

From: Graduate and Entry-Level Programs Section ^{s 47E(d)}@dfat.gov.au>
Sent on: Monday, October 31, 2022 4:51:23 AM
To: DM AllGraduates2022^{s 47E(d)} @dfat.gov.au>; DM All Graduates 2021^{s 47E(d)} @dfat.gov.au>
CC: Katrina Jocumsen<Katrina.Jocumsen@dfat.gov.au>; Lisa Arnold<Lisa.Arnold@dfat.gov.au>; ^{s 22(1)(a)(ii)} @dfat.gov.au>
Subject: Read Out from Consultation Meeting and Updated Q&As [SEC=UNOFFICIAL]
Attachments: Updated Themed responses to Graduate Questions.docx (28.33 KB)
Follow up: Follow up
Start date: Thursday, April 6, 2023 12:00:00 AM
Due date: Thursday, April 6, 2023 12:00:00 AM

Dear Graduates,

Please see below a 'read-out' of last week's consultation meeting. Also attached is clarification to the Q&As as requested.

Read Out from Consultation Meeting 27 October.

A further consultation session was held with 2021 and 2022 graduates on 27 October 2022, regarding changes made to the 2023 program. As not all graduates attended the meeting, we are sending an email to ensure all graduates receive the information that was provided at the meeting.

Firstly, thank you for providing analysis of the graduate survey that was undertaken. We have appreciated the information provided, which has been very useful in helping us to understand the concerns being raised from both graduate cohorts. This information has been considered in addition to the individual emails sent to GES and information collected through the consultation meetings that have occurred.

Since our last consultation meeting, on 6 October 2022 the APSC released the *Public Sector Interim Workplace Arrangements 2022 - Interim Arrangements*. The Interim Arrangements revoke and replace the *Public Sector Workplace Relations Policy 2020* in its entirety. The Interim Arrangements are a short term measure primarily to allow agencies to provide certainty for employees by ensuring payment of a one-off 3 percent pay increase during the operational period of the Interim Arrangements. Pay increases are made when they fall due before September 2023 – which DFAT non-SES will receive in January 2023.

The Interim Arrangements operate for one year from 1 September 2022 to 31 August 2023, to allow time for government and the APSC to give proper consideration of ways to address fragmentation in pay and conditions within the Commonwealth public sector. The Interim Arrangements are intended to restrict any changes to current agency terms and conditions while the Commission conducts broad scale consultation on new comprehensive arrangements. Subsequently, the APSC has strongly advised agencies that while the Interim Arrangements are operational, changes should not be made to the terms and conditions within their Enterprise Agreements. This is because the Interim Arrangements discourages changes to terms and conditions of existing Enterprise Agreements during the interim period. Given this, the department is not able to shorten the length of the 2021 and 2022 graduate programs as this would require a determination to change the DFAT Enterprise Agreement to reduce the length of the program from 24 months. This means the 2021 graduates will graduate on their original date of Feb 2023 and the 2022 graduates will graduate in March 2024.

At the meeting, we were asked if agency specific advice regarding the operation of the new Interim Arrangements could be released to graduates. The Australian Public Service Commission (APSC) provides workplace relations advice to agencies in their capacity as an employer. In this context, unfortunately it is not appropriate to share their advice directly to employees.

We are committed to continuing to consult with both graduate cohorts. Noting we are unable to change the length of the 2021 and 2022 graduate programs, we will continue to work with both cohorts to explore what options are available and within our control via subordinate HR policy to help us address the concerns that have been raised. Given the 2021 graduates are close to the end of their program we will need to prioritise working with this cohort. A meeting with the 2021 cohort has been scheduled for Tuesday 1 November 2022. We will work with the 2022 graduates in early 2023 to explore options that will help to address the concerns of their cohort.

Kind regards,

Capability Taskforce and People Division
Department of Foreign Affairs and Trade

Changes to the Graduate Program (commencing in 2023)

Q. How do the changes align with the EA, which stipulates a 24-month program (s8.3) and the DFAT HR Manual (8.3.3) which outlines a 2-year graduate program?

A. The EA was amended through a legal determination approved by the Australian Public Service Commissioner.

Q. The EA also stipulates that employees should be consulted on changes that substantively impact their career prospects. Did this occur? (s73 EA).

A. No consultation was required as the significant changes to the Program affect future employees only.

Q. How will the Department accommodate ~200 graduates exiting the graduate program at the start of 2024 - noting that the 2020-21 Annual Report Appendix 1 shows the Department had 89 ongoing APS4 position?

A. All Graduate Program participants who successfully complete the program are guaranteed a role at the APS4 level.

Q. How will the changes affect the future job prospects of 2022 Graduates, including progression and postings?

A. The changes to the 2023 Graduate Program will not impact future job prospects for the 2022 Graduates, as the cohort is free to apply for postings and domestic roles (including those that may result in progression to the next APS classification), upon successful completion of the program.

Q. Will 2023 graduates be streamed?

A. As with the 2022 Graduate Program, the department will draw on whole-of-government graduate processes to recruit 'specialist' graduates (e.g. HR, data). These graduates often participate in an additional graduate program with their APS specialist cohort, and often build their careers in this specialisation, although that is not mandatory. Graduates are not streamed ('tied') to a particular area. This will be the same for the 2023 program.

Q. Will GES be provided with addition resources in order to provide appropriate support for existing Graduates and the expanded 2023 cohort?

A. Resourcing for GES has been reviewed and appropriate changes are in progress. It should be noted, the primary support for existing program participants are their current supervisors and managers.

Difficulty in Accessing Entitlements

Q. What is GES' role in assisting graduates with answering questions on, and accessing, entitlements and WHS entitlements, including reasonable adjustments?

A. Employee entitlements are detailed in the EA and HRM Manuals. Assistance on these matters should be referred to supervisors, who have a primary responsibility to support their direct reports.

Q. Can GES play a role in referring graduates to relevant areas to access entitlements?

A. Graduates can contact relevant areas to access entitlement, or ask their supervisor to assist on more complicated issues. If supervisor's are unable to assist, they should seek assistance from their managers. In the (rare) circumstance where managers (EL staff and above) are unable to assist, they can refer the matter to GES for intervention.

Communication and support from GES

Q. What is the expected turnaround time on emails sent to the GES mailbox?

A. This will depend on staffing levels. GES attempts to respond to urgent emails within 24 hours, and routine ones within a week. Complex emails will be acknowledged within 2 working days but may take longer to resolve.

It was raised with GES that some emails regarding driving allowance remained unanswered. This has been corrected and process improvements implemented.

Q. The graduate handbook and onboarding emails stated that graduates would receive an SES mentor within 3 months of beginning. Graduates have not received any information at all regarding that status of this program.

A. The onboarding email of 1 March 2022 stated, *'you will also be allocated a mentor from the Senior Executive Service (SES) within DFAT for a 3-month period in the first year of your program'*, not within 3-months of beginning the Graduate Program. Details about SES mentoring will be provided to graduates once settled.

Q. Information on how feedback from the recent 2022 Graduate survey has/will be used to improve Graduate support and experience for the 2022 and 2023 cohort.

A. The feedback provided will be used to make improvements, where practicable, to future program delivery.

Training

Q. Graduates had not received the confirmed dates or course training schedule for 2022 which has resulted in uncertainty about what (additional) courses graduates can self-enrol or enrol in at the request of their supervisor.

A. This has been passed onto the Diplomatic Academy (DAC), and GES will continue to work with the DAC to improve scheduling clarity.

APS Streams

Q. Who can streamed APS graduates go to for career support in DFAT?

A. All graduates should seek career support from their supervisors in the first instance. If graduates who are participating in whole-of-government programs are unaware of how to seek support in relation to those programs, they should contact GES which can connect them to the appropriate contacts.

Q. How do these graduates reconcile their 1-year contract with the 2-year graduate program?

A. Graduates participating in whole-of-government programs will complete them in their first year with the department, and continue on with the department's program only in their final year.

s 22(1)(a)(ii)

From: Lisa Arnold
Sent: Thursday, 27 October 2022 4:17 PM
To: s 22(1)(a)(ii)
Cc: Katrina Jocumsen; s 22(1)(a)(ii) s 47F(1)
Subject: RE: Follow up from today's graduate discussion [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

Thanks for the best wishes 😊

I will definitely provide the GES team an email that they can send to all graduates that includes the information I provided about the impact of the interim WR arrangements. I will try and get that to GES tomorrow.

We are also working on updating the FAQs to include additional information about exiting the program as was requested today. Will resend the updated FAQs out to everybody as soon as we have done so.

I am hopeful of being able to respond to the question about release of the APSC's advice before the meeting on 1 November. But if not then I note your preference to push the meeting until we are able to respond on this.

Best,
 Lisa.

Dr Lisa Arnold

Assistant Secretary People Policy
 People Division
 Department of Foreign Affairs and Trade
 s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, 27 October 2022 3:51 PM
To: Lisa Arnold <Lisa.Arnold@dfat.gov.au>
Cc: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 47F(1) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: Follow up from today's graduate discussion [SEC=OFFICIAL]

OFFICIAL

Hi Lisa,

I'm emailing in my capacity as a CPSU delegate. Thank you for catching up with graduates today. Wishing you and Katrina a quick recovery.

We have some questions arising from today's meeting:

- Will the relevant section (GES or WRS) provide a readout to all grads about today's meeting? Some graduates were on training or couldn't make it due to clashes.
- Can we be provided APSC's advice to the Department about the application of the new Public Sector Interim Arrangements prior to the 2021 graduate cohort meeting scheduled for Tuesday 1 November? We

appreciate the Department needs to liaise with the APSC about this request. Our preference is to hold off on the 2021 graduate meeting until this advice has been shared so we can appropriately advise members.

We understand the Department will be organising a session for specialist stream graduates to discuss next steps. CPSU would appreciate an invitation to this consultation session.

s 22(1)(a)(ii) s 47F(1) – please jump in in reply if I have missed anything.

Regards,

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au
Sent on: Thursday, October 27, 2022 11:23:01 PM
To: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au
CC: s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii) @dfat.gov.au;
s 47F(1) s 22(1)(a)(ii) @dfat.gov.au;
s 22(1)(a)(ii) @dfat.gov.au; Lisa Arnold <Lisa.Arnold@dfat.gov.au>
Subject: RE: Follow up from today's graduate discussion [SEC=OFFICIAL]

OFFICIAL

Thanks very much all. I also just wanted to clarify that I was not attending yesterday's meeting as a CPSU delegate. I attended as a Workplace Relations Committee representative and of course as a graduate myself.

I hope you all have great weekends and that you make swift recoveries Katrina and Lisa.

Best,

s 22(1)(a)(ii)

Graduate Policy Officer | Afghanistan Development Section
Afghanistan and Regional Branch | Middle East, Africa and Afghanistan Division
Workplace Relations Committee BB1 Representative
T s 22(1)(a)(ii) |

From: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>

Sent: Thursday, 27 October 2022 5:38 PM

To: s 22(1)(a)(ii) @dfat.gov.au

Cc: s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii) @dfat.gov.au; s 47F(1) @dfat.gov.au;
s 47F(1) ; s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii)

s 22(1)(a)(ii) @dfat.gov.au; Lisa Arnold <Lisa.Arnold@dfat.gov.au>

Subject: RE: Follow up from today's graduate discussion [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Just writing to provide clarification on a comment made below. We will be meeting with the 2021 graduates on 1 November to continue our consultation regarding what options might be available to address the concerns that have been raised.

Separately, GES will meet with specialist stream graduates to discuss their training and development experiences. To our knowledge, there has not been any issues related to the specialist stream raised with the CPSU.

Regards

Katrina

s 22(1)(a)(ii)

Katrina Jocumsen

Assistant Secretary
Recruitment Branch | Capability Taskforce
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

dfat.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



s 22(1)(a)(ii) - Duplicate

From: s 47F(1) >
Sent on: Friday, October 21, 2022 5:36:43 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
CC: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Lisa Arnold<Lisa.Arnold@dfat.gov.au>
Subject: Re: [EXTERNAL] Follow Up - Outcomes of the WRC and CPSU Graduate Survey [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear s 22(1)(a)(ii) colleagues,

Thank you for your email s 22(1)(a)(ii). I'm so glad we are on track for constructive discussions next week, as we move forward together to resolve workplace issues affecting graduate workers.

I've given union delegates working in DFAT an update to recommend they include specific wording to the effect of advising they're writing in the role of delegate when emailing line managers.

I'm glad we've resolved this matter, and that we can draw a line under it and move forwards - focussing on the ongoing support of graduates to set them up for a vibrant and fulfilling DFAT career.

Kind regards
s 47F(1)

Get [Outlook for iOS](#)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, October 21, 2022 4:09 pm
To: s 47F(1)
Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Lisa Arnold <Lisa.Arnold@dfat.gov.au>
Subject: RE: Follow Up - Outcomes of the WRC and CPSU Graduate Survey [SEC=OFFICIAL]

OFFICIAL

Dear s 47F(1)

Thank you for your email and for highlighting that s 22(1)(a)(ii) was writing in her capacity as a union delegate. I was not aware that s 22(1)(a)(ii) was a union delegate until I received your email.

It will definitely help all parties if in the future if employee union representatives make it clear when they are corresponding in their capacity as a union delegate. I will ensure to keep this in mind when I receive their correspondence.

The department takes its obligation regarding the role of union delegates seriously and I am confident that clear communication between us will ensure our relationship continues to be productive, into the future.

Regards,
s 22(1)(a)(ii)

Director | Graduate and Early Careers Management Section
Recruitment Branch | Capability Taskforce
Department of Foreign Affairs and Trade
P: s 22(1)(a)(ii)
44 Sydney Ave, Barton ACT 2600
www.dfat.gov.au

From: s 47F(1)

Sent: Friday, 21 October 2022 9:32 AM

LEX8259

To: s 22(1)(a)(ii) @dfat.gov.au
Cc: s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii) @dfat.gov.au
s 22(1)(a)(ii) @dfat.gov.au

Subject: [EXTERNAL] FW: Follow Up - Outcomes of the WRC and CPSU Graduate Survey[SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear Colleagues,

s 47F(1)

s 22(1)(a)(ii) was completing duties as a union delegate and has the support of the CPSU on the content of that correspondence. It is my understanding that DFAT takes its obligations to respect and facilitate the role of union delegates both under the EBA and legislation within the workplace seriously. Any concern or comment regarding the content of the correspondence should come to me as union organiser. s 22(1)(a)(ii) I'm available on s 47F(1) to discuss if you like – I'm also available to have a meeting; and am very happy for you to bring some support along for that meeting. I've cc'd in s 22(1)(a)(ii) so that she's aware and can assist our discussions as needed.

Kind Regards,

s 47F(1)

| www.cpsu.org.au | member service centre: s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Friday, 21 October 2022 9:24 AM

To: s 22(1)(a)(ii) @dfat.gov.au>; s 47F(1)

s 22(1)(a)(ii) @dfat.gov.au>

Subject: Fwd: Follow Up - Outcomes of the WRC and CPSU Graduate Survey[SEC=OFFICIAL]

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>

Date: Thursday, 20 October 2022 at 17:15:57

To: s 22(1)(a)(ii) @dfat.gov.au>

Subject: Re: Follow Up - Outcomes of the WRC and CPSU Graduate Survey[SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii)

s 47F(1)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Date: Thursday, 20 October 2022 at 5:00:29 pm

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

We are writing today to follow up on our email from 30/09/2022 which included the report summarising the findings of the WRC and CPSU Reps G21 and G22 survey (attached for reference). We are yet to receive a response or confirmation of receipt of this email.

Could you please provide an update on how this report has been received as well as the requests outlined in the email? We would appreciate if you could please get back to us by **Tuesday 25 October**, so that we've got adequate time to discuss and resolve any issues ahead of 18 November 2022, when the 2021 graduates are potentially completing their

programs.

We are looking forward to continue to work together towards an outcome, especially noting that the proposed end date for the 2021 graduate cohort is drawing closer.

Warm regards,

BB1 WRC representatives s 22(1)(a)(ii) and s 22(1)(a)(ii)
s 22(1)(a)(ii)

Graduate Policy Officer | Media and Communications Section

East Asia Outreach Branch | East Asia Division

s 22(1)(a)(ii) - Duplicate

s 22(1)(a)(ii)

s 47F(1)

s 22(1)(a)(ii)

Subject: Themed responses to questions [SEC=UNOFFICIAL]
Attachments: Themed responses to Graduate Questions.docx (27.86 KB)
Follow up: Follow up
Start date: Thursday, April 6, 2023 12:00:00 AM
Due date: Thursday, April 6, 2023 12:00:00 AM

Dear graduates,

We are forwarding on responses to questions received through the consultation on shortening the graduate program length – please see attached.

