Attachment 1 - Recruitment Program Specification Template

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| **Name of Program** | What is the full title of program? This should be the title that will be used for endorsement, advertising and administration. Also provide any applicable acronyms. |
| **Program Objectives** | Detail what the purpose of the Program is. A brief overview of the Program’s components including training, placements and or work location/s should be included and highlight the benefit to the Agency. |
| **Program Eligibility** | Detail the specific target group for this program. Include any prerequisite requirements for potential applicants. |
| **Authority** | Provide the name and contact details for the person responsible for overseeing the Program’s implementation, delivery and evaluation. |
| **Program Design** | How many participants are recruited to each Program intake?  How frequently will the program be held? |
| **Program Duration** | Indicate the length of the Program (including placements if applicable). |
| **Program Location** | Detail where the program is to be delivered. e.g. State-wide or specific geographic location. |
| **Advertising** | Detail what advertising will be undertaken for the Program and for program vacancies. |
| **Application Requirements** | What is the application process?  e.g. written application, referees nominated, expression of interest. |
| **Essential Requirements** | As per Clause 16 of *Employment Direction No. 1*, “*Where a Head of Agency wishes to specify essential requirements other than those specified in an Award, Industrial Agreement, Legislation or Employment Direction, the Head of Agency shall first obtain the approval of the Head of the State Service [Section 15(1) of the Act].*”  Details of Essential Requirements and their approval from the Head of the State Service should be detailed and need to be identified and approved specific to the Program.  For example, these requirements **may** include:   1. Physical fitness, medical suitability, psychological characteristics 2. A current drivers licence, or 3. Pre-employment checks (Employment Direction No. 7) including;    1. Conviction checks    2. Identification checks   Requirements deemed essential must be appropriate to the recruitment program. |
| **Recruitment/selection** | What selection format will be used? e.g. interview, task or activity demonstration, referee reports etc. |
| **Appointment Status** | Detail the appropriate appointment status:   * **Permanent** – where it is proposed that recruits are to be appointed permanently on commencement, subject to a specified probationary period.   Or   * **Fixed-term** (indicate period of appointment)   + Indicate if it is proposed that upon successful completion, the participant will then be recommended for change in employment status in accordance with Section 12 of *Employment Direction No. 1.* |
| **Employment Conditions** | Detail the applicable Award, including classification, band and level at the time of appointment and following program completion. |
| **Completion Criteria** | Detail the criteria for a participant to successfully complete the Program, e.g. qualification attainment, practical work experience. |
| **Links to other programs**  **(if applicable)** | Detail any links or progression to other training and development activities. |
| **Approval period** | Define the period for which the Program approval is being sought. Re-approvals may be sought for Programs following program review and evaluation. The standard period is three years unless otherwise determined. |
| **Additional Information/evidence to support application for approval** | Provide any additional material that supports your application, this may include:   * Agency approval documentation; * Statements of Duties; * Proposed training plans; and/or * Program policy documents. |

Queries are to be directed to the State Service Management Office by phone 6232 7104 or email to [ssmo@dpac.tas.gov.au](mailto:ssmo@dpac.tas.gov.au).