

NSW GOVERNMENT: JOB APPLICATION SKILLS

Course ID: 18-7-15



FIRSTLY

THANK YOU

FOR TAKING THE TIME

Thank you for taking the time to look closer at this **SANAS** professional development training program.

Please email us if you have any questions, we really do answer the messages that come through our contact form and we return calls.

The NSW Government has a unique framework for selecting employment candidates; the NSW Public Sector Capability Framework.

This course shows you, step-by-step, how to present your experience and claims against the selection criteria using the NSW Public Sector Capability Framework.

KIMMAREE THOMPSON

Founding Director

training program

overview

This Training Program is offered to the public as two, half-day workshops with the training delivered live in a workshop environment.

The program can be delivered in your workplace as well as the public group workplace offerings. The course is also available online and in-person as individual coaching sessions.

A detailed workbook and manual is provided to all participants either as a printable PDF for self-printing or printed and bound paper workbook.

Individuals may prefer to type examples, rather than write them by hand, participants are welcome to bring a laptop if typing is their preference. That said, participants do **not** need a laptop computer to participate in this course – there will be no wifi access offered during live training.

The workbook/manual will include templates and examples for participants to use in preparing their NSW Government Job Application.

All **SANAS** training facilitators have extensive NSW Government public sector experience including experience as a recruiter, human resources consultant. Most facilitators have project managed major NSW Government Department restructures including job spill project management and bulk recruitment.

A link to major NSW Public Sector Assignments completed by the training facilitator will be provided when individual workshops are posted.



Learning Outcomes

1 – Understanding The NSW Public Sector Capability Framework

How to read each component of the Framework, what each section of the Framework means. How to read the Position Description with reference to the NSW Public Sector Capability Framework.

2 – Understanding the Position Description

How to read the Position Description with reference to the NSW Public Sector Capability Framework.

3 – Presenting your curriculum vitae or resume

Good practice formatting for your curriculum vitae or resume, you often only have three-pages maximum to demonstrate your claims against the selection criteria, how you present your work experience must be part of demonstrating your claim – you cannot afford to waste a sentence of your application space.

4 – The NSW Government Merit Selection Process

How the NSW Government recruitment process works: timeframes; what to expect at each stage of the process; what is the selection panel looking for at each stage. What questions to ask at each stage of the process. How behavioural interviewing and merit selection principles guide each phase of the recruitment and selection process.



Learning Outcomes

5 - Writing Your NSW Government Job Application

How to address the selection criteria, often in less than 3-pages, to demonstrate your claims against the selection criteria; using the STAR methodology and the Capability Framework. Includes activity for writing your own work experience examples to meet a selection criteria. Bring your own draft Selection Criteria or use one of our samples from real jobs advertised.

6 - Submitting Your Application

Covering Letters; how to use the NSW Government Jobs Software; deadlines and extensions; Referees and possible pre-interview testing processes. Includes drafting examples of your work experience using the STAR methodology. For those who currently work in the NSW Government as Contractors or Full Time employees, we will also include a brief session on Expressions of Interest and Acting Opportunities.

7 - Interviews

How to answers questions at interview, using the STAR methodology and incorporating the NSW Public Sector Capability Framework references. What type of questions you may be asked. Includes Interview Practice Sessions.

8 - Post Interview Process

Preparing your Referees for the Referee Check Process; Working With Children and Criminal Record Check processes - what to do if your past history poses some challenges for you. Timeframes and follow-up options.

just a bit more ...

Who will benefit from this training

- Graduates and experienced professionals applying for employment with the NSW Government.
- Private sector employees looking to transition into a NSW Government role.
- Existing NSW Government contractors seeking to apply for permanent roles with the NSW Public Sector.
- Existing NSW Government employees who have not applied for a new position for a number of years.
- Existing NSW Government employees who are facing a restructure of their department or branch.
- Existing NSW Government employees who are seeking a promotion and are required to submit expressions of interest or application using the Capability Framework format.

Additional Support

Participants will be offered a range of additional support materials including resume templates, personal coaching to write their job application or expression of interest and online group support through a class forum.

Certificate

Participants will receive a Paper and PDF Certificate of Completion if they complete the activities and participate in this course at a live workshop. Online coaching will include only a PDF Certificate.

