Coaching others	✓				✓	
vi. Working with Diversity	✓	✓			✓	
<b>6. Organising Self and Others:</b>						
v. Planning and Structuring work	✓		✓		✓	✓
vi. Working with different behavioural styles and motivations	✓		✓		✓	✓
vii. Negotiating	✓		✓		✓	✓
<b>7. Self-Awareness:</b>						
i. Understanding self and how others view you	✓	✓	✓	✓	✓	✓
ii. Understanding strengths and development areas	✓	✓	✓	✓	✓	✓
iii. Dealing with disappointment	✓		✓	✓	✓	

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## Participating agencies

There are 13 agencies participating in the 2022 Program. They are:

- Australian Communications and Media Authority
- Australian Electoral Commission
- Australian Public Service Commission
- Clean Energy Regulator
- Comcare
- Department of Agriculture, Water and the Environment
- Department of Defence
- Department of Finance
- Department of Parliamentary Services
- Department of Veterans' Affairs
- National Disability Insurance Agency
- National Health Funding Body
- Safe Work Australia

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## APS GDP attendance policy

This policy applies to all APS GDP elements encompassing both the technical skills development courses and professional skills development courses.

### Expectations of attendance

Graduates are expected to attend APS GDP webinars as scheduled. Graduates are responsible for ensuring these dates are in their diaries and wherever possible arranging other commitments around these dates.

The GDP Team will record attendance and participation. We will notify Agency Graduate Coordinators of any regular re-scheduling or non-attendance at courses and discussion groups.

If a graduate fails to attend scheduled activities, they may not meet requirements to complete the program.

### Expectations of participation

Graduates are expected to read and/or watch all preparation materials and complete the applied activities for each course and discussion group. Graduates are also expected to bring their insights and learning from their preparation to participate in the online workshop or discussion group.

Graduates must log into all webinars from their own device (either work or personal). These sessions will be interactive online sessions requiring camera and microphone settings enabled throughout the session. Graduates must attend for the full duration of each session.

If a graduate has personal or technical problems that mean they cannot fully participate, they need to inform the GDP Team or the facilitator as soon as possible.

### Ability to reschedule

The GDP Team understands that there may be times when graduates are unable to attend their scheduled activities and can accommodate reasonable requests to reschedule. Reschedule requests will be considered on a case-by-case basis in the following circumstances:

- a) Medical reasons
- b) Significant work commitments
- c) Other exceptional circumstances or unavoidable life events

Applications for reschedule will generally not be considered for reasons such as:

- social commitments
- poor time management
- lack of interest
- general leave or flex time

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## Reschedule process

All requests must be made via email to S 47E. The GDP Team need to receive the requests at least two working days prior to the scheduled session.

- 1) Before requesting a reschedule, a graduate must discuss their reschedule needs and options with their supervisor and gain agreement for the reschedule.
- 2) The graduate must then email the GDP Team (copied in to their supervisor and coordinator) with their reschedule request. This email should contain the following information:
  - Graduates name
  - Name of the activity the graduate needs to reschedule, e.g. coaching session
  - Date the graduate is scheduled to attend
  - Date the graduate would like to attend or note that no suitable dates are available
  - The reason for the reschedule and any supporting evidence
  - Confirm they have had a discussion with their supervisor and a reschedule is the best option.
- 3) The GDP Team will review and then approve or reject the request.

**Approved requests:** the graduate will be rescheduled. The GDP Team will email the graduate and cc the agency coordinator advising of the reschedule within two working days of receipt.

**Unapproved requests:** the GDP Team will contact the graduate to discuss options for attendance. The GDP Team will email the graduate and cc the agency coordinator confirming the agreed option.

## Availability of places in workshops or discussion groups

If the reschedule dates are unavailable, the GDP Team will contact the graduate and/or the Graduate Coordinator to discuss options.

## 2022 GDP schedule

At own pace/direction	Technical skill module	Professional skill module	Major project
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Activity	Format	Date Monday	Date Tuesday	Date Wednesday	Date Thursday	Date Friday
Cohort Welcome and Networking event	Virtual event – MS Teams		1 March 0930 to 1130			
Technology session	Webinar			2 March 0930 to 1100	3 March 0930 to 1100	
APS induction	At own pace from 3 March 2022 (eLearning)					
Supervisor information session	Virtual event – MS teams		8 March 0930 to 1030	9 March 0930 to 1030		
Dealing with Change	Webinar (recording available if missed)		15 March 0930 to 1130			
Administrative Decision Making and APS Values	Webinar (recording available if missed)		19 April 0930 to 1100			
Coaching session	Graduate to schedule – to be held between 29 April and 30 May					
Briefing and Responding to Decision Makers	Webinar (recording available if missed)		10 May 0930 to 1130			
Leading self	Webinar (recording available if missed)		24 May 0930 to 1100			
Major Project info session	Virtual information session				2 June 0930 to 1030	

Activity	Format	Date Monday	Date Tuesday	Date Wednesday	Date Thursday	Date Friday
Module 1: scoping and Planning Projects	Module materials available from 3 June					
Module 2: Managing Risk and Delivering Outcomes	Module materials available from 14 June					
Module 3: Planning for Stakeholder Engagement and Communication	Module materials available from 20 June					
Module 4: Project team coaching	Grads to coordinate – to be held between 28 June and 18 July					
Major project – team presentations to SES			5 July Timing TBC			
Learning activity: submission of major project plan	Due by COB 11 July					
Progressing Your APS Career	Webinar (recording available if missed)		19 July 0930 to 1230			
Learning activity: supervisor and graduate skills development meeting	Supervisor meeting to be held between 19 July and 1 August (meeting summary report to be submitted on completion of activity)					
Coaching session	To be held from 1 August onwards (virtual session)					
Teamwork and Communication	Webinar (recording available if missed)		2 August 0930 to 1130			
Supervisor Session	Virtual Event - MS Teams		10 August 9.30 – 10.30	11 August 9.30 -10.30		
Policy fundamentals	Webinar (recording available if missed)		23 August 0930 to 1130			

Activity	Format	Date Monday	Date Tuesday	Date Wednesday	Date Thursday	Date Friday
Coaching – major project	To be held from 28 August onwards (virtual session)					
Learning activity: submission of infographic	12 September - due by COB					
Financial Management	Webinar (recording available if missed)		13 Sept 0930 to 1130			
Team presentation of major project report to agency SES	Arranged by agency graduate coordinators					
Cultural Awareness	Will be held between 24 October 2022 and 28 October 2022 Activity and timings TBC					
Coaching session	Graduate to coordinate – from 1 Nov onwards (virtual session)					
Learning activity: Graduate and Supervisor skills development meeting – end of program	Prior to 4 November					
Learning activity: submission of major project final report	7 November - due by COB					
Learning activity: submission of final reflections	14 November - due by COB					
Graduation					8 December 0930-1100	

Note: In addition to the scheduled learning activities, coffee roulette will be scheduled to take place once every 2 weeks to encourage networking and social learning.