



DCSI Graduate Program Frequently Asked Questions

Where can I find tips on how to complete the application?

The Graduate Program application will include four behavioural questions. We pay close attention to the responses to these behavioural questions when undertaking the first round of applicant shortlisting. It is therefore important that you provide well-considered responses, using examples from your work, studies, or from your involvement with community groups. We strongly recommend structuring your responses using the “S-T-A-R” approach.

Please refer to the [DCSI Job Application Guide](#), which is attached to the Graduate Program advertisement. There are some handy tips that will assist you when completing your application and answering the behavioural questions.

How do I know what career stream to apply for?

Graduate Officer roles may not relate directly to your field of study; please refer to the [Factsheets](#) to learn more about the types of roles available. We are nonetheless looking for graduates with skills in a range of disciplines. The application provides the opportunity to select three career stream preferences relevant to your studies and interests. We will use these career streams to sort applicants in the graduate pool.

When do applications close?

As per the [key dates](#), you will have four weeks from when applications open to submit your completed application. This is generally around the middle of September.

How will I know if my application has been received?

You will receive a confirmation receipt for your application. This will be sent to the email address you applied with. Please make sure you check your ‘junk’ mail.

What happens once I have applied for the Graduate Program?

- You will receive a confirmation receipt for your application via email
- Each application is reviewed by Human Resources
- Human Resources identify a shortlist of applicants who are put forth for the graduate pool
- These applications are made available to business units that are interested in recruiting a graduate
- The recruitment process is then carried out by the individual business units
- You will be notified of the status of your application in December.

How many graduate roles are available in the Department?

Graduate roles are filled in line with the interest received from business units each year. Therefore, graduate roles will vary from year to year. We generally recruit around 15 – 25 graduates per intake.

How long does the recruiting process take?

The recruitment process commences in August each year and key dates are outlined [here](#). We aim to have the initial shortlisting of candidates completed within three weeks of the closing date. From here, the shortlisted candidates are put forth for the graduate pool where business units will undertake a further shortlisting process based on their specific area's needs and at this point you may be invited for interview

We aim to finalise the selection process for all of the graduate positions in December for commencement in January/February. We aim to keep you notified of any delays in the process via email.

Am I eligible to apply for the Graduate Program?

To be eligible to apply for the Graduate Program you need to have completed a minimum three-year degree within the last three years, or will complete your degree at the end of the current year, from a registered university. If you have completed multiple degrees or postgraduate studies beyond a Bachelor degree, we will consider the date of your most recent university qualification.

You must also be an Australian citizen or legally entitled to work in Australia for the length of the contract. Please provide the details of any visas and any applications being processed.

You will also be required to complete a Background Screening and National Criminal History Record Check (NCHRC) prior to being employed.

Are there age limits for applicants?

There are no age restrictions. Graduates are selected through a merit based process where your capabilities and demonstrated competencies are measured against the selection criteria.

I have a Diploma/ Advanced Diploma from TAFE, am I eligible to apply?

No. The eligibility requirement for the DCSI Graduate Program requires you to have completed a minimum three-year university degree. Multiple degrees or postgraduate studies beyond a Bachelor degree will also be considered.

Where are the positions located?

The majority of the positions will be located in the Adelaide CBD however there may be opportunities in selected regional offices around metropolitan Adelaide. This will be advised through the recruitment process. If you have an interest or preference in working in a metropolitan office you are able to indicate this on your application.

What are the working hours?

Full time employees will be expected to work 37.5 hours per week, or 7.5 hours per day 5 days per week. DCSI provides employees the opportunity to take advantage of flexible work arrangements such as flexi-time, part time employment and job sharing. Any flexible working arrangements are subject to your manager's approval.

What will I be paid?

Graduates are generally recruited to ASO2 classification, plus 9.5% superannuation. This may vary depending on your chosen career stream.

Are there structured placements/ rotations?

We do not work to a fixed rotation schedule as we prefer to allow this to be arranged between you and your manager to best fit with your development and work demands. Depending on where you work, there may be opportunities to undertake short-term placements in regional offices or other work areas to complement the work you are undertaking. You may also have the opportunity to collaborate on projects in different business units.

Graduates are encouraged to seek job-shadowing and work experience opportunities across their division. Graduates are supported to steer their development and build professional networks.

What are the development opportunities?

As part of the program you will undertake an accredited training course and obtain a Diploma of Government by the end of your 12-month contract. This training will support you transition into the public service by providing structure around the function, operation, rules and guidelines of the South Australian Government.

You will also participate in structured development sessions throughout the year to assist you in developing your career and strengthening your networks.

What does a screening clearance involve?

As roles within DCSI require you to work with individuals or groups who may be vulnerable, you will be required to have an appropriate screening clearance relevant to your role. A Background Screening and National Criminal History Check (NCHRC) must be completed prior to any formal offer of employment is made. This will be organised through DCSI.

If you are invited for interview, you will be required to bring 100 points of identification along for this process.

Do you have a role description for each graduate role?

As the graduate roles vary from year to year, and Managers are still registering their interest, we are unable to provide you with a specific role description. If you are invited to an interview you will be given some information by the selection panel prior to you attending. There are general factsheets available on the [Graduate Careers Page](#) for information on the types of roles available.

Can I defer my offer of a place in the program until the following year?

No. The graduate pool will only remain valid for 12 months from the date of advertisement. You will need to reapply to be considered for any further programs.

What happens after the 12 month graduate contract?

There is a possibility of contract extension after your 12 month graduate contract. If your business unit cannot offer you further employment, after 9 months into your contract we encourage and support graduates to explore different development and employment opportunities within the Department.

Graduates have access to the internal job board (short term contracts), the Jobs SA website and the SA Government Skills Register. The Graduate Program will allow you to build your skills, experiences and networks, which will assist you in securing further employment after the graduate year.