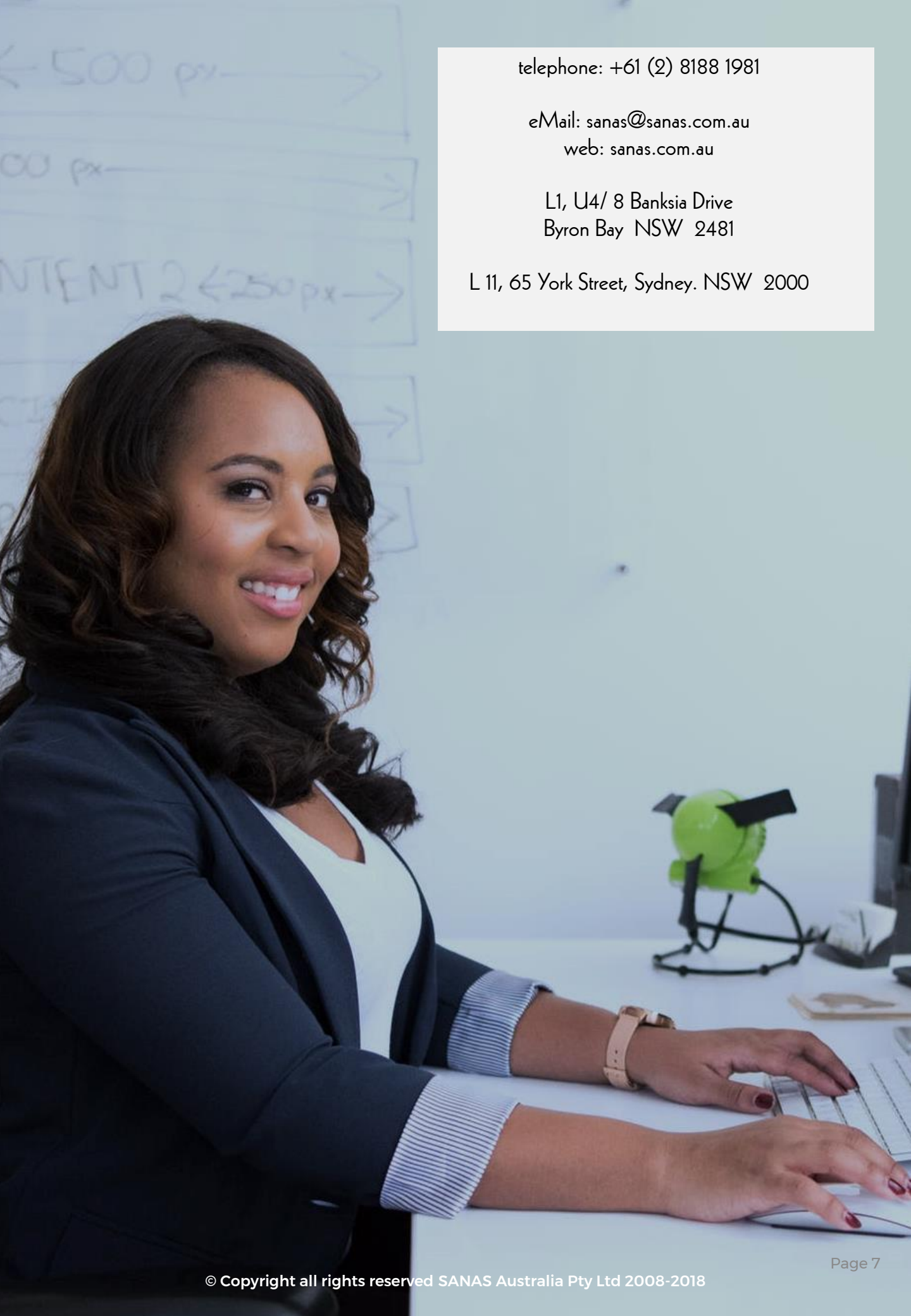
Have questions?

SANAS reception

+61 (2) 8188 1981

or email

sanas@sanas.com.au



telephone: +61 (2) 8188 1981

eMail: sanas@sanas.com.au

web: sanas.com.au

L1, U4/ 8 Banksia Drive
Byron Bay NSW 2481

L 11, 65 York Street, Sydney. NSW 2000