Kind regards,

Capability Taskforce and People Division
Department of Foreign Affairs and Trade



Fairness

The 2023 program will have 100 participants, which may see increased competition for posting and promotion opportunities. Further, the 2023 cohort will be eligible to progress to APS5 after 2 years of employment, whereas the 2021 & 2022 cohorts are not eligible for 3 years.

The 2021 and 2022 cohorts accepted the terms and conditions of employment and the conditions of the program when they signed their letter of offer. This included 24-month program and the advance timeline.

In accordance with business need, the department continues to grow its human resourcing footprint, including by increasing its annual Graduate Program cohort intake. For example, in 2021-22 the department welcomed just under 1000 new starters (in addition to the 2022 Graduate Program cohort), and approx. 170 so far this financial year. Such is the ongoing need for human resourcing, a team of Recruitment Advisers has been stood to up work with business areas to identify the best options to fill their vacancies.

The department's commitment to delivering on the Government's priorities, means there will continue to be many opportunities for professional development and career progression for all employees. An example of this, is the recent Budget where extra funding was provided for work in the Pacific.

In accordance with APS Merit Principles, and DFAT employees' request for more transparency in the posting process, promotion and posting opportunities, these processes will remain competitive.

International Placements

The 2023 program will have an international placement which is not offered to current graduate cohorts. Will this make the 2023 cohort more competitive in posting and promotion opportunities, limiting current cohorts' career progression prospects?

The 2023 program may contain a 4-week post familiarisation visit subject to operational priorities, primarily to Southeast Asia and Pacific Nations. Participants will not be able to choose their locations.

Current graduates can generally apply for STMs of up to 6 months, in the 2nd year of their program, affording them good opportunity for posting experience. Recently, due to a departmental need, the 2022 cohort were offered the opportunity to apply for STMs and postings in the last quarter of their first year.

Legal Stream

The 2023 program includes a 'legal stream', that the current programs do not, limiting current cohorts' opportunities to participate in a legal placement.

A new legal stream in the 2023 program has been established in response to emerging business need. It does not limit current graduate cohorts' ability to undertake a legal placement. Any 2022 graduates wishing to participate in a legal stream in 2023 should register their interest with GES who will raise the nominations with Legal Division.

Number of APS4 positions

As the 2022 & 2023 programs draw to conclusion, there will be a need for approx. 185 APS4 positions to accommodate the cohorts, and significant work to be done to affect this.

Every program participant is guaranteed an APS4 role at the conclusion of their program. GES is working with business areas to identify vacancies across the department that would be suitable for 2021 program participants, in preparation of their graduation.

Arrangements for the final roles/placements for the 2022 cohort will be settled at a later date, and in consideration of the 2023 cohort.

Request for clarification of next steps to address the concerns raised, including the consultation process.

The department is committed to undertaking consultation with the 2021 and 2022 graduate cohorts, to understand their views regarding the changes that have been made to the 2023 graduate program. We want to be sure we fully understand any concerns so that we can determine next steps.

Where is the Internal Movements Policy?

It is published on the intranet - [HR Policies, Procedural Instructions and supporting documents \(satin.io\)](#).

Can equitable progression be facilitated or an alternative opportunity provided (e.g. international experience)?

On 6 October 2022, the Australian Public Service Commission (APSC) released the *Public Sector Interim Workplace Arrangements 2022* (Interim Arrangements), which revokes and replaces the *Public Sector Workplace Relations Policy 2020* in its entirety. The department is currently liaising with the APSC to understand the impact of this new policy on options being put forward regarding the 2021 and 2022 graduate programs.

So, in your words, the programs are materially different and yet we are still held to the same HR documents and stipulations?

The DFAT Enterprise Agreement applies to all staff including graduate program participants in the 2021, 2022 and 2023 graduate programs.

Can grads have confirmation the Executive and Secretary are aware of the issue of fairness and the debate surrounding it?

Both the Secretary and the Chief Operating Officer continue to be briefed.

What is the process for graduates to secure their placement at the end of their program?

The current process for the 2021 cohort is as follows.

- Graduates will remain in their current/final rotation until their program's end date is confirmed.
- In the meantime, GES is working with group hubs to identify future vacancies that will be suited to graduates at the completion of their program.
- Once the program end date is known, these vacancies will be published on JobConnect with the application period open for 2 weeks.
 - This is to allow graduates time to review all opportunities and apply for those of interest, and where their capabilities are best suited.
 - Graduates will be advised about the publication date ahead of time.
- In the unlikely event that any graduate is unable to secure a placement through this application process, GES will work with the individual to help them find a suitable APS 4 role within the department.

- All graduates that complete the program are guaranteed an APS4 role.

The process for the 2022 cohort will be determined at a later date. However, all 2022 graduates are guaranteed an APS 4 position upon completion of the program.

Do we have an understanding of why the Executive made the decision to change the Graduate Program commencing in 2023?

Research conducted at the whole-of-government level, found graduate program participants want a short program, with meaningful work that allows them to quickly become effective in the workplace. The Australian Government Graduate Program's specialist 12-month streams were designed to meet that need. Over the past few years, the department has seen a 30 per cent decline in applications, as the trend of shorter programs gains popularity. Essentially, program participants can achieve their goals in half the time, at another agencies.

The department is also adjusting the focus of its graduate program to include more whole-of-government participation, including joining the Australian Public Service Academy's 10-month Graduate Development Program (GDP). The GDP is designed to develop a graduate's skills, capabilities and experiences and contribute to a high performing APS, including providing excellent opportunities for cross-government collaboration – something that is important to DFAT's capability agenda. This program commences in mid-February and concludes in early-December each year, ensuring graduates have the relevant capabilities to apply for APS5 positions upon completion.

Can 2022 Graduates express a preference to be part of a legal stream?

2022 graduates can request to undertake a legal rotation as part of their overall program. Participating in the legal stream in its entirety would be a matter for the relevant business area. Any graduates wishing to consider participation in a legal stream, should register their interest with GES, which will advocate on their behalf.

What is the appropriate time for 2022 graduates to express a preference to have a legal rotation?

Preferences will be sought in late February, early March 2023.

When working in the APO, the APO raised that their division had stopped automatic progression because they did not have roles available. Since part of the criteria is availability of jobs, how will grads be protected?

The department's broadbanding arrangements apply to all employees within the broadband – not just to graduates. The department is not able to guarantee the advancement of any employee within a broadband. Progression within a broadband is not automatic, with advancement from one classification (e.g., an APS4) to another (e.g., APS5) only able to occur where there is sufficient work available at the higher classification and the employee has gained the necessary skills and proficiency to perform the more complex work. These criteria are applicable across the APS. This is in addition to the employee being on the top pay point.

It was flagged that 21s and 22s can progress to APS5 quicker according to the Public Sector Workplace Relations Policy 2020 (Item 23), which stipulates pay scales are generally not to be modified – the 'generally' indicates the scope to pursue this and the APS Commissioner may agree to reasonable variations. Should the Commission approve the department shortening the 2021 and

2022 graduate program lengths, the department will also seek to confirm if the Commissioner will agree to an accelerated advancement to an APS 5.1.

On 6 October 2022, the Australian Public Service Commission (APSC) released the *Public Sector Interim Workplace Arrangements 2022* (Interim Arrangements), which revokes and replaces the *Public Sector Workplace Relations Policy 2020* in its entirety. The department is currently liaising with the APSC to understand the impact of this new policy on options being put forward regarding the 2021 and 2022 graduate programs.

Leaving the Graduate Program early

Request for clarification of the cultural and practical impacts of leaving the program early.

There is no cultural attitude within the department that will 'stymie careers', or seek to 'punish' program participants for withdrawing from the program before completion. The comments were general in nature and were made as a point that not completing a formal employment program may raise questions for future employers. It is a matter for individuals to decide how they answer those questions.

Under what conditions it is okay for a participant to leave the program?

It is open to graduates to withdraw from the graduate program to undertake alternative ongoing roles within the department which have been advertised externally, been applied for, and won on merit. In these instances, the graduate would no longer be eligible for any entitlements associated with the graduate program (e.g., advancement within the training broadband).

Graduates are also able to withdraw from the program and take up a position at their current level outside of the graduate program. They will become ineligible for graduate specific training, events, broadbanding and advancement in line with their former cohort. For example, a 2022 graduate who is currently an APS 3 can withdraw from the graduate program and take up an APS 3 position but is unable to progress to an APS 4 under the same conditions as the cohort. This APS 3 will also forfeit the right to state that they completed the DFAT graduate program, and their personnel record will reflect their withdrawal from the program.

Section 26 transfers

There is nothing which precludes a graduate from applying for and winning a role through a merit-based selection process which would result in a permanent section 26 transfer to another agency. This will mean the graduate would be withdrawing from the program to take up a position in the alternative agency.

If a graduate is 'tapped' to leave DFAT in order to take up a permanent role at level in another government department, and if accepted by the graduate employee, it would mean they would leave both the graduate program and the department. In both these situations, given the employee does not have a substantive position outside the graduate program, it would be expected they would continue within the program until their separation from the department.

The department will not facilitate temporary section 26 transfers to another department as graduates are recruited for the purposes of completing a graduate program with DFAT.

Can I leave for the purpose of long-term higher duties?

No. The performance of long-term higher duties, separate from the graduate program, may impact on a graduate's ability to undertake mandatory training and development as part of the graduate program meaning they may be unable to complete their program.

If employees are considering leaving the program solely for the purpose of performing higher-duties, they must consider the risk of not winning the position through a merit-based selection process. This would result in the employee not having a substantive role which they can return to, potentially jeopardising their employment.

Am I able to be considered for short term higher duties when in the program?

Assignment of higher duties is discretionary, meaning departments are able to take a policy position in relation to the application of higher duties during programs such as the graduate program.

The current program guidelines state that graduates are unable to undertake higher duties while on the program which aligns with whole of government practice for graduate programs.

Can I apply for internal vacancies/movements within the broadband while part of the graduate program?

Clause 5.2 of the Internal Movements Policy specifically excludes employees who are participating in entry level programs such as the graduate program, from applying for internal vacancies whether that internal vacancy is at level or at a higher classification. Clause 14.4.1 of the HRMv1 provides that graduates are ineligible to apply for movements within a broadband. The vacancy would need to be advertised externally for a graduate to be able to apply for it.

Subject

Dear ^{s 22(1)(a)(ii)}

Thank you for your email, we are arranging a meeting with graduates and the CPSU on Thursday 27 October at 10am. At the meeting we will be able to provide an update on next steps and talk through the responses to the questions which have been asked by graduates. We will send out a copy of the questions and answers to the written responses before the meeting.

Best,

Lisa.

Dr Lisa Arnold

Assistant Secretary People Policy

s 22(1)(a)(ii)

s 22(1)(a)(ii) - Duplicate

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 21 October 2022 10:54 AM
To: Katrina Jocumsen; Lisa Arnold; s 22(1)(a)(ii)
Cc: DM All Graduates 2021; s 22(1)(a)(ii)
Subject: RE: Follow Up - Outcomes of the WRC and CPSU Graduate Survey [SEC=OFFICIAL]

OFFICIAL

Dear all,

Further to below, I just wanted to reiterate that whilst the potential end-date for **2021 graduates** is 18 November 2022, we are in a final training block from 7 November through to the 18th. As such, our potential last day with current teams is now less than two weeks away on **4 November**.

This places us at a critical point in terms of workforce planning for our teams, given the need to effectively hand over our responsibilities in the next two weeks should we not be returning to this rotation and moving to permanent roles. The alternative (a further 3-4 months in the rotation) is evidently a very different picture for our sections to plan for.

It would be great for not only the 2021 graduates ourselves, but indeed our teams and SES, to have an outcome agreed for 2021 graduates as soon as is possible to provide some certainty. Greatly appreciate the efforts by yourselves and our WRC and CPSU representatives for taking this forward.

Kindly,
s 22(1)(a)(ii)

s 22(1)(a)(ii) - Duplicate

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 30 September 2022 4:34 PM
To: Katrina Jocumsen; Lisa Arnold; s 22(1)(a)(ii)
Cc: Justin McGowan; s 47F(1) DM AllGraduates2022;
DM All Graduates 2021
Subject: Outcomes of the WRC and CPSU graduate survey [SEC=OFFICIAL]
Attachments: Outcomes of the WRC and CPSU Graduate Survey.pdf

OFFICIAL

Dear Katrina, Lisa, s 22(1)(a)(ii) ,

Please find attached the report summarising the findings of the WRC and CPSU G21 and G22 survey. The report contains recommendations for future consultations which we hope are accepted and actioned in good faith.

As the survey results demonstrate, changes to the graduate program cannot be fixed into a binary of whether to shorten or not. The issues raised by changes to the graduate program are complex and varied, requiring considered engagement and a bespoke solution.

We look forward to receiving written answers from the Capability Taskforce on unanswered questions raised at Monday's consultations (see previous email) and the FAQs raised in previous consultations. We also seek, in writing, the process Katrina outlined on how G21s will secure their permanent placements. We note that commitments to provide written answers to FAQs have been made since 24 June 2022, but these have not been forthcoming.

We also look forward to taking the next steps in the consultation process, especially the resolution of equity concerns in an expeditious way.

Thank you to the many graduates across both cohorts who contributed to this survey and to all of those who took the time to respond.

Warm regards,

BB1 WRC representatives s 22(1)(a)(ii)
CPSU representative s 22(1)(a)(ii)

s 22(1)(a)(ii)

Graduate Policy Officer | Water Security Section
Climate Financing and Programming Branch | Climate Change and Sustainability Division
s 22(1)(a)(ii)



Australian Government

Department of Foreign Affairs and Trade

Outcomes of WRC and CPSU Survey on Changes to the 2021 and 2022 DFAT Graduate Programs.

Background:

The Graduate and Early Career Management Section (GES) and Capability Taskforce are undertaking consultations with the 2021 and 2022 graduate cohorts on the proposed changes to their graduate programs. To assist this consultation process, BB1 WRC and CPSU representatives have conducted a survey to clarify the views, concerns and priority issues of both graduate cohorts.

The survey was developed collaboratively through extensive consultations with both cohorts, and responses were anonymous. The survey results are intended to provide clarity on appropriate next steps in the consultation process, in the interest of facilitating constructive outcomes for all parties involved.

In total, 83 of the 117 graduates in both cohorts responded to the survey (18 of the 35 remaining G21s, and 65 of the 82 remaining G22s). This is a representative sample. It is strongly recommended that the survey findings and associated recommendations are adopted by senior executive and actioned ahead of the next round of consultations. It is also important to recognise that graduates across both cohorts have volunteered substantial hours outside of their normal roles to produce, conduct and analyse this survey. This hard work, leadership and initiative should not be undervalued.

Key findings:

- There is majority preference across both cohorts to have the graduate program shortened.
- Regardless of whether the graduate programs are shortened, **the number one issue across both cohorts is equitable progression to APS 5**. Currently, it will take G21s and G22s three years to progress from APS 3.2 to APS 5. It will only take G23s two years to progress from APS 3.2 to APS 5.
- Whilst the survey shows some symmetry in concerns between the cohorts, the G21s and G22s have different needs and desired outcomes. Consultations should be alive to these differences. For example:
 - G21s have a stronger preference for their program being shortened, and place greater emphasis on reaching an expedient decision to enable career planning
 - G22s have more mixed views about shortening their program and are more concerned about the inequity of the G23 program offering benefits not available to the G22 program than they are about finishing their program early. Those that voted 'yes' to shortening their program voted on the condition that equitable progression to APS5 and/or other benefits were offered, for example an international placement. Those that voted 'unsure' to shortening their program voiced a need for further information before they can make an informed decision.
- In addition to resolution of progression issues, both cohorts want to secure official permission to apply for and accept permanent roles through internal movement (for commencement either prior to or following the conclusion of the graduate program).
- Across both cohorts, graduates do not feel like they have been taken seriously throughout the consultation process to date. Consultations would also benefit from post-meeting readouts and providing more notice to graduates.



