

Training news

Pathways program

Organisational Learning and Development (OLD) and Pathways have welcomed 50 new participants into the Pathways program. Participants from around the state will be undertaking either Certificate III or IV in Conservation and Land Management.

To allow greater flexibility for participants who are involved in fire duties, this year's intake will follow an 18 month training period. In the past the program has been delivered over a 12 month period.

The first block-training sessions were held in Mundaring, Manjimup and Broome in May and covered:

- an induction and overview of the Pathways program
- an overview of OLD services
- DEC Safe and
- a writing skills workshop.

The new unit selection and block training structure for the two qualifications has been implemented based on the feedback given to OLD and Pathways from previous Pathways' participants.

All participants are assigned an OLD Workplace Assessor who will visit them at their workplace every 6-8 weeks. During these visits the Workplace Assessor will:

- observe them undertaking specific job tasks
- provide support and coaching and
- assess their skills.

OLD and Pathways wish all the participants every success over the next 18 months.



Pathways participants at the Mundaring and Manjimup block training sessions

Aboriginal selection panel members

DEC is committed to increasing the representation of Aboriginal people at all levels across the department by creating a culturally competent and rewarding work environment, so the agency becomes an employer of choice and a great place to work.

Corporate Executive has endorsed DEC's Aboriginal Employment Strategy (AES) 2011-2014.

The AES has four strategic areas:

1. Employment targets
2. Recruitment and selection
3. Learning and development
4. Retention

Implementing culturally appropriate recruitment and selection protocols is central to attracting, supporting and retaining Aboriginal people.

Developing procedures and training for staff participating in selection and recruitment panels for Aboriginal staff is an action in the Recruitment and selection area.

The practice of having Aboriginal staff as members of selection panels is an important element of the strategy. The provision of selection panel training for Aboriginal employees ensures that a pool of experienced and skilled Aboriginal panel members is available.

A Selection Panel training session that targeted Aboriginal staff was held in May 2012. Fernette Eakin from Organisational Learning and Development (OLD) provided the training and Recruitment Coordinator, Sue Oakman provided public sector recruitment expertise. Nine Aboriginal staff participated in the training.

DEC now has 13 Aboriginal staff that are skilled in the fundamentals of the recruitment and staff selection process within DEC and the public service. They represent a range of occupational groups, gender, employment levels, divisions and cultural groups.

A recommendation from the workshop is to develop a set of appropriate questions to be used when interviewing Aboriginal applicants. This is recommendation will be discussed in June with input from Aboriginal staff and People Services.

Managers, who are convening a selection panel where there will be Aboriginal applicants, may now contact Sue Oakman 9219 8363 sue.oakman@dec.wa.gov.au to request a trained Aboriginal panel member from within DEC.

At present these staff are based close to Perth, however with the Candidate Management System (CMS), all panel members have simultaneous, on line access and can utilise phone conferencing.

For any other support or information in order to conduct a culturally appropriate interview and assessment process, please contact sue.oakman@dec.wa.gov.au

2012 Perth Big Meet Career Expo

DEC participated in Australia's biggest career expo for undergraduates and graduates at the Perth Exhibition and Convention Centre on Friday 30 March 2012.

The Perth Big Meet Career Expo provides employers with a great opportunity to promote their organisation to students from a range of universities. This year 115 organisations from various sectors (including: government, mining, defence and education) took part in the event which was attended by 2 907 students.

DEC was represented by staff members: Louise McCall, Paul Tholen, Bok Ho, Matt Swan, Ross Van Amsterdam, Joanna Waugh and Luke Bouwman. The staff shared their knowledge and experiences whilst promoting recruitment initiatives such as the Graduate Development Program. Paul Tholen noted, "I enjoyed my discussions with so many fresh young minds and appreciated the invite."

The day was a great success with many students from a range of disciplines (for example: science, business, law and architecture) visiting the DEC stand. The students spent time talking with DEC staff and collecting DEC promotional material such as: *Landscape* magazines, Graduate Development Program brochures, Keep Australia Beautiful bags, and kangaroo paw and everlasting seeds.

Career expo coordinator Kathryn Smith said participating in career expos would not be possible without DEC staff volunteering their time and sharing their enthusiasm and experiences with the students; they make the event.

DEC participates at this event annually, if you are interested in volunteering your time to promote the department at the 2013 Career Expo you can register your interest with Kathryn Smith on 9219 8779 or Kathryn.smith@dec.wa.gov.au



DEC staff members Paul Tholen and Matt Swan talking with students at The Big Meet

Updates

People Services Section - staff movements

Tanya Babaeff - Manager Workforce Services Section - left the department

Brad Colton - Acting Manager Workforce Services Section

Joana Soares - Senior Consultant Payroll & HR Systems

Michelle Jess and Natalie Clayforth - Systems Analyst position (job share)

Angela Knezevic-Schell Manager RTO - left the department

Amanda Nabi - Acting Manager RTO

Louise McCall - Acting Training Quality Coordinator

Catherine Vann – Manager of Corporate Communications (Seconded/HDA to SDCA until 26 July 2012)

Kapil Nathoo – Policy and Diversity Coordinator (HDA)

Catherine Jack – Project Officer (HDA)

Eva Farm – Recruitment Support Officer (HDA)

Michelle Anderson – Workforce Services Officer (contract)