



Agency Communication

Promotional Information

## Agency communication

The APS Academy is sharing knowledge across the APS to assist with improving workforce capability. Working with L&D teams, we have created a package of information that can be used to communicate what is available to your staff. The package of information can be selectively used to promote the Academy and its offerings.

* March 2024 events
* Courses
* Intranet Tiles

## March 2024 events

**For use by L&D teams to share with their agency’s staff**

Dear Colleague,

The APS Academy theme for this month is ‘*Integrity Matters: an APS that embodies integrity in everything it does’* and may be of interest for you to attend as part of your career learning and development plans.



**MasterCraft Series**

[Judgement as a skill](https://apslearn.apsacademy.gov.au/view_facetoface/525) - Tuesday 19 March 2024 – 1-2pm

Hear from Sam Chard PSM, Head of Division, Grants Services and Business Improvement in the Department of Industry, Science and Resources on her guidance on building the skill of Judgement.

All public servants need to use some level of judgement. Understand how integrity and judgement work together and ways you can build this valuable skill.

[Importance of the EA role in helping agencies deliver on objectives](https://apslearn.apsacademy.gov.au/view_facetoface/527) - Tuesday 26 March 2024 – 11-12noon

Hear from senior Executive Assistants as they discuss the challenges and rewards of their roles in helping agencies deliver on objectives.

[Psychological safety session in a pro-integrity culture](https://apslearn.apsacademy.gov.au/view_facetoface/526) – Thursday 28th March 11am - 12noon

Learn the importance of creating a psychologically safe work environment to build a culture of Integrity

Join Anne Nguyen-Pham from the Australian Public Service Commission who will present an interactive information session specifically aimed at manager's of teams.

The APS Academy 2024 course calendar is where you will find course delivery dates. To register for a program you’ll need to log into [APSLearn – the Academy’s learning management system](https://apslearn.apsacademy.gov.au/user_login) (LMS) using your account details. If you don’t have an account then [create one](https://apslearn.apsacademy.gov.au/register) to access the offerings available.

**MyAcademy**

One other way to stay current is to [subscribe to the MyAcademy newsletter](https://www.apsacademy.gov.au/news-and-events/myacademy#stay-up-to-date-with-whats-happening-at-the-academy). Subscribers are the first to hear about new things happening at the Academy and across the APS!

If you have any questions, reach out to the Academy at:

APS Academy Team  
e. APSAcademy@apsc.gov.au   
p. 02 6202 3933  
w. apsacademy.gov.au



## Courses

There are a number courses that maybe of interest to your agencies and their staff.

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| **Course** | **Date** |
| [Management in Action](https://www.apsacademy.gov.au/management-action) | 19 March |
| [WFP Boost – Identifying Critical Job Roles](https://www.apsacademy.gov.au/wfp-boost-identifying-critical-job-roles) | 20 March |
| [Grammar and Punctuation](https://www.apsacademy.gov.au/grammar-and-punctuation) | 21 March |
| [Administrative Decision Making](https://www.apsacademy.gov.au/administrative-decision-making) | 3 April |
| [Briefing and Responding to APS Decision Makers](https://www.apsacademy.gov.au/briefing-and-responding-aps-decision-makers) | 4 April |
| [SES Band 1 program](https://www.apsacademy.gov.au/news-events/events/ses-band-1-leadership-development-program-april-2) | 8 April |
| [SES Orientation](https://www.apsacademy.gov.au/ses-orientation-program) | 9, 16 April |
| [Getting that Selection Right](https://www.apsacademy.gov.au/getting-selection-right) | 16 April |
| [Engaging Stakeholders](https://www.apsacademy.gov.au/engaging-stakeholders) | 17 April |
| [Presentation Skills](https://www.apsacademy.gov.au/presentation-skills) | 18 April |
| [SES Integrity](https://www.apsacademy.gov.au/ses-integrity-masterclass-series) | 19 April and 19 June |
| [Understanding Government](https://www.apsacademy.gov.au/understanding-government) | 22 April |
| [SES Orientation](https://www.apsacademy.gov.au/ses-orientation-program) | 20 May |
| [Regulatory Practice Essentials Program](https://www.apsacademy.gov.au/regulatory-practice-essentials-program) | 21 May |