Australian Government
Department of Foreign Affairs and Trade

Recommendations for future consultations:

1. **GES and Capability Taskforce need to answer in writing the below questions to enable graduates to make informed decisions.**
 - a) How will an equitable transition to APS 5 be facilitated for both cohorts? (Keep in mind, this is the number one issue for both cohorts).
 - b) What is the process for graduates to secure their permanent placements at the end of their program?
 - c) What is the internal movements policy in respect to graduates who may wish to leave the program early, and why has this been inconsistently applied to the G21 cohort?
2. **Ensure differences in timelines, views, concerns and priorities between the two graduate cohorts are adequately reflected in the proposed solution**

The G21s have a strong majority view to shorten their program and need a resolution as soon as possible given their potential graduation date is now <7 weeks away. G22s are under less pressure and require further information to be provided before they make an informed decision.

For G21s – future consultations should focus on confirming the shortened date of the program and resolving APS5 progression issues.

For G22s – future consultations should focus on the different options for addressing inequities and concerns in either a shorter or longer graduate program. As examples, can an international placement be offered to ensure G22s remain competitive for postings? If the G22 program were shortened, could rotations 3 and 4 be combined so that G22s have a full-length rotation in a preference section? Once the information in recommendation one has been provided and potential additional options explored, it is recommended another anonymous survey be conducted to re-test G22 views.

3. **Commit to engaging in future consultations in good faith, noting concerns raised about the process of consultation to date.**

It is deeply concerning that the number one way graduates feel they could be better represented in this consultation process is by being taken seriously. It is strongly recommended GES and the Capability Taskforce reflect on this finding, and work to engage constructively in future consultations. In future consultations, more notice should also be given, read outs should be produced and provided by GES and the Capability Taskforce, and the appropriate level of seniority and representation should be clarified.

4. **GES needs to consider opportunities to improve ways of working and modes of engagement with graduate cohorts more broadly.**

It is also deeply concerning that a key reason graduates want to shorten their program is that they do not want to be managed by a section whose entire mandate is managing graduates. Free text responses throughout the survey highlighted that graduates feel belittled, dismissed and mismanaged by GES, and frustrated by the lack transparent communication. To ensure retention of remaining graduates¹ and the maintenance of the DFAT graduate program's strong reputation and competitive edge, this issue must be acknowledged and addressed.

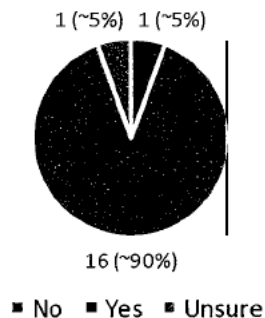
¹ 6 G21s and 4 G22s have left their respective graduate programs.



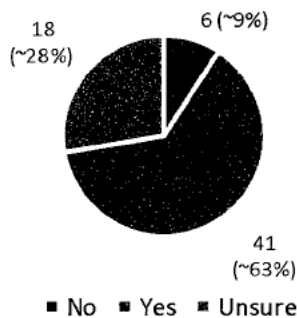
Appendix A: Survey data (18 G21 responses, 65 G22 responses)

Do graduates want their programs shortened?

Do G21s want their program shortened to 18 Nov 2022?

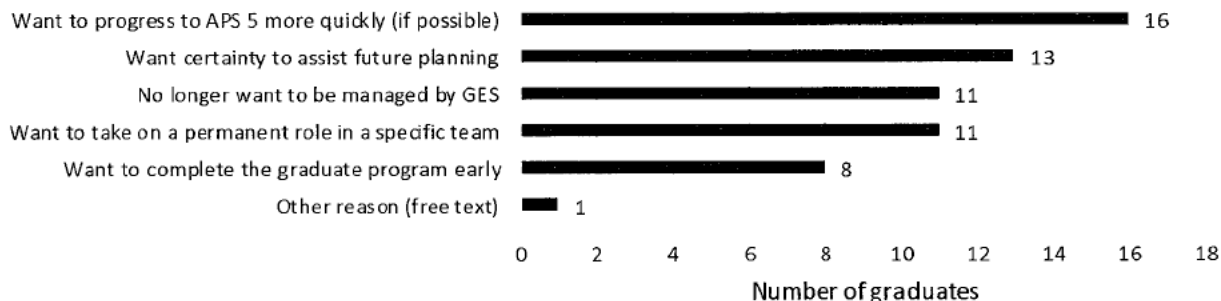


Do G22s want their program shortened to 17 Nov 2023?

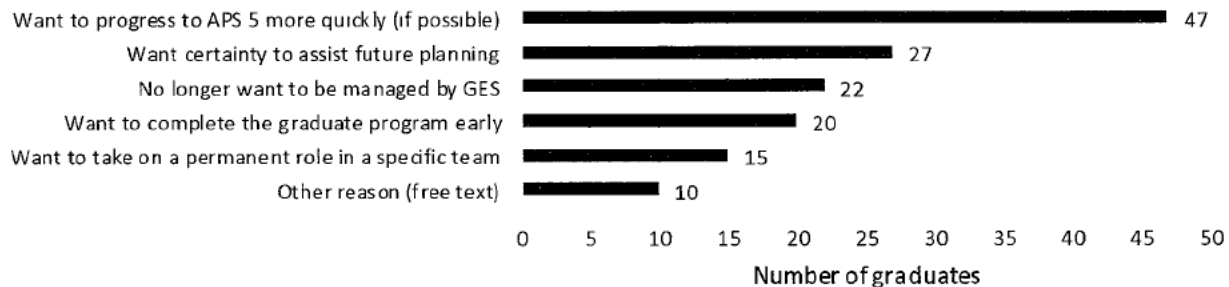


For graduates that want their program shortened, what are their main reasons (multiple answers permitted)?

G21s



G22s*





Australian Government
Department of Foreign Affairs and Trade

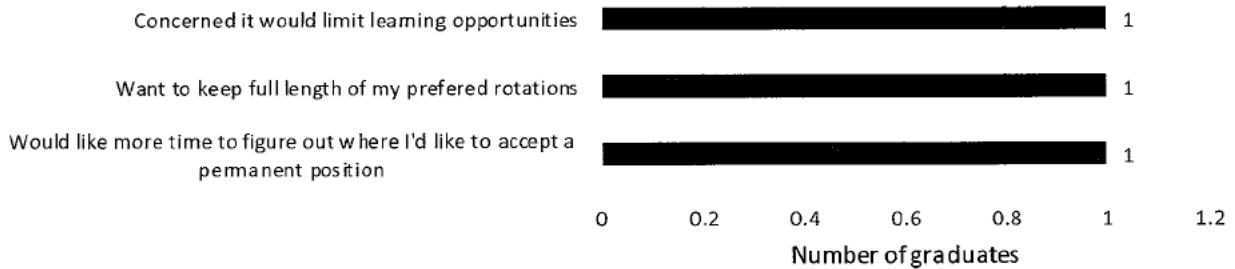
*Note: 10 G22s who voted 'unsure' listed their reasons for potentially wanting a shorter program

Summary of free text reasons:

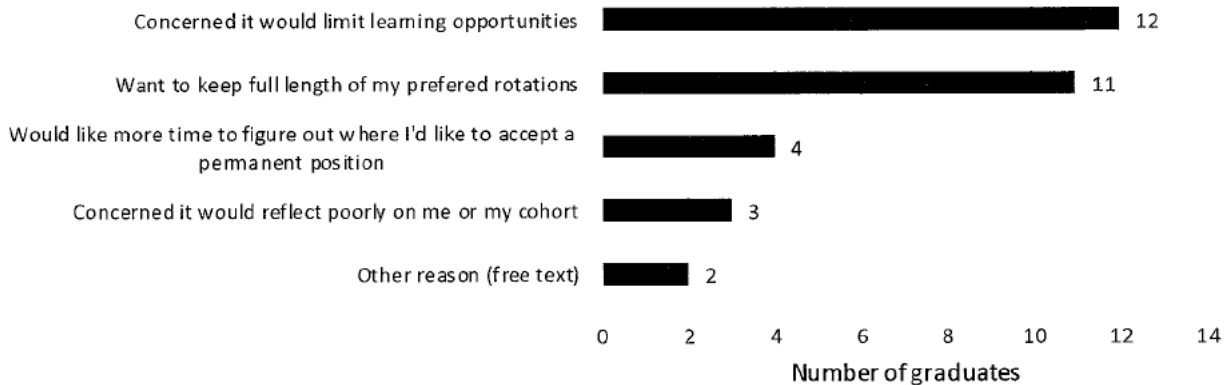
- G22s do not want to finish their graduate program after G23s finish theirs – this situation makes no sense
- G21s and G22s have had increasingly negative experience with GES and DFAT HR, to the extent they would consider leaving the graduate program
- Several G22s prefaced that their 'yes' vote to shorten the program was conditional on equitable progression to APS 5 being facilitated

What are the main reasons graduates do not want their program to be shortened (multiple answers permitted)?

G21s



G22s



Summary of free text reasons:

- Graduates do not want the program shortened unless equitable progression to APS5 is facilitated, as this would reduce learning opportunities without any tangible benefits
- One G22 expressed their gratitude for the opportunity to be a DFAT graduate and is comfortable with the original two-year program, regardless of whether other benefits are negotiated





Australian Government
Department of Foreign Affairs and Trade

What are the most important issues for graduates when it comes to the proposed shortening of their program?

Note: respondents were asked to prioritise each issue in order from 1 – most important, to 8 – least important, meaning the issue with the lowest ‘score’ is the most important to respondents, and the issue with the highest ‘score’ is the least important to respondents.

G21s	
Issue	Score
Timeline/equitable progression to APS 5	48
Need to an expedient decision to enable certainty and assist own future planning/decision-making	58
Timeline for taking on a permanent role outside the grad program	64
General equity risks associated with the G23 program offering benefits not available to the G21/22 cohorts	72
Ensuring job availability and security	88
Learning opportunities lost by shortening the programs	98
Reputation of me/my cohort in the department lost by shortening the programs	105
Other (please specify using the free text box below)	115

G22s	
issue	Score
Timeline/equitable progression to APS 5	149
General equity risks associated with the G23 program offering benefits not available to the G21/22 cohorts	216
Timeline for taking on a permanent role outside the grad program	247
Ensuring job availability and security	256
Need to an expedient decision to enable certainty and assist own future planning/decision-making	314
Learning opportunities lost by shortening the programs	318
Reputation of me/my cohort in the department lost by shortening the programs	390
Other (please specify using the free text box below)	450

What are the most desirable potential outcomes for graduates?

Note: respondents were asked to prioritise each potential outcome in order from 1 – most desirable, to 8 – least desirable, meaning the outcome with the lowest ‘score’ is the most desirable to respondents, and the outcome with the highest ‘score’ is the least desirable to respondents.



Australian Government
Department of Foreign Affairs and Trade

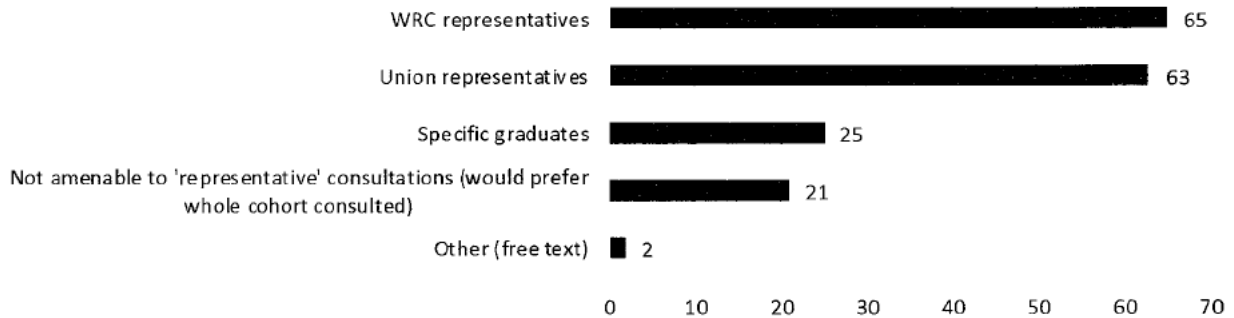
G21s	
Outcome	Score
Finish grad program more quickly in order to progress automatically to APS 5 at the end of the next performance cycle (April 2023 for G21s or April 2024 for G22s) (note: might require a change to the Enterprise Agreement)	38
Finish grad program more quickly regardless of whether progression to APS 5 takes place faster than originally anticipated.	68
Secure official permission for graduates to apply for and accept permanent roles through internal movement (for commencement either prior to or following the conclusion of the graduate program) (note: might require a change to the Internal Movements Policy)	76
Finalise general policy for securing permanent roles during or after the grad program (note: might require a change to the Internal Movements Policy)	79
Finish grad program at the original scheduled date, plus ensure progression to APS 5 at the end of the next performance cycle (2023 for G21s or 2024 for G22s) (note: might require a change to the Enterprise Agreement).	83
Finish grad program at the original scheduled date, regardless of whether progression takes place faster than originally anticipated.	107
A formal apology to the graduate cohorts for the poorly managed consultation process surrounding these changes (which has required substantial heavy lifting from graduates to progress and has caused significant stress and anxiety)	107
Gain further information/opportunity to provide feedback on the decision to shorten the G23/22/21 programs.	108
Other (please specify using free text box below)	141

G22s	
Outcome	Score
Finish grad program more quickly in order to progress automatically to APS 5 at the end of the next performance cycle (April 2023 for G21s or April 2024 for G22s) (note: might require a change to the Enterprise Agreement)	142
Finish grad program at the original scheduled date, plus ensure progression to APS 5 at the end of the next performance cycle (2023 for G21s or 2024 for G22s) (note: might require a change to the Enterprise Agreement)	230
Secure official permission for graduates to apply for and accept permanent roles through internal movement (for commencement either prior to or following the conclusion of the graduate program) (note: might require a change to the Internal Movements Policy)	253
Finalise general policy for securing permanent roles during or after the grad program (note: might require a change to the Internal Movements Policy)	254
Finish grad program more quickly regardless of whether progression to APS 5 takes place faster than originally anticipated	284
A formal apology to the graduate cohorts for the poorly managed consultation process surrounding these changes (which has required substantial heavy lifting from graduates to progress and has caused significant stress and anxiety)	362
Finish grad program at the original scheduled date, regardless of whether progression takes place faster than originally anticipated.	375
Gain further information/opportunity to provide feedback on the decision to shorten the G23/22/21 programs.	381
Other (please specify using free text box below)	527



Australian Government
Department of Foreign Affairs and Trade

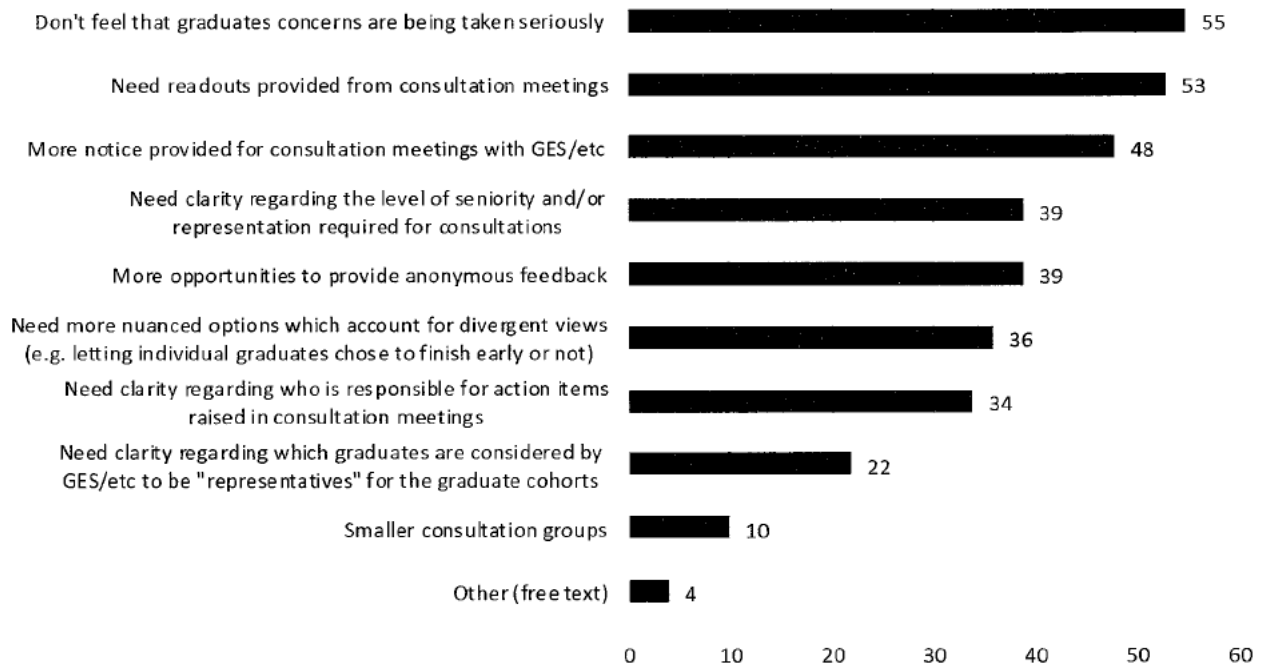
How do graduates want to be represented?



