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| Participant FAQs |
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| OFFICIAL |

# Frequently asked questions

## Who is eligible to apply for the Switch to Child Protection program?

To be eligible to apply, you must:

* Have a bachelor’s degree in social welfare or a related field.
* Have the right to live, work and study in Australia.
* Pass an international Police Check and a Working with Children Check.
* Be able to participate in the program full time from March to October 2024.

You must also be able to show that you have demonstrated child welfare and protection skills by either:

* Having experience working as a professional with at risk and disadvantaged children and families. For example, if in your current or previous roles, you supported or interacted with children or families during challenging times, including making necessary referrals to services and supports.

OR

* Holding a current membership or registration with an association or registration body in which child welfare and protection skills can be used.

## How do I apply?

To apply, please submit your application through the below link by the 10 January 2024.

[Apply on Careers.Vic](https://jobs.careers.vic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=14123&in_jnCounter=225816029) https://jobs.careers.vic.gov.au/jobtools/jncustomsearch.viewFullSingle?in\_organid=14123&in\_jnCounter=225816029

### What are the key application dates?

* **10 January 2024:** Applications for the STCP program will close.
* **11 – 12 January 2024:** Shortlisted candidates will be invited to interview / assessment centre.
* **15 – 19 January 2024:** Interview / assessment centre
* **2 February 2024:** Applicants will be notified about the final outcomes of their applications.
* **1 March 2024:** Induction Day with Child Protection and the Department of Families, Fairness and Housing
* **4 March 2024:** Graduate Certificate commences.

### What are the key program milestones?

* **1 March 2024:**
  + Participants will undertake induction to Child Protection and the Department of Families, Fairness and Housing (the department).
  + Participants will commence with the department as Child Protection Interns in a full-time capacity at a base CPP4 level ($92,332 plus superannuation).
* **Between 4 March and 30 June 2024:** 
  + Participants will undertake the Graduate Certificate in Child Protection at La Trobe University’s Bundoora campus.
  + You will complete 2 days in person on campus, 2 days self-paced learning and 1 day working at their designated Child Protection office.
* **Between July and October 2024:**
  + Participants will have completed their university course and will be working full time at the department.
  + They will have a reduced caseload and receive training and dedicated mentoring and supports.
* **From November 2024:** Participants will start a full caseload as a CPP4 and the program will conclude.

## What are the main characteristics of this program?

Participants will undertake a new Graduate Certificate in Child Protection at La Trobe University.

They will receive on the job Child Protection training and additional supports, including supervision and mentoring.

Participants will be employed at CPP4 level ($92,332 plus superannuation) by the department from the start of the program in March 2024.

## Where is the course being delivered?

The course will be delivered at La Trobe University’s Bundoora Campus. Participants will be required to attend in person two days a week.

## How long is the program?

This is an eight-month program commencing 1 March 2024. The program concludes October 2024.

## Can I defer the program?

The program is a trial, therefore unfortunately you are not able to defer your place in the program. If you are unable to continue in the program, you will no longer have access to the program’s financial or professional developmental supports. For more information, please contact our team outlining your personal circumstances.

## Are there any additional costs involved?

The program includes the full cost of tuition fee for Graduate Certificate in Child Protection. Participants will be required to incur some out-of-pocket expenses such as student amenities fees and study materials.

## Can existing VPS employees apply?

Existing Victorian Public Service employees who meet the selection criteria are welcome to apply for the CPBA program.

## Is there salary matching for VPS employees?

There will be salary matching for a 12-month period for Victorian Public Service staff (commencing 1 March 2024). After twelve months and pending successful completion of the program, staff will be employed at a CPP4 level.

## Will there be a probation period?

A six-month probation period is applied to all new fixed term and ongoing Victorian Public Service employees.

Existing VPS employees will have already successfully completed a probation period and will not be subject to a subsequent probation, unless there is a break in service. For VPS staff with continuous service, periods of fixed term employment will be counted towards the probation period.

## What kind of support is in place for candidate from diverse backgrounds?

The department welcomes and encourages applications from diverse applicants, including Aboriginal and Torres Strait Islander peoples, refugees or asylum seekers, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+ people and people with disability. Roles at the department can be worked flexibly and we offer reasonable adjustments for applicants with disabilities.

## What happens if I withdraw from the program and do not complete the course?

The program is a trial program. Your ongoing employment in Child Protection requires you to successfully complete the Graduate Certificate in Child Protection. Withdrawal from the program will result in your employment with the department being terminated.

## Can I participate in the program part time?

No. The program is an intensive program combining study and work. Participants are expected to fully commit to the program on a full-time basis.

Please carefully consider whether you can fully commit to the program before applying.

## How can I contact you?

For further information, please contact [childprotectionjobs@dffh.vic.gov.au](mailto:childprotectionjobs@dffh.vic.gov.au).

For general information about child protection, including locations and opportunities available, please visit [Child Protection Jobs](https://childprotectionjobs.dffh.vic.gov.au/) childprotectionjobs.dffh.vic.gov.au.

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