**Senior Executive Leadership Programs, Scholarships and Secondments**

***APS Leadership Capability Connect (ALCC)***

The Executive Programs Team held their inaugural ALCC live online event on 6 February 2024. The Team were thrilled to see how many people attended the event, with everyone keen to learn more about the APS Academy SES offerings, and hear first-hand from alumni about their experiences with the programs. The next event will be even better with the Academy hosting a face-to-face event at the Museum of Australian Democracy (MoAD). The agenda is still being finalised, however, we can tell you that it will be held on 9 May 2024 and will include morning tea, group activities and maybe even a tour of MoAD (so watch this space!).

The aim of the face-to-face ALCC will be to continue providing attendees with insight into the programs and access to alumni, and introduce other offerings such as scholarships and secondments – think Margot McCarthy and Jawun! Finally, as if that all isn’t enough, the MoAD event will also give attendees the opportunity to ‘meet the team’! Yes, the Executive Programs Team will all be there and are looking forward to meeting you in person. Registration will be via APSLearn so if you don’t have an account, please set one up so you’re ready to go when registrations open!

***SES Integrity – Mixed and Single Agency deliveries***

The APS Academy offers both ‘mixed’ and ‘single’ agency SES Integrity course sessions. To register for a [‘mixed agency’ session, view availability here](https://www.apsacademy.gov.au/ses-integrity-masterclass-series). Single Agency deliveries of this course can be requested by an agency specifically delivered to your staff at a designated location or virtually via MS Teams. The Single Agency delivery option is particularly valuable when, as an agency, you wish to address an agency-wide identified capability gap. [Find out how to arrange one for your agency](https://www.apsacademy.gov.au/about-us/aps-academy-course-offerings-agencies).

***Sir Roland Wilson Foundation Scholarship Program***

The SRWF Scholarship Program is a world-leading public sector opportunity available to APS employees. The APS has recently renewed the agreement with the Australian National University for the Foundation to deliver this program on our behalf.

Two scholarships are offered by the Foundation:

* the Sir Roland Wilson (PhD) Scholarship — for eligible EL1/EL2s to complete a PhD at the ANU on a topic of national or global significance
* the SRW Pat Turner Scholarship — for eligible First Nations employees to complete a postgraduate coursework or research program at either the ANU or Charles Darwin University.

Project proposals or participation should align with agency and/or APS interests.

Applications for all 2025-commencing scholars are due to the Foundation by 31 March 2024.

For additional information, see the [APS Academy website](https://www.apsacademy.gov.au/aps-craft/leadership-management/sir-roland-wilson-scholarship).

***Churchill Fellowships 2024***

We encourage you to steer your agency’s emerging and expert practitioners to a professional development opportunity through the Churchill Foundation. Churchill Fellowships are awarded annually to passionate Australians in a wide range of content areas to travel internationally to develop their expertise. A number of APS and other government sector applicants have been successful in recent years.

Applications for 2024 fellowships open on 1 March for this prestigious opportunity.

For additional information, see the [Churchill Fellowship website](https://www.churchilltrust.com.au/become-a-fellow/).

***Ethics Advisory Service***

The Ethics Advisory Service is available to all Australian Public Service (APS) employees (including Senior Executive Service Employees) and agency heads, who wish to discuss and seek advice on ethical issues that occur in the workplace. We do this by providing options, considerations, and strategies to help APS employees work through ethical issues and dilemmas, and to assist them to make sound judgements and decisions.

Some examples of matters we can advise on include:

* considerations in identifying, disclosing, and managing conflicts of interest
* balancing employees’ rights as citizens with their obligations as public servants
* options that may be available to assist employees in addressing a workplace grievance or reporting a suspected breach of the Code of Conduct
* considerations for agencies in responding to inappropriate behaviour.

