

New Starters Program

FACT SHEET

Intent of the New Starters Program

The New Starters Program is a corporate induction program applicable to all new APS Defence employees. The program has been developed to accelerate the integration of new starters into the Department and assist them to become productive in the shortest possible time. The New Starters Program focuses on bringing to life parts of the APS Career & Talent Management System by equipping new starters with relevant information, resources and training that will help them:

- Learn about and understand the Department
- Prepare them for their first day and weeks so they can adapt to the Defence working environment as soon as possible
- Understand the purpose of their mandatory training
- Understand and contribute to the Department's Mission, Goals and Values
- Develop a sense of belonging and long term commitment to the Department.

The intent is to provide all new Defence APS employees an understanding of what Defence is, what the organisation expects of its employees and the career development opportunities that Defence can provide for their future employment with the Department.

The aim is to deliver the key People in Defence messages; provide a consistent approach to inducting new employees; remove duplication of effort across Groups; and ensure the needs of the Department and new employees are met.

Program Delivery Method

The New Starters Program will be delivered through a blended learning mode including face-to-face delivery; online learning; and on the job application. Given this mixed method training style, Program participants should expect to dedicate approximately 3 days over their first 6 months to complete the full Program. Local induction practices are an important part of successfully 'on boarding' the new starter and is a critical element of effective participant learning.

Program Curriculum

The New Starters Program consists of three complementary stages. Each stage is designed to cover important knowledge and workplace behaviours required of new starters in Defence. The Program comprises:

Stage One: New Starters Pre-commencement Information and Supervisor Toolkit;

Stage Two: Understanding the Defence Work Environment: Workplace Induction (using the Supervisor Toolkit); Group Induction or Orientation; and '**Understanding Defence**' face-to-face course; and

Stage Three: Understanding Defence Employment Conditions and Responsibilities: covering the existing PFADS Awareness course and all DECA mandated awareness programs.

The New Starter Program will be launched on 5 September, from this date new starters will be able to self nominate for the 'Understanding Defence**' course using Campus. Course availability will occur from October.**

Further Information

For further information on the New Starters Program contact: CTM@defence.gov.au