Summary of free text responses:

- Across both cohorts, graduates were comfortable being represented by elected WRC representatives and CPSU representatives
- Across both cohorts however, graduates would also prefer consultations to be conducted as broadly as possible for transparency. For example, allowing the broader cohort to listen in on a meeting even if only representatives are speaking
- Graduates requested that anonymous surveys like this continue to be used as a tool that allows everyone's views to be captured in an inclusive and safe way

How could graduates be better represented in this consultation process?





Australian Government
Department of Foreign Affairs and Trade

Appendix B: Survey questions (for transparency)

1. Which graduate cohort are you part of?
 - a. 2021
 - b. 2022
2. Would you like your graduate program to be shortened in line with the dates set in the original decision from GES (final day of program: 18 Nov 2022 for G21s; 17 Nov 2023 for G22s)?
 - a. Definite yes
 - b. Definite no
 - c. Unsure
3. *[If yes for Q2, above]* What is/are the main reason(s) you want the program to be shortened? (Please select all that apply)
 - a. Want to progress to APS 5 more quickly (if possible)
 - b. Want to take on a permanent role in a specific team
 - c. No longer want to be managed by GES
 - d. Want certainty to assist in future planning
 - e. Want to complete the graduate program early.
 - f. Other (please specify) *[free response text box]*
4. *[If no for Q2, above]* What is/are the main reason(s) you don't want the program to be shortened? (Please select all that apply)
 - a. Concerned it would limit learning opportunities
 - b. Concerned it would reflect poorly on me or my cohort
 - c. Want more time to figure out where I'd like to accept a permanent position in DFAT
 - d. Want to keep full length of preferred rotations
 - e. Other (please specify) *[free response text box]*
5. Please rank the following issues in order from 1 (most important) to 8 (least important) for you when it comes to the proposed shortening of the grad program
 - a. Timeline/equitable progression to APS 5
 - b. Timeline for taking on a permanent role outside the grad program
 - c. Need to an expedient decision to enable certainty and assist own future planning/decision-making
 - d. Learning opportunities lost by shortening the programs
 - e. Reputation of me/my cohort in the department lost by shortening the programs
 - f. General equity risks associated with the G23 program offering benefits not available to the G21/22 cohorts
 - g. Ensuring job availability and security



Australian Government

Department of Foreign Affairs and Trade

- h. Other (please specify) [*free response text box*]
6. Please rank the following potential outcomes in order from 1 (most desirable) to 9 (least desirable).
- Finish grad program more quickly in order to progress automatically to APS 5 at the end of the next performance cycle (April 2023 for G2 1s or April 2024 for G22s) (*note: might require a change to the Enterprise Agreement*)
 - Finish grad program more quickly regardless of whether progression to APS 5 takes place faster than originally anticipated.
 - Finish grad program at the original scheduled date, plus ensure progression to APS 5 at the end of the next performance cycle (2023 for G2 1s or 2024 for G22s) (*note: might require a change to the Enterprise Agreement*).
 - Finish grad program at the original scheduled date, regardless of whether progression takes place faster than originally anticipated.
 - Finalise general policy for securing permanent roles during or after the grad program (*note: might require a change to the Internal Movements Policy*)
 - Secure official permission for graduates to apply for and accept permanent roles through internal movement (for commencement either prior to or following the conclusion of the graduate program) (*note: might require a change to the Internal Movements Policy*)
 - A formal apology to the graduate cohorts for the poorly managed consultation process surrounding these changes (which has required substantial heavy lifting from graduates to progress and has caused significant stress and anxiety)
 - Gain further information/opportunity to provide feedback on the decision to shorten the G23/22/21 programs.
 - Other (please specify) [*free response text box*]
7. In the event that GES/other insists on having consultations on these matters with a small number of "representatives" for the graduate cohort(s), who would you like to represent you? (Please select all that apply)
- Specific graduate(s)
 - Union representative(s)
 - WRC representative(s)
 - I am not amenable to "representative" consultations (would prefer discussions be held with the full cohort(s))
 - Other (please specify) [*free text box*]
8. [*If Specific graduate(s) for Q8, above*] How would you like this/these graduate representative(s) to be chosen?
- Go with person/people who have already been speaking with GES/etc
 - Vote on the specific graduate(s)
 - Other (please elaborate) [*free text box*]
9. How do you think you could be better represented in this consultation process? (Please select all that apply)
- More opportunities to provide anonymous feedback



Australian Government

Department of Foreign Affairs and Trade

- b. More nuanced options which account for divergent views (e.g., letting individual graduates choose whether to finish early or not)
 - c. Smaller consultation groups
 - d. More notice provided for consultation meetings with GES/etc
 - e. Need readouts provided from consultation meetings
 - f. Need clarity regarding who is responsible for action items raised in consultation meetings
 - g. Need clarity regarding which graduates are considered by GES/etc to be "representatives" for the graduate cohort(s)
 - h. Need clarity regarding the level of seniority and/or representation required for consultations (e.g. Should graduates be inviting their current SES to consultation meetings? Do graduates need to be represented by WRC and/or union reps (etc) for consultations to be taken seriously?)
 - i. Don't feel that graduates' concerns are being taken seriously
 - j. Other [free text box]
10. Any other comments or requests? [free response text box]

Graduate and Entry-Level Programs Section

From: s 22(1)(a)(ii)
Sent: Monday, 26 September 2022 6:01 PM
To: Katrina Jocumsen; s 22(1)(a)(ii) Lisa Arnold; s 22(1)(a)(ii) DM All Graduates 2021; DM AllGraduates2022
Cc: Graduate and Entry-Level Programs Section; s 47F(1) s 22(1)(a)(ii)
Subject: proposed next steps - 260922 consultation meeting [SEC=OFFICIAL:Sensitive]
Attachments: Consultation meeting with graduates 26092022 - download of chat feed .docx

OFFICIAL: Sensitive

Good evening Katrina, Lisa, s 22(1)(a)(ii)

Thank you very much for your time during today's consultation meeting. We really appreciate your commitment to continue engaging with the graduate cohorts on the proposed changes to the graduate programs.

In the interest of ensuring clear messaging, please see proposed next steps below. Please let us know if you think anything has been missed.

1. G21s and G22s will continue to respond to the survey being managed by WRC and CPSU representatives. Responses will be accepted until COB Wednesday 28/09.
2. The capability taskforce will compile answers to questions posed today that could not be answered during the meeting (see attached document for reference – unanswered questions have been highlighted).
3. WRC and CPSU representatives will provide GES/the capability taskforce with the survey results by the end of this week.
4. Consultations and will continue, factoring in survey feedback

We'd also like to emphasise a sense of urgency for finalising a resolution for G21s as soon as possible, given the potential early graduation date of 18 November is rapidly approaching. We hope the survey results will assist with this. In the meantime G21s would appreciate if you could please provide, in writing, the process Katrina outlined today on how G21s will secure their permanent placements.

We look forward to sharing the survey results with you later this week.

Thanks again,

s 22(1)(a)(ii)

BB1 WRC representatives

s 22(1)(a)(ii)

Graduate Policy Officer | Water Security Section
 Climate Financing and Programming Branch | Climate Change and Sustainability Division
 s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent on: Tuesday, September 13, 2022 3:23:02 AM
To: s 47F(1)
CC: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Graduate Program 2021 and 2022 - proposed next steps [SEC=OFFICIAL]

OFFICIAL

Thanks s 47F(1)

Cheers

s 22(1)(a)(ii)

Director | Workplace Relations and People Policy Section (WRS)
People Policy Branch (STB) | People Division (PPD)
s 22(1)(a)(ii)

From: s 47F(1)
Sent: Tuesday, 13 September 2022 11:04 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: [EXTERNAL] RE: Graduate Program 2021 and 2022 - proposed next steps [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Thank you for reaching out. I've now consulted with my representative; and I've cc'd s 22(1)(a)(ii) in this email. The CPSU requests removal of the words "perceived" and "actual" ahead of the word "impact". We believe that workers may read the adjective "perceived" as dismissive of their feelings on the matter, and may interpret this to understand that there is not strong good-faith entering into the consultation process. Removal of the adjectives allows both sides to preserve their position in relation to whether a change creates an impact; but demonstrates respect for the views expressed by workers.

Kind Regards,

s 47F(1)

| www.cpsu.org.au | member service centre: s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 13 September 2022 10:49 AM
To: s 47F(1)
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: Graduate Program 2021 and 2022 - proposed next steps [SEC=OFFICIAL]

OFFICIAL

Hi s 47F(1)

Can I just confirm you are in agreement with the below 'next steps'.

Many thanks

s 22(1)(a)(ii)

Director | Workplace Relations and People Policy Section (WRS)
People Policy Branch (STB) | People Division (PPD)
s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Monday, 12 September 2022 5:29 PM
To: s 47F(1)

Cc: s 22(1)(a)(ii) LEX8259

@dfat.gov.au>; Lisa Arnold <Lisa.Arnold@dfat.gov.au>; Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>

Subject: Graduate Program 2021 and 2022 - proposed next steps [SEC=OFFICIAL]

OFFICIAL

Hi s 47F(1)

As discussed at today's meeting, please see below the proposed next steps.

- Another consultation meeting will be held with graduates during the week of 26 September 2022. s 47F(1)
s 47F(1) from the CPSU will be in attendance at this meeting. This meeting will explore the perceived impacts of 2021 and 2022 graduates due to the shortening of the 2023 graduate program. Identification of these issues is important in identifying options for resolving. It is likely further consultation meetings will be held to then determine options for mitigating any actual impacts upon existing staff.
- In the meantime GES will develop some frequently asked questions based upon the feedback already received and disseminate that to all graduates.
- The department will not be seeking views or approvals from the APSC until after the consultation has occurred.

Kind regards

s 22(1)(a)(ii)

Director | Workplace Relations and People Policy Section (WRS)
People Policy Branch (STB) | People Division (PPD)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: Graduate and Entry-Level Programs Section
Sent: Tuesday, 13 September 2022 3:19 PM
To: DM All Graduates 2021; DM AllGraduates2022
Cc: Katrina Jocumsen; Lisa Arnold; s 22(1)(a)(ii)
Subject: RE: Graduate Program Dates Changes: Confirmation of Next Steps
[SEC=OFFICIAL]

OFFICIAL

Good Afternoon Graduates

Further to my email last Friday, I am writing to provide an update on consultations regarding the change to the Graduate Program commencing in 2023.

We plan to hold another consultation meeting with you during the week of 26 September 2022. Given a large number of graduates will be absent over the next 10 days due to attendance at a conference, will delay the meeting to ensure everyone can attend. The purpose of the next meeting will be to explore your views about the changes made to the Graduate Program commencing in 2023. It is anticipated additional consultation meetings will also be scheduled. s 22(1)(a)(ii) from the CPSU has been invited to attend the next consultation meeting.

The department will not approach the APSC to approve any change to the existing graduate programs (i.e. 2021 & 2022) until after the consultation has occurred.

Thank you to those program participants who have emailed their views and questions through to [s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au). I encourage you to continue to do so, so we can ensure all voices are heard.

Regards

Katina

Katrina Jocumsen

Assistant Secretary
Recruitment Branch | Capability Taskforce
Department of Foreign Affairs and Trade
s 22(1)(a)(ii)

dfat.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: Graduate and Entry-Level Programs Section ^{s 47E(d)} @dfat.gov.au>
Sent on: Friday, September 9, 2022 4:40:13 AM
To: DM All Graduates 2021 ^{s 47E(d)} @dfat.gov.au>; DM AllGraduates2022 ^{s 47E(d)} @dfat.gov.au>
CC: Katrina Jocumsen<Katrina.Jocumsen@dfat.gov.au>; Lisa Arnold<Lisa.Arnold@dfat.gov.au>; ^{s 22(1)(a)(ii)} ^{s 22(1)(a)(ii)} @dfat.gov.au>
Subject: Graduate Program Dates Changes: Confirmation of Next Steps [SEC=OFFICIAL]
Urgent: High

OFFICIAL

Good Afternoon Everyone

Thank you for your participation this week in meetings to discuss the end dates for the 2021 and 2022 graduate programs. It is great to see everybody's participation and engagement.

The department is consulting with you to seek your feedback on whether or not to bring forward your graduate program end dates. As mentioned at this morning's meeting, noting the feedback received from graduates to date, we will not make any changes to your program or approach the APSC at this stage. It is clear that there are a number of views still to be heard, and we would like to provide the opportunity for this to occur.

We have spoken today with CPSU representative ^{s 47F(1)} and have extended an invitation for her to attend the next graduate consultation meeting. We will confirm dates for this meeting next week.

In the meantime, we welcome any further feedback or questions you may have. Please send these through to ^{s 47E(d)} @DFAT.gov.au.

Regards

Katrina

Katrina Jocumsen

Assistant Secretary

Recruitment Branch | Capability Taskforce

Department of Foreign Affairs and Trade

^{s 22(1)(a)(ii)}

dfat.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: Katrina Jocumsen
Sent: Friday, 9 September 2022 4:21 PM
To: s 22(1)(a)(ii)
Cc: Justin Mcgowan; Jo Talbot; Lisa Arnold; s 47F(1)
 s 47F(1) DM All Graduates 2021; DM
 AllGraduates2022
Subject: RE: Graduate program changes - a letter from graduates [SEC=OFFICIAL]
Attachments: Graduate Program Dates Changes: Confirmation of Next Steps [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Thank you for your email.

As advised in this morning's consultation meeting and in the email sent to all graduates earlier (attached), I confirm no changes will be made to program end dates, or approaches made to the APSC about changes, until consultations are complete and we are confident we have heard all views.

We will confirm further consultation dates next week, but in the meantime, all program participants are encouraged to submit questions or comments through to ^{s 47E(a)} [@DFAT.gov.au](mailto:s 47E(a)@DFAT.gov.au).

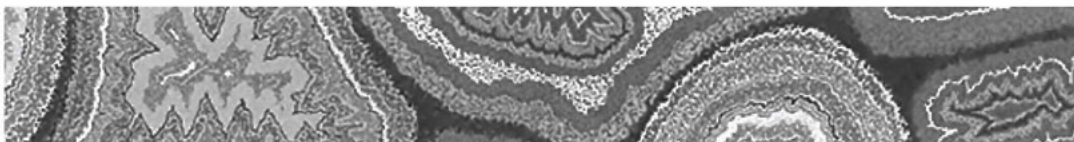
Regards

Katrina

Katrina Jocumsen

Assistant Secretary
 Recruitment Branch | Capability Taskforce
 Department of Foreign Affairs and Trade
 s 22(1)(a)(ii)

dfat.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

OFFICIAL

From: "s 22(1)(a)(ii)" <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Date: Friday, 9 September 2022 at 2:33:02 pm
To: "Justin Mcgowan" <Justin.Mcgowan@dfat.gov.au>
Cc: "Jo Talbot" <Jo.Talbot@dfat.gov.au>, s 47F(1)
 "s 22(1)(a)(ii)" <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>, "s 22(1)(a)(ii)" <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>

s 22(1)(a)(ii)

Subject: Graduate program changes - a letter from graduates [SEC=OFFICIAL] >

OFFICIAL

Dear Justin,

I am emailing you in my capacity as s 22(1)(a)(ii) on behalf of 2021 and 2022 graduates. For transparency, I have copied 2021 and 2022 graduates.

I understand some additional meetings will take place next week.

Please find attached a letter from the 2021 and 2022 graduates expressing our deep dissatisfaction in how change to the graduate program has been handled, as well as a proposed next step. Graduates have had a limited period to review and discuss these matters. As a result, this letter does not reflect the views of all graduates – but does capture the overwhelming majority of views expressed across both cohorts to date.

I feel it is my responsibility to communicate the personal toll this process has taken on graduates. This process has been draining. The workload and emotional burden of communicating and navigating these changes has been shouldered by graduates.

