

From: People
Subject: APSC Welcome email [SEC=OFFICIAL]
Attachments: Guide - WHS - Ergonomic fact sheet.pdf; 2022 GDP participant guide.pdf; 2022 GDP Coaching Contract.pdf

OFFICIAL

Good morning all

Welcome to the Australian Public Service Commission, we hope your transition into the department has been smooth and you're looking forward to being part of the 2022 Graduate Program!

To familiarise yourself with the APS and work of the Commission, there are some online induction sessions for you to complete via our learning platform APSLearn. When completing these modules, please use the chrome browser.

Please register and complete the following essential training modules in APSLearn at your earliest convenience.

- APSC Induction - self-paced online learning program
- Fraud Awareness
- Security Awareness
- Disability Awareness
- Workplace Health and Safety
- Cultural Awareness

The essential training modules is available for our new employees to complete within their first two weeks of employment. This program will help to provide you with the foundations for a successful induction into the Commission.

Virtual Induction

Your APSC specific induction will take place today where you will be welcomed by the APSC Executives at 1pm. **Please log into this meeting at 12:45pm** to ensure there is time to resolve any technical difficulties. This session will inform you of our structure and workforce and provide additional information on the Commission and what support is available for you, APSC's COVID response and more.

Useful Resources

Take some time to review the [Enterprise Agreement](#) – this sets out the terms and conditions of our employment, in addition to this, the recently endorsed [Non-SES Section 24\(1\) Determination](#) provides further information on the APSC current classification salaries.

Another useful tool that can be used to get to know the different business groups is the ASPC Organisational Chart.

To support you working from home safely, we have attached an Ergonomic fact sheet which provides some guidance on how to set up your work station properly at home.

Program Guide

Attached is the 2022 GDP Participant guide and the 2022 GDP Coaching Contract. The Participant Guide contains key information on what working in the APS is like in general, the expectations around your participation in the program, key dates, and program contacts. As part of this Program, coaching is a support mechanism that is

available for graduates to utilise as part of your individual development. We encourage you to have a read, complete the form and return to the GDP team at your earliest convenience.

HUB

HUB is the system used to manage most pay and condition related information and requests, including:

- record hours of work on flex sheet
- payslips and payment summaries
- update personal details such as address, phone number and emergency contact
- update diversity information and bank details
- submit leave applications
- view leave entitlements and leave history
- submit for temporary performance requests, including a temporary movement at level or higher duties

Please note that your HUB Portal access may take up to a week – if you have not gained your access after this time, please contact the people team at s.47E@apsc.gov.au

We are here to support you, if you have any questions please feel free to get in contact with us.

Kind Regards

The People Team

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