Further information on the role of the Ethics Advisory Service can be found in the [Ethics Advisory Service: Client Service Charter](https://www.apsc.gov.au/node/1234).

**Contact the Ethics Advisory Service by** [email](mailto:ethics@apsc.gov.au) **or**

Enquiries: Monday-Friday from 9.00 am to 5.00 pm AEST/AEDT

**Phone:**02 6202 3737

**Email:**[ethics@apsc.gov.au](mailto:ethics@apsc.gov.au)

***Stengthening Partnerships with Ministerial Offices***

How can SES and EL2s support the minister’s office to achieve their objectives? Through strong partnerships. Now is the time to enrich your capability to confidently engage with ministers and their advisors through strong, respectful relationships. [Find out more](https://www.apsacademy.gov.au/strengthening-partnerships-ministerial-offices).

***Delivering Great Policy***

Does your Agency have passionate Policy officers who could help uplift Policy capability across the APS? We think you do! Please share the below message within your Agency and encourage any potential candidates to express their interest:

Are you an EL1–EL2 officer with policy experience? Are you passionate about the APS and eager to lift policy capability across the APS? If so, we invite you to express your interest in the Policy Masters Pilot Program.

This professional development program is designed to equip highly skilled policy officers with the tools to craft their policy stories and share them across the APS. As a Policy Master, you’ll co-facilitate the delivery of at least one Delivering Great Policy (DGP) training session over a 12-month period, helping to strengthen policy capability across the APS.

Benefits include connecting, networking, and building relationships with peers, broadening your understanding of policy implementation in agencies, and feeling part of a broader community within the APS.

If you’re an enthusiastic and dynamic champion for the APS Academy Policy Craft – DGP, and you’re available to participate in a two-day peer learning professional development program, we’d love to hear from you.

[Register your interest](https://forms.office.com/r/GjmsMff4fm). We look forward to your participation in shaping the future of policy in the APS.

***ACCELERATE Program***

We are thrilled to announce the ongoing offering of Services Australia’s ACCELERATE Program!

ACCELERATE is a comprehensive program to equip you with techniques to deliver effective and engaging presentations in a virtual environment. You will enhance your ability to develop top-notch training presentations and facilitation skills to captivate and educate your audience, ensuring your training leaves a lasting impact.

Join this transformative journey with ACCELERATE and unlock the full potential of your training delivery.

Participant Quote: “The facilitators were knowledgeable and the group discussion with other participants was excellent.” [Find out more on the Academy website](https://www.apsacademy.gov.au/program-accelerate).

***Procurement Basics’ and ‘Contract Management Basics’***

Search for the Procurement Basics’ and ‘Contract Management Basics’ courses are now available in APSLearn, developed and led by the Department of Finance.

Register your attendance in APSLearn for the [Procurement Basics Course](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapslearn.apsacademy.gov.au%2Fview_facetoface%2F497&data=05%7C02%7CPenny.Leggett%40finance.gov.au%7Cd5385fb3a62b4748a35e08dc2dcf383a%7C08954cee47824ff69ad51997dccef4b0%7C0%7C0%7C638435615255815865%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=4p6AKO%2BfAraV2G1WrDbnFokKEuybKzQKJTiJcA4qEjo%3D&reserved=0) and [Contract Management Basics Course](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapslearn.apsacademy.gov.au%2Fview_facetoface%2F521&data=05%7C02%7CPenny.Leggett%40finance.gov.au%7Cd5385fb3a62b4748a35e08dc2dcf383a%7C08954cee47824ff69ad51997dccef4b0%7C0%7C0%7C638435615255826426%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=edyGSzRDjl2J9WOMja0800MKfwkQon0fPrZSUAZEXU4%3D&reserved=0) and develop your foundational procurement and contract management capability.

**Intranet / TV monitors version** - 1920 x 1080 pixel (16:9) image



(copy – The APS Academy’s theme this month is ‘*Integrity Matters: an APS that embodies integrity in everything it does’.* Check out the courses, resources and people networks that you can connect with on your learning pathway. Find out more. (use this link with tile <https://www.apsacademy.gov.au/courses/>)