In response to DFAT's disappointing results in the APS Census, it was heartening to see the new Secretary's renewed commitment to staff welfare and consultation. We are looking forward to these commitments being embodied by the Department in the next steps of this process.

Regards,

s 22(1)(a)(ii) on behalf of the 2021 and 2022 Graduates

Graduate and Entry-Level Programs Section

From: s 22(1)(a)(ii)
Sent: Friday, 9 September 2022 4:08 PM
To: Graduate and Entry-Level Programs Section
Cc: s 22(1)(a)
Subject: Further Feedback, Graduate Program Dates Changes [SEC=OFFICIAL:Sensitive]
Categories: Program Changes

OFFICIAL: Sensitive

Dear GES Team,

Thank you for your time this week. While noting Katrina's response at this morning's meeting, s 22(1)(a)(ii) and I would still like to place the following on the written record.

During a meeting on 31 May 2022 with AS RRB and Dir, GES, s 22(1)(a)(ii) and I were clear that we were representing a broad position of 65 (not all) 2022 Grads. One of many issues that we raised in that meeting is how the changes to the 2023 program would affect us, particularly our job progression given that the 2023 Grads would complete their program before our cohort. The response was flatly that the changes to the 2023 program would not effect on the 2022 cohort. Per this response, there was no indication that any steps would be taken about this issue. This was also reflected in the written responses that were provided to us on 17 June 2022 as a follow up to the meeting (*see below*).

Q. How will the changes affect the future job prospects of 2022 Graduates, including progression and postings?

A. The changes to the 2023 Graduate Program will not impact future job prospects for the 2022 Graduates, as the cohort is free to apply for postings and domestic roles (including those that may result in progression to the next APS classification), upon successful completion of the program.

Neither s 22(1)(a)(ii) or myself received any communication between receiving the written responses and the email where GES notified the shortening of the 2021 and 2022 programs on 24 June. There was no indication that any of our suggestions were being considered, nor any further consultation on what were simply proposed ideas during our May meeting were. It was also only during this meeting that we got confirmation that the 2023 graduates would complete their program before the 2022 graduates. It is confusing to us that GES is now trying to frame this meeting as a key reason why the 2021 and 2022 programs were shortened and now appearing to place the responsibility back on the Graduates to own the consequences of GES's actions. We do not believe that GES engaged in that meeting with good faith whilst we were attempting to highlight concerns amongst the graduate cohort.

We also did not receive follow up on other action points which were discussed for example, the SES mentoring program and holding a forum for all grads to come to be able to ask questions. Again, as other graduates have also asked, we would appreciate an update on these matters.

Thank you,

s 22(1)(a)(ii)



© Kim Hill, *Among Women* (2011)

Graduate and Entry-Level Programs Section

From: s 22(1)(a)(ii)
Sent: Friday, 9 September 2022 4:05 PM
To: Graduate and Entry-Level Programs Section
Subject: Further Feedback, Graduate Program Dates Changes [SEC=OFFICIAL:Sensitive]
Importance: High
Categories: Program Changes

OFFICIAL: Sensitive

Good afternoon GES,

I would like to express my profound disappointment and dissatisfaction with how the ongoing process of making changes to the 2022 Graduate Program has been undertaken.

At no stage of this process has it felt that the Graduates have been engaged in good faith, nor properly consulted. When approached with queries and concerns regarding how the changes to the 2023 Graduate program would affect 2022 Graduates, and on the topic of the subsequent shortening of the 2022 program, GES has been extremely defensive. When the consultation on the decision was eventually forthcoming this week, it was rushed and called at short notice.

What has also been particularly disappointing is the lack of empathy or understanding shown towards Graduates the poor way this process has been carried out has caused undue confusion, stress, and anxiety which has led many to question the Department's commitment and responsibility to looking after their employees' mental and emotional wellbeing.

This has been a very draining process and quite frankly it has made it hard to talk about the DFAT Grad program in a positive manner to colleagues (both past and present), as well as friends and those who are looking at applying for future rounds of the DFAT Grad program.

I am hoping that moving forward Graduates are properly consulted in good faith in order to achieve a result that is beneficial to us all, and that acknowledges the important role that we play as employees of the Department.

Kind regards,

s 22(1)(a)(ii)

Graduate Policy Officer | Climate Mitigation and Investment
Climate Change and Environmental Policy Branch | Climate Change and Sustainability Division
Department of Foreign Affairs and Trade

s 22(1)(a)(i)

s 22(1)(a)(ii)

From: Graduate and Entry-Level Programs Section
Sent: Friday, 9 September 2022 2:40 PM
To: DM All Graduates 2021; DM AllGraduates2022
Cc: Katrina Jocumsen; Lisa Arnold; s 22(1)(a)(ii)
Subject: Graduate Program Dates Changes: Confirmation of Next Steps [SEC=OFFICIAL]

Importance: High

OFFICIAL

Good Afternoon Everyone

Thank you for your participation this week in meetings to discuss the end dates for the 2021 and 2022 graduate programs. It is great to see everybody's participation and engagement.

The department is consulting with you to seek your feedback on whether or not to bring forward your graduate program end dates. As mentioned at this morning's meeting, noting the feedback received from graduates to date, we will not make any changes to your program or approach the APSC at this stage. It is clear that there are a number of views still to be heard, and we would like to provide the opportunity for this to occur.

We have spoken today with CPSU representative s 47F(1) and have extended an invitation for her to attend the next graduate consultation meeting. We will confirm dates for this meeting next week.

In the meantime, we welcome any further feedback or questions you may have. Please send these through to s 47E(d)@DFAT.gov.au.

Regards

Katrina

Katrina Jocumsen

Assistant Secretary
Recruitment Branch | Capability Taskforce
Department of Foreign Affairs and Trade
s 22(1)(a)(ii)

dfat.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

Graduate and Entry-Level Programs Section

From: s 22(1)(a)(ii)
Sent: Thursday, 8 September 2022 5:08 PM
To: Graduate and Entry-Level Programs Section
Cc: s 22(1)(a)(ii) ; s 47F(1)
Subject: Representative at tomorrow's consultation meeting [SEC=OFFICIAL]
Categories: Program Changes

OFFICIAL

Dear GES,

I'm writing to advise that the CPSU is my union representative in the change consultation meeting tomorrow.

Could you please forward the meeting invite and relevant papers to s 47F(1)

Kind Regards

s 22(1)(a)(ii)

Graduate and Entry-Level Programs Section

From: Graduate and Entry-Level Programs Section
Sent: Thursday, 8 September 2022 3:29 PM
To: s 22(1)(a)(ii)

Cc: s 22(1)(a)(ii)

Subject: TIG Hub; GSG Hub;
SGG Hub; Office of the Pacific Operations Hub; DMG Hub; ISG Hub; COG Corporate
Services Hub; Graduate and Entry-Level Programs Section
2021 Graduates - Process for final placements [SEC=OFFICIAL]

OFFICIAL

Good afternoon 2021 cohort and supervisors,

GES is currently working with business areas and Group Hubs to identify APS4 vacancies across the department. Once identified, they will all be advertised on JobConnect the same day, giving program participants ample opportunity to view the full scope on offer, and apply for the roles that best suit their skills, experiences and capabilities. Graduates will be given advanced notice of the publication date, and vacancies will remain open for 2 weeks to give all interested candidates time to apply.

At this stage there is nothing for graduates to do other than updating their CVs, and focussing on completing their program strongly, to position themselves as competitive candidates for the advertised vacancies.

Regards

GES

s 22(1)(a)(ii)

Director | Graduate and Early Careers Management Section
Recruitment Branch | Capability Taskforce
Department of Foreign Affairs and Trade
s 22(1)(a)(ii)
44 Sydney Ave, Barton ACT 2600
www.dfat.gov.au

From: s 47E(d)
Sent on:
To: s 22(1)(a)(ii)

s 47E(d)

CC: s 47E(d)

Subject:

Attachments: Consultation points for email to Graduate cohort d3.docx (19.95 KB)

Follow up: Follow up

Start date: Thursday, April 6, 2023 12:00:00 AM

Due date: Thursday, April 6, 2023 12:00:00 AM

OFFICIAL

Dear Graduates,

Please find attached the Consultation points for the meetings regarding the decision to shorten the 2021 and 2022 graduate programs.

Kind regards,

GES

Graduate and Early Career Management Section

Recruitment Branch I Capability Taskforce

Department of Foreign Affairs and Trade

s 47E(d) [@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)



Consultation – 2021/2022 Graduate Program

The purpose of the meetings held with the current graduate cohorts in September 2022 was to provide advice on the concept of shortening the 2021 and 2022 Graduate Programs and outline the steps involved if there was general support from current graduates.

Background

- The department's Graduate Program was changed from a 24 month to 12month delivery, commencing 2023, through a section 24(1) determination as agreed by the APS Commissioner.
- The department did not consult current graduates on the changes as they only applied to future graduates.
- However, 2022 cohort representatives met with GES to discuss that cohort's concerns they would be disadvantaged in terms of competition for postings and promotions, due to graduating after the 2023 cohort.
- While GES maintained there was sufficient opportunities for all cohorts and reaffirmed all postings and promotions were competitive processes, the concerns were raised with the Senior Executive, which subsequently agreed the 2022 (and by extension for alignment, the 2021) cohort could have their graduation dates bought forward to ensure the 2022 cohort graduated the month before the 2023 cohort.
- Subsequent to this decision, the WRC CPSU employee representative suggested the cohort should graduate earlier in November at the APS4.2, to capitalise on the 100-day criteria set in the Performance Management Framework. This would result in the cohort being eligible for advancement to APS5.1 (subject to performance) in March 2023 – one year earlier than scheduled.
- Noting the feedback received on the change to the 2021 and 2022 graduate program end dates, it was decided a review of the original decision would be taken.

Process going forward

- If there is general support - in terms of next steps, the department will write to the Australian Public Service Commission to seek agreement. The option of a draft collective determination (i.e. a section 24(1) determination) varying the terms of the Enterprise Agreement must be approved by the APS Commissioner under the *Public Sector Workplace Relations Policy 2020*. This is not a decision that can be made by the department.
- If the APS Commissioner **gives approval** to progress, the next step is for the Secretary to sign the section 24(1) determination to give effect to shorter programs.
- If the Commissioner **does not give approval** for the Secretary to sign the 24(1) determination, the department will be unable to take the steps to shorten the current programs. This will not impact the change to the 2023 program.

- The timeline related to the APS Commissioner considering a request to shorten the 2021 and 2022 programs, and what the response to that request may be, is unknown at this time. However, we will keep you informed as this matter progresses.
- **If there is not general support from the current graduates** the department will not proceed with shortening the 2021 and 2022 programs.

In response to question raised (during the 1st consultation meeting) regarding early advancement to APS Level 5.1

- The department is not able to allow the early advancement of the 2021 and 2022 graduates to the APS 5.1 pay point.
- The *Public Sector Workplace Relations Policy 2020* applies to all Australian Public Service agencies in relation to setting the terms and conditions of employment, including section 24(1) determinations.
- Clause 23 of the *Public Sector Workplace Relations Policy 2020* states existing pay scales cannot be modified to accelerate salary advancement and clause 50 states conditions are not to be enhanced. Constructing a process which would allow accelerated salary advancement to the APS 5.1, would not be consistent with the policy.
- Given this, the department will not seek the APS Commissioner's approval to enable early advancement, and the advancement of both the 2021 and 2022 graduates will remain as previously advised.

Given we wish to determine whether there is broad support to progress this request to the APSC as a matter of priority, we ask graduates who do not support a shortening of their program to email ^{s 47E(d)} @dfat.gov.au by COB Friday 9 September 2022. Correspondence will be kept confidential.

Should any graduate have further questions, please submit them to ^{s 47E(d)} @dfat.gov.au, or attend the 2nd consultation meeting 8 September 2021. Questions submitted to the inbox (that are not of an individual/personal nature) will be answered in writing to all program participants.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent on: Wednesday, September 7, 2022 4:56:33 AM
To: s 22(1)(a)(ii)
s 47E(d)
CC: s 22(1)(a)(ii) s 47E(d)

Subject

Based on feedback from Wednesday's consultation, I have extended Friday's by 15 mins.

Dear Graduates,

As you are aware the department is currently reviewing the decision to shorten the 2021 and 2022 graduate programs based on feedback received from both cohorts. This virtual meeting is to discuss this further. Members from the People Strategies and Policies Branch (including workplace relations) and members of the Recruitment Branch (including GES) will be in attendance.

Two sessions will be available, please accept only one session.

s 22(1)(a)(ii)

Director | Graduate and Early Careers Management Section

Recruitment Branch | Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

s 47E(d)

From:
Sent on:
To: s 22(1)(a)(ii)

Subject:
Follow up
Start date
Due date: Thursday, April 6, 2023 12:00:00 AM

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, 7 September 2022 2:20 PM
To: Graduate and Entry-Level Programs Section s 47E(d)@dfat.gov.au>
Cc: DM All Graduates 2021 s 47E(d) @dfat.gov.au>; DM AllGraduates2022 s 47E(d) @dfat.gov.au>
Subject: Questions from Consultations on Shortening Graduate Cohort Length [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Thank you for your time today.

Below are the questions that were put in the chat in today's Teams meeting. A few other grads messaged questions after the meeting ended so I have added them in this list.

- Can you share that legal advice with us?
- If grads have their own legal advice, how do you propose we reconcile this difference in opinion?
- Since the current graduate cohort is being shortened as a result of the new program does that not mean that we are being affected by the decision and should have been consulted at the outset?
- Could we get a further understanding of how the 1 month period between the 2022 grads finishing and the 2023 grads finishing will work?
 - o Will the jobs be on JobConnect, but there's manual filtering to ensure the right people apply?
- What are the tangible benefits of shortening the program for the grads?
- Why are we accelerating the 23 program then, are they not then gaining?
- With 180 grads finishing at (roughly) the same time, I understand there is an obligation to have 180 APS4 roles available. The 2021 annual report lists DFAT as having 89 APS4 positions total - not just available. What workforce planning is occurring to ready an additional 100+ roles to be available all at one time? Particularly given many APS4 roles are not policy, but fall in IT/Admin/Corporate positions.
- Could you please clarify how the changes to the 2023 graduate cohort does not impact existing graduate cohorts? They will be progressing faster, having an international rotation and finishing before the 2022 graduates if the original dates are used.
- Is it correct that 2023 grads will be getting an overseas rotation? This would also make them more competitive than current graduates, effecting our employment and progression prospects.
- Could you please share the legal advice which states our programs cannot end so as to allow 100 days on APS4.2?
- Can a similar determination that was made to change the 24 month program be made to shorten the 2021 and 2022 programs?
- How were the proposed new shorter dates for the 2021 and 2022 graduate cohorts decided?

Kind Regards,
s 22(1)(a)(ii)

s 22(1)(a)(ii)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent on: Monday, September 5, 2022 7:47:48 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>;
s 22(1)(a)(ii) @dfat.gov.au>
Subject: Re: Workplace Relations - BB1 WRC employee representatives[SEC=OFFICIAL]

OFFICIAL

Thanks ^{s 22(1)(a)(ii)} and ^{s 22(1)(a)(ii)} for setting this up!

I'm in Papua New Guinea at the moment and will be busy attending site visits for most of the week. Would we great if we could potentially reschedule to sept 14th when im back, but otherwise happy for ^{s 22(1)(a)(ii)} to represent us both.

Best,
s 22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Date: Monday, 5 September 2022 at 3:55:02 pm
To: s 22(1)(a)(ii) @dfat.gov.au>, s 22(1)(a)(ii) @dfat.gov.au>, s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Workplace Relations - BB1 WRC employee representatives [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Thank you for setting this up! Looking forward to chatting with you both. ^{s 22(1)(a)(ii)} is currently away on official travel, and will only be back on the 13th of September. I'm happy to meet with you both before she is back or maybe we could have a webex/teams option for Soraya to dial in if possible?

Additionally, if we stick with the meeting tomorrow, could we please do later in the day? I have another meeting until 10:30.

Thanks again!
s 22(1)(a)(ii)

Consular and Crisis Management Division
s 22(1)(a)(ii)

-----Original Appointment-----

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Monday, 5 September 2022 3:22 PM
To: s 22(1)(a)(ii)
Subject: Workplace Relations - BB1 WRC employee representatives [SEC=OFFICIAL]
When: Tuesday, 6 September 2022 10:00 AM-10:30 AM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: ^{s 22(1)(a)(ii)} Office - s 22(1)(a)(ii)

OFFICIAL

Meeting with the Director and Assistant Director of the Graduate Program to meet the new BB1 Workplace Relations Committee members.

