



GAP YEAR PROGRAM

Frequently Asked Questions

What is the Gap Year Program?

The Department of Planning, Lands and Heritage (the Department) is committed to investing in young people's development and supporting their entry into the workforce. As a result, the Department is proud to offer its first ever Gap Year Program (the Program).

The Gap Year Program is a new innovative career pathway for high school leavers who have completed the Western Australian Certificate of Education (WACE) to enter the workforce. Through this 12-month program, successful applicants will receive professional development opportunities, work experience and coaching. Participants will also be fully supported to complete a recognised Certificate through a Registered Training Organisation (RTO), such as TAFE, while undertaking paid work in the public sector.

If I am not sure what I want to do after high school, should I apply?

Yes, why not? The Department will work with participants to find a role that suits their area of interest, their skills and support their development. Participants will learn skills and knowledge that are transferrable to any career by working with experts in various fields.

Am I eligible to apply?

The Program is open to high school leavers who are on track to achieve their WACE or those who obtained it in 2022. No prior experience or qualifications are necessary.

That's right, none at all!

We want people who are curious and are eager to learn about us and themselves.

What kind of work will I do or contribute to?

You will be working in a range of different areas including IT, Finance, Human Resource, risk management and communications as well as supporting various functions of the Department including land use planning and management, policy development, crown land management, conservation of built and cultural heritage and Aboriginal affairs.

Mentors will work with participants to where possible, align with an area of interest. Some examples include:

- Assisting in administrative and project support roles across various divisions.
- Accompanying inspectors/auditors/field officers on-site to aid in fulfilling workplace health and safety requirements and learn on the job.
- Undertaking research and drafting written correspondence/reports.
- Performing customer service duties including, general and routine application processing.

Who will I be working with?

You will be assigned a mentor who will guide and support you in entering working life. In addition, our Activity Based Working environment means you will be in contact with a broad range of passionate and professional people that make up the Department – no two days will be the same!

Where will I be based?

While the Department's head office is located at 140 William Street in the Perth CBD, we have a strong regional presence with offices throughout Western Australia for you to work from.

During the application process, you will be given the option to select your preferred working location.

Our preference is to offer job opportunities to candidates living in regional and remote areas of WA.

What if I do not want to complete a certificate through an RTO?

Completing a Certificate through an RTO is an important part of the Gap Year experience. It will assist you in launching your future career aspirations and meet the entry requirement for a Certificate IV or University bridging course. However if this is not something you want to do, we encourage you to contact the Youth Program Coordinator via email at gapyear@dplh.wa.gov.au to discuss.

How many positions are being made available?

Four positions are available in 2024. In support of the Department's commitment to building an inclusive workforce, wherever possible, one position will be dedicated to an applicant who identifies as an Aboriginal and/or Torres Strait Islander person, and another for a person with a disability.

Can I apply if I am not from the Perth metropolitan area?

Absolutely! You are who we are looking for! We have offices around the state and strongly encourages applications from people living in regional and remote areas. You will be provided with the opportunity to work on country, and if you are successful, you may be able to remain living on country too.

What are my pay and leave entitlements?

Your pay and leave entitlements will be paid in line with the *Public Sector CSA Agreement 2022* and you will receive:

- a Level 2 starting salary of \$70,432;
- four weeks of annual leave;
- paid personal leave including sick and carers leave; and
- employer superannuation payments.

If you are applying to work in an eligible regional location, you may also be entitled to receive a district allowance. Ideally you will be able to live in your home town and undertake interesting paid work with us.

What happens at the end of the 12 months?

The Program will provide you with paid work experience during your gap year. At the end of the 12 months, you will have a better understanding of the Department's functions and the public sector. You will have the opportunity to discuss with your mentor what options are available to towards the end of the 12 month period.

What if I have a learning and/or physical disability?

The Department provides an inclusive environment that can be tailored to suit your individual needs. We have a position dedicated for someone with a disability and we strongly encourage you to apply. Please contact the Department's HR team on (08) 6551 8002, or by emailing the Gap Year Program for more information on what support can be made available.

If you need any adjustments as we progress through the selection process, please let us know.

How do I apply?

Applications will open in August 2023 and will be advertised on the [JobsWA website](#).

Where can I find out more?

If you have questions about the program or application process, please email gapyear@dplh.wa.gov.au.

For additional and up-to-date information on the program, visit the [Department's website](#).