Kind regards,
s 22(1)(a)(ii)

s 22(1)(a)(ii)

Assistant Director

Graduate and Early Career Management Section

Recruitment Branch | Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

www.dfat.gov.au

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 19 August 2022 9:14 AM
To: s 22(1)(a)(ii)
Subject: FW: 10am meeting with BB1 reps [SEC=OFFICIAL]

Can we chat about this at some point?

I don't feel that some of the points are related to WR and I wonder if maybe we need to have a chat to WR about engagement with the committee.

s 22(1)(a)(ii)

A/g Assistant Director
 Graduate and Early Career Management Section
 Recruitment Branch | Capability Taskforce
 Department of Foreign Affairs and Trade
 s 22(1)(a)(ii)

www.dfat.gov.au

From: Graduate and Entry-Level Programs Section ^{s 47E(d)} @dfat.gov.au>
Sent: Friday, 19 August 2022 8:43 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: 10am meeting with BB1 reps [SEC=OFFICIAL]

OFFICIAL

From: s 47E(d) @dfat.gov.au>
Sent: Thursday, 18 August 2022 5:48 PM
To: Graduate and Entry-Level Programs Section ^{s 47E(d)} @dfat.gov.au>
Cc: WRC <s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: 10am meeting with BB1 reps [SEC=OFFICIAL]

Dear GES,

I hope this email finds you well.

Again just following up on the below emails. I will be handing over the BB1 WRC rep role to new representatives shortly (elections for new representatives are currently underway), and I'm keen to ensure open lines of communication between GES and the BB1 WRC reps.

As per the below emails, the issues I'm keen to follow up on are:

1. Consolidating more regular communication between the BB1 representatives and GES
 - a. I note your previous suggestion that meetings aren't necessary, given that communication between GES and WRC reps can be done via email. However, the GES inbox is clearly very busy. As such, my view is that semi-regular in person meetings would be a more productive form of communication. As previously mentioned, I agree it would be reasonable for reps to provide an outline of discussion topics/questions ahead of time.

- b. I'd again reiterate that it is the responsibility of WRC reps to engage with operational areas before escalating issues to the WRC Secretariat. This requires engagement from the relevant operational areas, which is why I'm keen to work with GES to establish clearer lines of communication before handing over to new representatives.
2. Clarity on the impact of postings and STMs on involvement in the graduate program, as well as the corresponding impact on progression.
3. Clear communication on the status of changes to the length of the graduate program, particularly given that the determination sought from the APSC commissioner explicitly states "the instrument does not apply to an employee who was engaged in the Department of Foreign Affairs and Trade through a Graduate Program before 1 January 2023."

Additionally, I'd like to request guidance for the 2021 cohort on the process for leaving the graduate program in order to take up an internally advertised position, as well as the process for seeking a placement at the end of the graduate program.

Please be in touch if you require any clarification.

Kind regards,

s 22(1)(a)(i)

BB1 WRC rep

From: BB1WRC

Sent: Thursday, 11 August 2022 8:59 AM

To: Graduate and Entry-Level Programs Section s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au)>

Subject: RE: 10am meeting with BB1 reps [SEC=OFFICIAL]

OFFICIAL

Dear GES,

Just following up on the below email.

I understand Katrina is separately considering issues relating to the length of the graduate program, but am still keen to discuss the other topics mentioned below.

Separately, I wanted to reach out on behalf of the 2021 graduate to pass on some feedback about the availability of online training options during the recent training block. Given that a number of graduates have had to pull out of the training due to Covid, can we confirm that future training blocks will involve back-up online options? This is particularly important in a context where attending the training is a prerequisite for completing the graduate program. Additionally, it would support employees with pre-existing conditions or other high risk considerations (e.g. imminent work travel) to better manage the risk of contracting Covid.

Finally, as more graduates apply for and succeed in STM and full posting applications, we would like to request some formal guidance from GES on what each of these means for our involvement in the graduate program. For example:

1. Are graduates removed from the program once being successful for a posting? How does this affect their progression to APS 4.2 and 5? (I note this is probably more relevant for graduates with imminent departure or language training start dates)
2. How does being on STM affect involvement in the graduate program? (E.g. not being able to attend a training block)

As always, more than happy to discuss in person.

Kind regards,

s 22(1)(a)(i)

From: BB1WRC
Sent: Tuesday, 2 August 2022 11:52 AM
To: Graduate and Entry-Level Programs Section ^{s 47E(d)} @dfat.gov.au>
Subject: RE: 10am meeting with BB1 reps [SEC=OFFICIAL]

OFFICIAL

Dear GES,

Thank you for your response, and apologies for the late reply. I'm currently on language training, so don't have frequent access to my emails. ^{s 22(1)(a)(ii)} has recently left the Department to pursue further study, so I'm currently managing the BB1 rep role myself, as I wait to handover to the next reps.

Please see my response below.

Kind regards,

^{s 22(1)(a)(ii)}

From: Graduate and Entry-Level Programs Section ^{s 47E(d)} @dfat.gov.au>
Sent: Monday, 25 July 2022 4:27 PM
To: ^{s 22(1)(a)(ii)} @dfat.gov.au>; ^{s 22(1)(a)(ii)} @dfat.gov.au>
Cc: Graduate and Entry-Level Programs Section ^{s 47E(d)} @dfat.gov.au>
Subject: RE: 10am meeting with BB1 reps [SEC=OFFICIAL]

OFFICIAL

Hi ^{s 22(1)(a)(ii)}

As previously discussed, here are the responses to your queries.

- **Consolidating a schedule of regular (monthly) meetings between GES and WRC BB1 representatives to discuss issues facing graduate cohorts**
 - This was something we had agreed to with ^{s 22(1)(a)(ii)} previously, but are keen to make sure continues into the next WRC BB1 reps' tenure. We believe regular communication between GES and the WRC reps is a really important way of making sure GES is alerted to any issues or questions being raised amongst the graduate cohort, and has an opportunity to respond.

We acknowledge that this was agreed to by our predecessors. Workplace Relations issues will always require GES to seek advice prior to responding. As such, we don't think it is appropriate for these meeting to continue with this regularity and in this format. Non-workplace relations issues can be raised through other channels. For WRC meetings, GES provide talking points and briefings through the official secretariat.

We recognise that GES will need to seek advice on certain enquiries prior to providing formal responses to workplace relations questions, however, we don't agree that this needs to be a barrier to any in-person meetings between GES and BB1 WRC reps. We agree it would be reasonable to expect WRC reps to provide a summary/agenda of questions/issues to be discussed prior to any meeting, as well as for GES to request time to seek advice. We note that the WRC Statement of Expectations requires WRC representatives to address matters at an operational level in the first instance, before bringing them to the WRC secretariat. Given that one of the main cohorts BB1 representatives look after are graduates, our understanding is that this creates a responsibility for

us to work closely with GES on matters affecting graduates, rather than waiting for updates via the official secretariat. We think that meetings are an important part of this, as they would allow for a more nuanced conversation than facilitated via email. We would be happy to work with GES on a format and schedule of regular meeting that works.

- **Streamlining communication with graduates via the GES group inbox**

- We would like to propose that the GES inbox set up a standardised reply that sets out a) expected response times and, b) clarifies what types of enquiries GES is able to help with. We think this would help to manage graduate expectations around the use of the inbox and GES's remit.

This is already in place and an intranet page is under development.

Thank you for confirming.

- **Consultation and information on changes to the length of the graduate program**

- We note that clause 8.3 of the DFAT Enterprise Agreement refers to a graduate program involving "training and development over a 24 month period".

GES have provided input to a brief going to WRC on 26 July.

- We understand previous advice was that current graduates didn't need to be consulted on the reduction of the program to 12 months because they would not be directly affected. Given the recent announcement that current graduate rotations will also be shortened, we're keen to understand how the Department plans to consult with affected graduates.

GES have provided input to a brief going to WRC on 26 July.

Thank you – I heard the brief at the WRC meeting on 26 July and do have further questions. The brief noted that a determination had been sought on the changes to the graduate program from the APS commissioner, and that current graduates did not need to be consulted on this determination as it would only affect future employees, not current ones. However, since then, changes to the length of the 2022 and 2021 graduates' program have been made, demonstrating a clear impact on current employees. Is GES able to explain why graduates were not consulted with on these changes, given the very clear impacts on their program? As BB1 rep I have received a lot of feedback on this issue from the cohort, with many graduates expression confusion and disappointment in the fact that the 24 month program articulated in the EA has been changed, without clear consultation or communication.

- Additionally, we would like to propose (if not already underway) an information/question and answer session on changes to the graduate program for all current graduates. We understand there is a lot of anxiety amongst the graduate cohorts about what these changes mean for them, and are hopeful many of these anxieties could be addressed through an information session (similar to the one 2021 graduates received on the posting process).

The graduate team addresses individual concerns on a case-by-case basis. This provides more tailored advice specific to each individual situation.

Thank you – though I note there would be a separate benefit to a group information session to the extent it would allow rumours surrounding the impact of the changes to the graduate program to be addressed, and for all graduates to have a chance to ask questions in an open forum.

- **Introduction to diversity networks**

- We understand 2022 graduates have not yet had the opportunity to be introduced in person to the diversity networks. We would like to propose that a session dedicated to this be included in one of the upcoming training blocks for the 2022 cohort.

The Director in Diversity and Inclusion spoke to this at length at the Induction for the 2022 graduate cohort and we note these Committees have reached out directly to graduates. For example, an email was sent to all graduate cohorts from the CALD network e.g. 25 July and 12 May etc. Graduates can contact the Diversity networks on the intranet or via the email sent from GES on 11 May to the 2022 graduate cohort detailing the Diversity and Inclusion groups and their contacts.

Thank you for this update. We would still encourage the inclusion of an in-person briefing from representatives of each diversity network in a future training block. This was previously common practice during graduate induction periods, as it helped to create a greater level of familiarity and comfort between graduates and the diversity networks, and encouraged greater engagement throughout the year. We have received feedback from both graduates themselves, and the diversity networks that this type of briefing would be highly valued and greatly appreciated.

Kind regards,

s 22(1)(a)(ii)

From: s 22(1)(a)(i) @dfat.gov.au>
Sent: Wednesday, 20 July 2022 1:12 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: Graduate and Entry-Level Programs Section s 47E(d) @dfat.gov.au>
Subject: RE: 10am meeting with BB1 reps [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

A meeting Thursday morning would be great – would 10am work for you?

In terms of agenda, below are the points we're keen to discuss. I note that s 22(1)(a)(ii) and I will be finishing up in the BB1 rep role very soon (after the 26 July WRC meeting), so the context of this meeting is also to make sure there are some good structures set up for the relationship between GES and the new BB1 WRC reps when we handover to new representatives. I'm on language training at the moment so, with apologies, won't have access to emails this afternoon, but am very happy to discuss any questions/clarifications tomorrow morning. I'm also aware that, as WRC reps, s 22(1)(a)(ii) and I do not have full visibility of what GES is already working on, so we're also keen to hear any updates from you that might be relevant to the below.

- **Consolidating a schedule of regular (monthly) meetings between GES and WRC BB1 representatives to discuss issues facing graduate cohorts**
 - This was something we had agreed to with s 22(1) previously, but are keen to make sure continues into the next WRC BB1 reps' tenure. We believe regular communication between GES and the WRC reps is a really important way of making sure GES is alerted to any issues or questions being raised amongst the graduate cohort, and has an opportunity to respond.
- **Streamlining communication with graduates via the GES group inbox**
 - We would like to propose that the GES inbox set up a standardised reply that sets out a) expected response times and, b) clarifies what types of enquiries GES is able to help with. We think this would help to manage graduate expectations around the use of the inbox and GES's remit.
- **Consultation and information on changes to the length of the graduate program**
 - We note that clause 8.3 of the DFAT Enterprise Agreement refers to a graduate program involving "training and development over a 24 month period".
 - We understand previous advice was that current graduates didn't need to be consulted on the reduction of the program to 12 months because they would not be directly affected. Given the recent announcement that current graduate rotations will also be shortened, we're keen to understand how the Department plans to consult with affected graduates.

- Additionally, we would like to propose (if not already underway) an information/question and answer session on changes to the graduate program for all current graduates. We understand there is a lot of anxiety amongst the graduate cohorts about what these changes mean for them, and are hopeful many of these anxieties could be addressed through an information session (similar to the one 2021 graduates received on the posting process).
- **Introduction to diversity networks**
 - We understand 2022 graduates have not yet had the opportunity to be introduced in person to the diversity networks. We would like to propose that a session dedicated to this be included in one of the upcoming training blocks for the 2022 cohort.

Warm regards,

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Monday, 18 July 2022 12:07 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: Graduate and Entry-Level Programs Section^{s 47E(d)}@dfat.gov.au>
Subject: RE: 10am meeting with BB1 reps [SEC=OFFICIAL]

Good morning s 22(1)(a)(ii)

Happy to catch up Thursday morning via Teams.

If you can please send through the agendas item or some dot points regarding what you would like to discuss during the catch up so I can prepare. Otherwise, if you want to send through the dot points, I can provide responses for you prior to your meeting.

Kind regards,

s 22(1)(a)(ii)

A/g Assistant Director
 Graduate and Early Career Management Section
 Recruitment Branch | Capability Taskforce
 Department of Foreign Affairs and Trade
 s 22(1)(a)(ii)
www.dfat.gov.au

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, 15 July 2022 11:36 AM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: Graduate and Entry-Level Programs Section^{s 47E(d)}@dfat.gov.au>
Subject: RE: 10am meeting with BB1 reps [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Just following up on the below. Noting that the next WRC meeting is on Tuesday 26 July, would it be possible to set up a meeting between yourself or another member of GES one morning next week? We're very keen to touch base on some graduate-specific issues prior to the broader WRC meeting.

Kind regards,

Graduate and Entry-Level Programs Section

From: Katrina Jocumsen
Sent: Tuesday, 23 August 2022 4:17 PM
To: Justin Mcgowan; s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) Lisa Arnold; s 22(1)(a)(ii) ; Graduate and Entry-Level Programs Section
Subject: RE: Graduate program duration review [SEC=OFFICIAL]
Categories: Chat to s 22(1)(a)

OFFICIAL

Noted thanks Justin.

s 22(1)(a)(ii), I have copied in Workplace Relations s 22(1)(a)(ii) & Lisa Arnold) for visibility. We are working with them on the review and will consult with graduates as appropriate once we have advice from the APSC. s 22(1)(a)(ii) and Lisa are also best placed to advise how consultation should be done (e.g. through the WRC). s 22(1)(a)(ii), Director GES is also copied for visibility.

Katrina Jocumsen
 Assistant Secretary
 Recruitment Branch
 Capability Taskforce
 Department of Foreign Affairs and Trade
 s 22(1)(a)(ii)

www.dfat.gov.au

[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

I acknowledge the traditional owners of country throughout Australia, and their continuing connection to land, sea and community.

I pay my respects to them and their cultures, and to elders past present and emerging.

From: Justin Mcgowan <Justin.Mcgowan@dfat.gov.au>
Sent: Tuesday, 23 August 2022 3:21 PM
To: s 22(1)(a)(ii) @dfat.gov.au
Cc: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>
Subject: RE: Graduate program duration review [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii)

Katrina is leading this specifically as a result of our discussion with you, I have asked for an entire review of what has been done and plan to go back to the executive with options.

Katrina – please engage s 22(1)(a)(ii) as appropriate as the CPSU representative - I will leave it to you to determine whether this should be done through the WRC

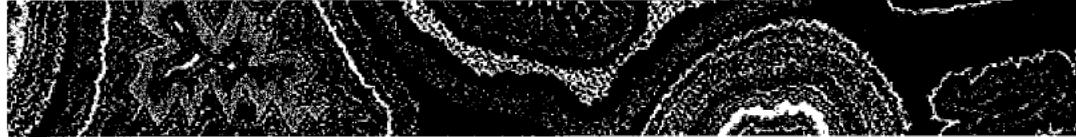
Justin

Justin McGowan

First Assistant Secretary
Head Capability Taskforce
Canberra
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

dfat.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) @dfat.gov.au
Sent: Tuesday, 23 August 2022 3:18 PM
To: Justin McGowan <Justin.Mcgowan@dfat.gov.au>
Subject: RE: Graduate program duration review [SEC=OFFICIAL]

OFFICIAL

Hi Justin – who is best to talk to about this?

Eager for details on what specifically is being reviewed, envisioned timeline, intended outcomes and whether grads will be involved in the review? I cannot emphasise enough how important engaging grads in the review will be for building trust and preventing further push back.

Coming to you in good faith to get in front of this issue.

From: Graduate and Entry-Level Programs Section <s 47E(d)@dfat.gov.au>
Sent: Monday, 22 August 2022 10:52 AM
To: DM All Graduates 2021 <s 47E(d)@dfat.gov.au>; DM AllGraduates2022 <s 47E(d)@dfat.gov.au>
Subject: Graduate program duration review [SEC=OFFICIAL]

OFFICIAL

Good morning

I am writing to advise that based on feedback about the change to rotation/graduation dates for the 2021 and 2022 graduate programs (as advised by email 24 June 2022), the decision will be reviewed. As part of this review, the department will engage with the Australian Public Service Commission. We will provide advice to all graduates once the review is completed.

Kind regards

s 22(1)(a)(ii)

Director | Graduate and Early Careers Management Section
Recruitment Branch | Capability Taskforce
Department of Foreign Affairs and Trade

From: Katrina Jocusen<Katrina.Jocusen@dfat.gov.au>
Sent on: Wednesday, August 10, 2022 3:00:59 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
CC: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; WRC s 47E(d) @dfat.gov.au>; Justin Mcgowan<Justin.Mcgowan@dfat.gov.au>
Subject: RE: Seeking advice: graduate program changes [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

By way of a further update, a review will be undertaken of the decision.

We will get back to you in due course.

Katrina

Katrina Jocusen

Assistant Secretary

Recruitment Branch

Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

www.dfat.gov.au

[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

I acknowledge the traditional owners of country throughout Australia, and their continuing connection to land, sea and community.

I pay my respects to them and their cultures, and to elders past present and emerging.

From: Katrina Jocusen

Sent: Tuesday, 9 August 2022 3:22 PM

To: s 22(1)(a)(ii) @dfat.gov.au>

Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

s 22(1)(a)(ii) @dfat.gov.au>; WRC s 47E(d) @dfat.gov.au>; Justin Mcgowan <Justin.Mcgowan@dfat.gov.au>

Subject: RE: Seeking advice: graduate program changes [SEC=OFFICIAL]

OFFICIAL

Thanks s 22(1)(a)(ii) We will take a look at this and get back to you.

Katrina Jocusen

Assistant Secretary

Recruitment Branch

Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

www.dfat.gov.au

[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

I acknowledge the traditional owners of country throughout Australia, and their continuing connection to land, sea and community.

I pay my respects to them and their cultures, and to elders past present and emerging.

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Tuesday, 9 August 2022 3:17 PM

To: Justin Mcgowan <Justin.Mcgowan@dfat.gov.au>; Katrina Jocusen <Katrina.Jocusen@dfat.gov.au>

Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

s 22(1)(a)(ii)@dfat.gov.au>; WRC s 47E(d) @dfat.gov.au>

Subject: Seeking advice: graduate program changes [SEC=OFFICIAL]

OFFICIAL

Hi Justin and Katrina,

Thank you for taking the time to catch up this morning.

CCing s 22(1)(a)(ii) (outgoing BB1 WRC rep and '21 graduate) and s 22(1)(a)(ii) and s 22(1)(a)(ii) (CPSU delegates and de facto representatives for '22 graduates).

Proposed solution

'21 and '22 grads seek your views on **changing the end dates of the graduate program**. We propose ending the '21 program on **11 November 2022** and the '22 program on **11 November 2023**.

Following the application of the attached advice, this will enable graduates to progress to APS5 within the broadband at the end of the '22-23 performance cycle because graduates will have been performing at the APS4.2 level for more than 100 days.

As discussed, we believe this is a more efficient use of Departmental resources. The HRM does not stipulate that eligibility to submit an application for Movement within a Broadband is dependent on the dates of the performance cycle, only that the application is assessed by our Divisions based on our 'performance rating during the previous performance cycle' (HRM 14.4 'Eligibility'). If the current dates are not changed, we expect all graduates will make individual claims to progress to APS5, which will require individual consideration from PPD.

Grateful advice on this solution.

Clearer advocacy and engagement with grads

As discussed, our discussion today was a continuation of other graduate advocacy, namely from s 22(1)(a)(ii), BB1 WRC rep) and s 22(1)(a)(ii) and s 22(1)(a)(ii). The need for this consideration came about once advice on the effect of the changes to our graduate program on our progression became apparent (attached). I can assure you that s 22(1)(a)(ii) and I work closely together to align our advocacy.

To ensure a more streamlined approach to graduate advocacy, s 22(1)(a)(ii) – alongside the other grads - will discuss having a single point of contact (or perhaps a pair) for discussion of graduate issues. The imminent election of new BB1 reps will be a opportune time to design a constructive approach.

If PPD / Capability Taskforce is interested, more than happy to co-host a forum with graduates to bust myths and facilitate dialogue. This might be useful for addressing misconceptions held amongst the graduate cohort.

Cheers,

s 22(1)(a)(ii)

From: Justin McGowan<Justin.McGowan@dfat.gov.au>
Sent on: Wednesday, August 3, 2022 8:38:42 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
CC: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: 2021 Graduate Advancement [SEC=OFFICIAL]

OFFICIAL

Thanks s 22(1)(a)(ii) - I refer you to s 22(1)(a)(ii) for any grad related queries. Unfortunately I am not available tomorrow, I have asked my office to find a time.
s 22(1)(a)(ii) - I previously approved this one to be distributed, can you please follow up why it hasn't gone out.

Justin McGowan
First Assistant Secretary
Head Capability Taskforce
Department of Foreign Affairs and Trade
s 22(1)(a)(ii)
www.dfat.gov.au
[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, 3 August 2022 5:48 PM
To: Justin McGowan <Justin.McGowan@dfat.gov.au>
Subject: FW: 2021 Graduate Advancement [SEC=OFFICIAL]

OFFICIAL

Hi Justin,

I didn't hear back, so I sent this out.

I am convening a meeting with all grads tomorrow to discuss next steps. Eager to chat with you tomorrow.
s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)
s 22(1)(a)(ii)

Passing this information on. Apologies it didn't come sooner – I hoped it would be sent to you all centrally. There are a few moving parts to all this. Eager to get everyone's views at our grad chat tomorrow. Cheers,

s 22(1)(a)(ii)

From: Justin McGowan <Justin.Mcgowan@dfat.gov.au>
Sent: Friday, 29 July 2022 3:06 PM
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Cc: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>
Subject: 2021 Graduate Advancement [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Thank you for raising this issue with me.

I have obtained advice from both the Workplace Relations and Performance Sections on the impacts to salary advancement by bringing forward the graduations for the 2021/2022 cohorts and subsequent s.24(1) Determination in relation to the 2023 cohort, and provide the following advice.

Governance

Graduate Program completion

Section 8.7 of the EA outlines that Graduates will be entitled to progress to the APS 4.2 level on conclusion of the relevant program.

This provision is clear, and should be applied in accordance with its ordinary meaning. Therefore, each cohort will be advanced to APS 4.2 in line with the completion of their Graduate Program. Assuming completion is deemed to be at the end of their final rotation, this means the 2021 cohort will move to an APS 4.2 on 19 November 2022, and the 2022 cohort on 18 November 2023.

General Salary Advancement

Section 13.1 of the DFAT EA outlines that employees are eligible to advance to the next salary point within their band where they are rated as performing well or higher in the previous performance cycle, and they meet other criteria in the

Performance Management Framework (PMF). This would include advancement from an APS 4.2 to an APS 5.1 within Broadband 2, where all relevant criteria are met.

Looking to the Performance Management Framework (PMF), paragraph 10 states that to be eligible for advancement, as of 31 March, you must have performed duties at your current level for more than 100 days in the performance cycle. The [Payment and Eligibility Advice](#) available on the intranet clarifies that 100 days means 100 working days. Working days in this context includes Monday-Friday, including any days absent from the workplace due to paid leave (ie. Annual/Personal leave) or Public Holidays.

The PMF requirement to have been at the applicable level for at least 100 working days in order to be eligible for advancement is a long-standing requirement at DFAT. It has also been strictly applied historically, including employees being ineligible for advancement (or a performance bonus where applicable) after having been at level for up to 99 working days. This practice will continue so as not to cause inequities in its application across the department. Therefore, for the 2021 and 2022 graduate cohorts to be eligible for advancement from APS 4.2 to APS 5.1, they must have been rated as 'performing well' or higher in the relevant performance cycle AND have been at the 4.2 level for at least 100 working days.

Application to Graduate Cohorts

2021 Graduate Cohort

- Eligible for advancement from APS 4.1 to APS 4.2 on 19 November 2022
- Not eligible for advancement from APS 4.2 to APS 5.1 on 1 April 2023 (95 days at APS 4.2 = less than 100 working days at APS 4.2)
- Eligible for advancement from APS 4.2 to APS 5.1 on 1 April 2024

2022 Graduate Cohort

- Eligible for advancement from APS 4.1 to APS 4.2 on 18 November 2023
- Not eligible for advancement from APS 4.2 to APS 5.1 on 1 April 2024 (96 days at APS 4.2 = less than 100 working days at APS 4.2)
- Eligible for advancement from APS 4.2 to APS 5.1 on 1 April 2025

Any further questions give me a call and we can discuss

Have a good weekend

Justin

Justin McGowan

First Assistant Secretary

Head Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

www.dfat.gov.au

[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

From: Justin McGowan<Justin.McGowan@dfat.gov.au>
Sent on: Monday, July 25, 2022 6:02:42 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

G'day s 22(1)(a)(ii)
 I'll get the details and come back to you. Enjoy your time in Phuket, say g'day to s 22(1)(a)(ii) for me.
 Cheers,
 Justin

Justin McGowan
 First Assistant Secretary
 Head Capability Taskforce
 Department of Foreign Affairs and Trade
 s 22(1)(a)(ii)
www.dfat.gov.au
[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Monday, 25 July 2022 1:11 PM
To: Justin McGowan <Justin.McGowan@dfat.gov.au>
Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Hi Justin,
 I hope you are well. I am sending this email to you in my capacity as s 22(1)(a)(ii) n DFAT.

Since the changes to the grad program were announced a month ago, there has been no further clarification about how/when grads will access their progression entitlements under the EA. See below emails.
 Can you please provide a timeline for when the questions below (in yellow) will be resolved?
 Cheers,

s 22(1)(a)(ii)

From: Stuart Clarke <Stuart.Clarke@dfat.gov.au>
Sent: Friday, 8 July 2022 9:03 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: Justin McGowan <Justin.McGowan@dfat.gov.au>; Graduate and Entry-Level Programs Section s 22(1)(a)(ii), s @dfat.gov.au>
Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Noted s 22(1)(a)(ii) Thank you

Stuart
 Stuart Clarke
 A/g Assistant Secretary
 Recruitment Branch
 Capability Taskforce
 Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, 8 July 2022 12:01 PM
To: Stuart Clarke <Stuart.Clarke@dfat.gov.au>
Cc: Justin McGowan <Justin.McGowan@dfat.gov.au>; Graduate and Entry-Level Programs Section s 47E(d) @dfat.gov.au>
Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Hi Stuart,

Appreciate it is a busy time. Eager to emphasise there are significant concerns about how these changes fit with the DFAT Enterprise Agreement.

I will update grads to let them know that a timeframe cannot be provided.

s 22(1)(a)(ii)

From: Stuart Clarke <Stuart.Clarke@dfat.gov.au>

Sent: Friday, 8 July 2022 10:53 AM

To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>

Cc: Justin Mcgowan <Justin.Mcgowan@dfat.gov.au>; Graduate and Entry-Level Programs Section ^{s 47E(d)} <[s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)>

Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

We will provide them as soon as we are able to. I cannot give you a timeframe at this stage, given the priority work the team are undertaking.

Stuart

Stuart Clarke

A/g Assistant Secretary

Recruitment Branch

Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>

Sent: Friday, 8 July 2022 9:29 AM

To: Stuart Clarke <Stuart.Clarke@dfat.gov.au>

Cc: Justin Mcgowan <Justin.Mcgowan@dfat.gov.au>; Graduate and Entry-Level Programs Section ^{s 47E(d)} <[s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)>

Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Hi Stuart,

I hope you are well.

Can you advise when we will receive the FAQs.

s 22(1)(a)(ii)

From: Stuart Clarke <Stuart.Clarke@dfat.gov.au>

Sent: Friday, 24 June 2022 4:49 PM

To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; Graduate and Entry-Level Programs Section ^{s 47E(d)} <[s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)>

Cc: Justin Mcgowan <Justin.Mcgowan@dfat.gov.au>

Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Thanks s 22(1)(a)(ii)

We will bundle up questions over the coming week and come back out with an FAQ.

Thanks for your question.

Stuart

Stuart Clarke

A/g Assistant Secretary

Recruitment Branch

Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Sent: Friday, 24 June 2022 4:34 PM
To: Graduate and Entry-Level Programs Section <[s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)>
Cc: Stuart Clarke <Stuart.Clarke@dfat.gov.au>; Justin McGowan <Justin.Mcgowan@dfat.gov.au>
Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Hi GES,
Thank you for the below information.

Just a quick clarifying question. In terms of implications on progression for '21 grads, can you confirm the following understanding:

1. '21 Grads will move to APS4.2 in Nov 22 (as per 8.7 EA)
2. '21 Grads qualify to move to a APS5 at approx May '23 at the end of the performance cycle (as per 14.2 EA), as we will be at the top pay point of our band.

Cheers,

s 22(1)(a)(ii)

From: Graduate and Entry-Level Programs Section <[s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)>
Sent: Friday, 24 June 2022 3:29 PM
Subject: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]

OFFICIAL

Hello graduates and supervisors

DFAT is committed to the ongoing support and development of our graduate cohorts. This note is to advise you that the department is refreshing the Graduate Program commencing with the 2023 cohort, the main change is a shift from 24-month delivery to 12-months.

How will this impact current graduates?

- The 2021 and 2022 graduate programs will have their third and fourth rotations shortened to effect new graduation dates. See below for timings.
- This will enable the 2022 graduates to apply for post program roles prior to the 2023 cohort graduating in December 2023.
- These changes will also allow earlier progression to APS 4.2 than previously scheduled.

Rotation Dates Amendments

2021 Cohort Rotation 3: 7 March - 22 July 2022

2021 Cohort Rotation 4: 25 July - 18 November 2022

2022 Cohort Rotation 3: 8 May - 11 August 2023

2022 Cohort Rotation 4: 14 August - 17 November 2023

Graduation Dates (specific date to be confirmed)

2021 Cohort - mid-November 2022

2022 Cohort - mid-November 2023

2023 Cohort - mid December 2023

Graduates should discuss these changes with their supervisors, and submit questions relating to individual circumstances to <[s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)>.

Stuart Clarke

A/g Assistant Secretary

Recruitment Branch

Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

www.dfat.gov.au

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent on: Tuesday, June 28, 2022 1:35:03 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
CC: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: 31/05/2022 Meeting Summary and Next Steps [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

I've already spoken to the grads about the changes. So this will be something else.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 28 June 2022 11:11 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: 31/05/2022 Meeting Summary and Next Steps [SEC=OFFICIAL:Sensitive]
 Hi s 22(1)(a)(ii)

I'm currently on an SVP until July 6 and not currently in the APO. You may be able catch s 22(1)(a)(ii) and I've cc'd her in. Grateful if you could advise if you were heading over to talk to the Grads about the changes to the program or something else.

Kind regards,
 s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 28 June 2022 11:04 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: 31/05/2022 Meeting Summary and Next Steps [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

s 22(1)(a)(ii)

I think I'm heading over to APO around 2:30pm. Grab me when you see me, before I talk to the grads.
 s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 28 June 2022 11:02 AM
To: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: 31/05/2022 Meeting Summary and Next Steps [SEC=OFFICIAL:Sensitive]
 Dear Katrina and s 22(1)(a)(ii)

Thank you for your response and apologies for our late acknowledgement.

Thank you also for changing our graduation dates so they don't clash with the 2023 Graduate cohort, we appreciate your consideration on this.

We'd just like to follow up on two things that were discussed during our meeting:

1. A face-to-face forum with all 2022 Graduates aimed at clarifying GES's role. This would be timely considering the announced changes to our graduation dates, training schedule, APO redeployment and the mixed understanding that graduates have of GES's role. Since all grads have been redeployed to APO, perhaps now would be an easy time to have us all in one place.
2. The training matrix with proposed courses that grads will complete throughout their recall dates. We understand this sits with the Graduate Development team and that they have sent us updated training dates, but we still have not received a matrix with specific courses.

Kind Regards,
 s 22(1)(a)(ii)

From: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>
Sent: Friday, 17 June 2022 2:15 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>; Graduate and Entry-Level Programs Section <s 47E(d)@dfat.gov.au>
Subject: RE: 31/05/2022 Meeting Summary and Next Steps [SEC=OFFICIAL:Sensitive]

OFFICIAL: SensitiveHello ^{s 22(1)(a)(ii)}

Thank you for sending through the questions. To ensure clarity and ease of response, we have extracted them from the document you provided and attached them here.

Regards

Katrina

Katrina Jocumsen

Assistant Secretary

Safety, Integrity & Recruitment

People Division (PPD)

Department of Foreign Affairs and Trade

^{s 22(1)(a)(ii)}www.dfat.gov.au[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

I acknowledge the traditional owners of country throughout Australia, and their continuing connection to land, sea and community.

I pay my respects to them and their cultures, and to elders past present and emerging.

From: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>

Sent: Friday, 17 June 2022 1:58 PM

To: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>

Subject: FW: 31/05/2022 Meeting Summary and Next Steps [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

From: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>

Sent: Monday, 6 June 2022 4:14 PM

To: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>; ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>

Cc: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>

Subject: 31/05/2022 Meeting Summary and Next Steps [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Dear Katrina and ^{s 22(1)(a)(ii)}

Thank you again for meeting with us last Tuesday, we're very appreciative of your time.

As discussed, **attached** is the **summary** (including specific questions and action points) as well as instances of **emails** where graduates have either not received a reply at all or where they have experienced extensive wait times. We had multiple further examples of such instances in March however have left them out as per your request last week.

We look forward to continue to work with you on these issues.

Kind regards,

^{s 22(1)(a)(ii)}

On behalf of the 2022 DFAT Graduates.

^{s 22(1)(a)(ii)}

Executive Officer to Kate Logan (FAS CCD) | Graduate Policy Officer

Consular and Crisis Management Division (CCD)

Department of Foreign Affairs and Trade

^{s 22(1)(a)(ii)}

[@dfat.gov.au](mailto:dfat.gov.au) | **W :** www.dfat.gov.au

^{s 22(1)(a)(ii)}

Graduate Policy Officer

Climate Mitigation and Investment | Climate Change and Sustainability Division

Department of Foreign Affairs and Trade

^{s 22(1)(a)(ii)}^{s 22(1)(a)(ii)}

[@dfat.gov.au](mailto:dfat.gov.au)



Date: Tuesday 31
May 2022,
10:00 – 10:45am

MEETING WITH GES TO DISCUSS QUERIES AND CONCERNS OF 2022 GRADUATES

Attendees: Katrina Jocumsen, s 22(1)(a)(ii)
s 22(1)(a)(ii)

Location: DFAT Diplomatic Academy, Room G.06

AREA OF FOCUS	QUESTIONS	NOTES AND ACTION POINTS (APs)
<p>Changes to the 2023 Graduate Program</p>	<p>2022 Graduates expressed their concern at how the changes to the 2023 graduate program would affect them and the lack of information and communication with the current cohort. Specific questions were:</p> <ul style="list-style-type: none"> a) How do the changes align with the EA, which stipulates a 24-month program (s8.3) and the DFAT HR Manual (8.3.3) which outlines a 2-year graduate program? * <ul style="list-style-type: none"> a. The EA also stipulates that employees should be consulted on changes that substantively impact their career prospects. Did this occur? (s73 EA) b) How will the Department accommodate ~200 graduates exiting the graduate program at the start of 2024 - noting that the 2020-21 Annual Report Appendix 1 shows the Department had 89 ongoing APS4 position? * c) How will the changes affect the future job prospects of 2022 Graduates, including progression and postings? * <p>Will 2023 graduates be streamed? How will this affect 2021 and 2022 graduates who will have less-targeted work experience?</p> <p>2022 Graduates are requesting an open forum with GES in attendance to answer questions directly to the whole graduate cohort.</p>	<p>Katrina Jocumsen (AS RRB) and s 22(1)(a)(ii) (Dir GES) stated that as the 2023 graduate program was separate to the 2022 program it would not affect the 2022 cohort and that changes to the EA were made in accordance with required processes.</p> <p>AS RRB and Dir GES acknowledged that the 2023 cohort would complete their graduate program before the 2022 cohort, however, emphasised that the 2022 graduates would have significantly more training opportunities.</p> <p>Reaffirmed that all graduates will have a permanent job with DFAT on completion of the program and noted that applying for postings and promotions is always a competitive process amongst all DFAT employees. Clarified that 2023 graduates will not be streamed.</p> <p>AP: AS RRB and Dir GES agreed to provide further information on the 2023 graduate program, including on the specific questions raised to 2022 Graduates.</p> <ul style="list-style-type: none"> • AP:s 22(1)(a)(ii) to provide questions for answering. Please see * questions in the left-hand column. <p>AP: AS RRB and Dir GES agreed in principle to engage face-to-face with 2022 Graduates regarding the changes. The June training day, Wednesday 15 June 2022, during lunch flagged as potential date, but future opportunities are also available.</p>

	<p>Will GES be provided with addition resources in order to provide appropriate support for existing Graduates and the expanded 2023 cohort?</p>	<p>AS RRB and GES noted their desire for additional resources.</p>
--	--	--

<p>Accessing entitlements</p>	<p>Several 2022 Graduates have raised their difficulty accessing their entitlements, particularly their reasonable adjustments.</p> <ul style="list-style-type: none"> a) What is GES' role in assisting graduates with answering questions on, and accessing, entitlements and WHS entitlements, including reasonable adjustments? b) Can GES play a role in referring graduates to relevant areas to access entitlements? 	<p>Dir GES advised that accessing entitlements did not fall within their responsibilities and this was something that supervisors are meant to assist graduates in accessing where necessary. Noted that GES team has a limited role once rotations have commenced and supervisors are the primary point of contact for seeking assistance and raising issues.</p> <p>If a graduate is unable to receive appropriate assistance from their supervisor and/or the relevant area, GES team is able to assist on a case-by-case basis.</p> <p>All attendees agreed that greater clarity regarding the roles and responsibilities of GES team, supervisors, and graduates would be beneficial. Noted that a lack of clarity has contributed to graduates misunderstanding the misassigning responsibility for issues to GES.</p> <p>Dir GES advised that there were currently working on a training course for supervisors to help them better understand their role and responsibilities.</p> <p>AP: Dir GES will further develop and then provide 2022 graduates with clarity on the different roles and responsibilities of GES team, supervisors, and graduates.</p> <p>Dir GES also advised that a GES intranet page was in the process of being created and are happy to share this information. Noted this process takes time but would be willing to include graduate feedback into what should be included.</p> <p>AP: Dir GES will share information of creation of a future intranet page and continue conversation on how our feedback can contribute to the page.</p>
--------------------------------------	---	--

<p>Communication and Support from GES</p>	<p>Graduates noted slow response times from the GES mailbox and difficulties in following-up emails given there was no dedicated GES phone number.</p> <p>a) What is the expected turnaround time on emails sent to the GES mailbox?</p> <p>The graduate handbook and onboarding emails stated that graduates would receive an SES mentor within 3 months of beginning. Graduates have not received any information at all regarding that status of this program.</p> <p>a) Information on status of the SES mentor program and can 2022 graduates expect to receive an SES mentor?</p> <p>Information on how feedback from the recent 2022 Graduate survey has/will be used to improve Graduate support and experience for the 2022 and 2023 cohort.</p>	<p>Dir GES advised that the expected turnaround time for emails was several hours. Acknowledged a longer wait time in March due to the beginning of the program and the late appointment of Dir GES to the position.</p> <p>AP: s 22(1)(a)(ii) to provide GES will copies of emails with extended response times or where no response was provided. These are attached to the email.</p> <p>Dir GES advised that the SES mentorship program was still proceeding and that it was running approximately 3 weeks behind schedule.</p> <p>AP: GES will provide information to the 2022 graduates informing them of the status of the SES mentorship program.</p> <p>s 22(1)(a)(ii) stated that the unofficial graduate 'guide' compiled by the 2021 cohort was an incredibly useful and valuable to the 2022 graduates. GES expressed that the guide was not compliant with the APS Code of Conduct and was not to be distributed further.</p> <p>All attendees agreed that graduates sharing their knowledge and experience was valuable and Dir GES would be willing to work with the 2022 graduates to pass on their knowledge and experience.</p>
<p>Training</p>	<p>Graduates had not received the confirmed dates or course training schedule for 2022 which has resulted in uncertainty about what (additional) courses graduates can self-enrol or enrol in at the request of their supervisor.</p>	<p>Dir GES noted, and s 22(1)(a)(ii) acknowledged, that the training component of the graduate program was the responsibility of the Learning Program Management Section (LPS) not the GES team.</p>

	<p>Noted inflexibility regarding attendance at training days and the tone of communication from LPS to graduates.</p>	<p>AS RRB and Dir GES acknowledged the feedback and that it would be taken on board and aimed to be addressed in consultation with LPS.</p> <p>AP: Dir GES agreed to provide 2022 graduates with all the dates of training in 2022 and a copy of the training schedule which would outline which courses are scheduled for our mandatory training. The dates of training were received by graduates on 27/05/2022, but 2022 graduates are still awaiting a training schedule with specific courses which will be offered.</p>
<p>APS Streams</p>	<p>Graduates in streams (data, cyber, HR etc.) expressed a lack of clarity around how their program interacts with the regular (policy) graduate program.</p> <ul style="list-style-type: none"> a) Who can streamed APS graduates go to for career support in DFAT? b) How do these graduates reconcile their 1-year contract with the 2-year graduate program? 	<p>GES have, and are currently, working with individual APS stream graduates on their issues and concerns.</p>

Graduate and Entry-Level Programs Section

From: s 22(1)(a)(ii)
Sent: Friday, 24 June 2022 4:56 PM
To: Stuart Clarke; Graduate and Entry-Level Programs Section
Cc: Justin Mcgowan
Subject: RE: 2021 & 2022 Graduate Program changes [SEC=OFFICIAL]
Categories: Program Update Queries

OFFICIAL

Cheers Stuart – appreciate it.

In that case, a follow up question to the below:

8.8 EA says “Graduate performance ratings will be determined by the Secretary at the completion of each performance cycle.” s 8.7 EA outlines a requirement for us progressing to a APS4.2 is an “individual performance rating of at least ‘Performing Well.’” Will the intention be for the Secretary to approve our performance ratings in Nov, rather than as the end of the performance cycle (ostensibly May 23)?

Eager to avoid a situation where we graduate the program in Nov, but then have to wait till May 23 for Secretary approval.

s 22(1)(a)(ii)

Duplicate - s 22(1)(a)(ii)

From: Katrina Jocumsen<Katrina.Jocumsen@dfat.gov.au>
Sent on: Thursday, June 2, 2022 1:31:18 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
CC: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Follow Up from Tuesday Meeting RE 2022 Graduate Questions and Concerns
 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Noted, thanks Justin.

Katrina Jocumsen

Assistant Secretary

Safety, Integrity & Recruitment

People Division (PPD)

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

www.dfat.gov.au

[Web](#) | [Twitter](#) | [YouTube](#) | [Flickr](#)

I acknowledge the traditional owners of country throughout Australia, and their continuing connection to land, sea and community.

I pay my respects to them and their cultures, and to elders past present and emerging.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, 2 June 2022 10:53 AM
To: Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: Follow Up from Tuesday Meeting RE 2022 Graduate Questions and Concerns [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good morning Katrina and s 22(1)(a)(ii)

Thank you again for the opportunity to meet with you Tuesday morning.

We would just like to reiterate again that our goal in raising these questions and concerns on behalf of the 2022 Graduate cohort is to open communication channels and work in a constructive manner towards positive solutions. In regards to providing examples of delays in responses from GES and sending through the specific questions and action points from the meeting, we will get back to you by COB Monday 6 June.

Thank you again.

Kind regards,

s 22(1)(a)(ii)

On behalf of the 2022 DFAT Graduates.

s 22(1)(a)(ii)

Graduate Policy Officer

Climate Mitigation and Investment | Climate Change and Sustainability Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)



s 22(1)(a)(ii)

Graduate Policy Officer

Global Watch Office (GWO) | Consular and Crisis Management Division (CCD)

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[@dfat.gov.au](mailto:dfat.gov.au) | **W** : www.dfat.gov.au



From: s 22(1)(a)(ii) @dfat.gov.au>
Sent on: Friday, May 27, 2022 12:34:06 AM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
CC: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Graduate and Entry-Level Programs Section s 47E(d) @dfat.gov.au>; Katrina Jocumsen<Katrina.Jocumsen@dfat.gov.au>
Subject: RE: Meeting Request to Discuss Queries and Concerns of 2022 Graduates [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good morning s 22(1)(a)(ii)

Thank you for your quick response and the opportunity to meet with Assistant Secretary Jocumsen. Confirming that we will both be attending the meeting and look forward to achieving a positive resolution.

Kind regards,

s 22(1)(a)(ii)

On behalf of the 2022 DFAT Graduates

s 22(1)(a)(ii)

Graduate Policy Officer

Climate Mitigation and Investment | Climate Change and Sustainability Division

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

s 22(1)(a)(ii) dfat.gov.au



s 22(1)(a)(ii)

Graduate Policy Officer

Global Watch Office (GWO) | Consular and Crisis Management Division (CCD)

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[@dfat.gov.au](mailto:dfat.gov.au) | **W** : www.dfat.gov.au



From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Thursday, 26 May 2022 4:53 PM

To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Graduate and Entry-Level Programs Section < s 22(1)(a)(ii) @dfat.gov.au>; Katrina Jocumsen <Katrina.Jocumsen@dfat.gov.au>

Subject: Meeting Request to Discuss Queries and Concerns of 2022 Graduates [SEC=OFFICIAL:Sensitive]

Importance: High

OFFICIAL: Sensitive

s 22(1)(a)(ii) and s 22(1)(a)(ii)

Thank you for your email.

The Assistant Secretary of the Recruitment Branch, Ms Katrina Jocumsen, requests you meet with her on Tuesday 31 May at 10am until 10:45am, in her office at 44 Sydney Avenue. She has asked her Executive Assistant, s 22(1)(a)(ii) to create the meeting request.

Please ensure you arrive on time and with your prepared discussion points.

s 22(1)(a)(ii)

Director | Graduate and Early Careers Management Section

Recruitment Branch | Capability Taskforce

Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

44 Sydney Ave, Barton ACT 2600

www.dfat.gov.au

From: s 22(1)(a)(ii) @dfat.gov.au>

s 22(1)(a)(ii)

To: Graduate and Entry-Level Programs Section ^{s 47E(d)} [@dfat.gov.au](mailto:dfat.gov.au)
Cc: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au); ^{s 47E(d)} [@dfat.gov.au](mailto:dfat.gov.au)
Subject: Meeting Request to Discuss Queries and Concerns of 2022 Graduates [SEC=OFFICIAL:Sensitive]
Importance: High

OFFICIAL: Sensitive

s 22(1)(a)(ii)

Dear [redacted] and the GES team,

We are writing on behalf of our fellow 2022 graduates to request a meeting to discuss several queries and concerns. Earlier this week, we held an informal forum at which 65 Graduates from this year’s cohort shared their experiences in the Department to date.

Key themes raised by the cohort included changes to the 2023 Graduate Program, communication and support from GES, graduate training and accessing entitlements.

I’m sure that we can work together constructively to achieve a positive resolution to the matters raised.

We would appreciate if you would be able to get back to us by Wednesday 1 June 2022 with a response to this request.

Kind Regards,

s 22(1)(a)(ii)

On behalf of the 2022 DFAT Graduates.

s 22(1)(a)(ii)

Graduate Policy Officer
Climate Mitigation and Investment | Climate Change and Sustainability Division
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

Email: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)



s 22(1)(a)(ii)

Graduate Policy Officer
Global Watch Office (GWO) | Consular and Crisis Management Division (CCD)
Department of Foreign Affairs and Trade

