



Jesuit
Social Services
Building a Just Society

**African-Australian
Inclusion Program**



A joint initiative between National Australia Bank and Jesuit Social Services

Application Information Pack

February 2020

1. OVERVIEW OF AAIP

Jesuit Social Services and National Australia Bank (NAB) are pleased to announce the new round of the African Australian Inclusion Program (AAIP). Jesuit Social Services delivers the AAIP as a joint initiative with NAB in Victoria and New South Wales.

The AAIP is a dynamic and highly professional program for qualified African-Australians who are facing barriers to gaining employment in their area of expertise in Australia. The program provides six months paid, supported work experience at National Australia Bank (NAB) and a pathway to ongoing employment in the Australian business sector.

This Application Information Pack will help you to identify and apply for roles in AAIP at NAB. Please read it carefully.

Please note: the application process is extremely competitive and the quality of candidates is very high.

To make sure your application has the best chance, please follow our process outlined in the Application Information Pack.

2. SELECTION CRITERIA

To apply for the AAIP, you will first need to meet our selection criteria. Later, you'll also be assessed on criteria related to the role you're applying for.

You must:

- Identify as African Australian
- Have Australian Citizenship or Australian Permanent Resident status*
- Have appropriate qualifications for the role you have applied for
- Excellent written and verbal English language capabilities
- Have a need for the opportunity to learn, network & establish Australian corporate experience to kick start your career in the Australian corporate sector
- Have a desire to use the work experience as an entry level development opportunity to learn, network and develop professionally
- Be able to commence induction and work experience during the specified dates
- Be able to commit full time work hours for the duration of the program
- Meet all probity requirements and provide required documentation at the time of probity. Please note, confirmation of your role on the program is subject to a successful probity outcome. Please see page 4 for further details.
- Be residing in Australia as your main place of residence at the time of application and interview (not withstanding pre planned family commitments and holidays).

****Important note regarding Permanent Residency***

When you complete your application, we will ask for your permission to check your working rights in Australia via the Department of Home Affairs' (previously the Department of Immigration and Border Protection) Visa Entitlement Verification Online (VEVO) Check.

If you are not an Australian or New Zealand citizen, nor a Permanent Resident, please check Table 1 for your Visa validity on the AAIP.

Please contact Jesuit Social Services if your Visa type is not listed and you would like to query whether you are eligible to apply.

Table 1: Visa Types and Working Rights specific to the AAIP

VISA NO.	TYPE OF VISA	ELIGIBILITY
SP/489	Skilled Regional (Provisional) Visa	NO
TU/573	Higher Education Sector Visa	NO
TZ/417	Working Holiday Visa	NO
UC/457	Temporary Work (Skilled) Visa	NO
UF/309	Partner (Provisional) Visa	NO
UK/820	Partner Visa	NO
UP/461	New Zealand Citizen Family Relationship (Temporary) Visa	NO
VC/485	Temporary Graduate Visa	NO
VF/476	Recognised Graduate Visa	NO
AH/101	Child Visa	YES
AN/119	Regional Sponsored Migration Scheme Visa	YES
AN/121	Employer Nomination Visa	YES
BB/155	RRV Permanent Visa	YES
BC/100	Permanent Resident Visa	YES
BN/136	Skilled Independent Visa	YES
BO/116	Carer Permanent Resident Visa	YES
BQ/138	Skilled Australian Sponsored Visa	YES
BQ/139	Skilled – Designated Area Sponsored Visa	YES
BS/801	Permanent Resident Visa	YES
BW/856	Employer Nomination Scheme Visa	YES
BW/857	Regional Sponsored Migration Scheme	YES
CB/151	Former Resident Permanent Visa	YES
DD/880	Skilled Independent Permanent Resident Visa	YES
EN/186	Employer Sponsored Permanent Resident Visa	YES
RN/187	Regional Employer Sponsored Visa	YES
SI/189	Permanent Resident Visa	YES
SN/190	Skilled Worker Permanent Resident Visa	YES
VB/885	Skilled Independent Permanent Resident Visa	YES
VB/886	Skilled Sponsored Visa	YES
VB/887	Permanent Resident Visa	YES
VE/175	Skilled Independent Permanent Resident Visa	YES
VE/176	Skilled – Sponsored Visa	YES
XA/866	Protection Visa	YES
XB/200	Refugee Visa	YES
XB/201	In-country Special Humanitarian Visa	YES
XB/202	Global Special Humanitarian Permanent Resident Visa	YES

3. INFORMATION REQUIRED IF YOUR APPLICATION IS SUCCESSFUL

If you are successful in your application, you will be asked to complete a NAB probity check. All role offers are subject to a satisfactory probity check.

What is probity?

Probity is the process of verifying the identity, integrity and credentials of a candidate. This ensures successful candidates have the necessary skills and experience for the role.

What does probity involve?

Probity involves you responding to a comprehensive set of questions and providing sufficient forms of identification. The probity process verifies your employment history, qualifications, Australian regulatory record and national and international police checks.

How long does probity take?

As the process can take up to two months, your prompt action to complete your probity forms will greatly improve this timeframe. If you plan to apply for the program, you need to make sure you can access all of the information listed below by the time you are offered a place in the program.

If your application to AAIP is successful, you will need to supply:

1. **Details of your employers over the previous 5 years and contact details.**
2. **Educational qualifications** (degree or diploma name, accurate dates when you completed study).
If the institution is located outside Australia, transcripts or additional documents may be required to complete verification.
3. **Details of your residential history over the past 10 years** (street address, postcode and dates of residence including month and year).
4. **Entitlement to work in Australia requirements**
 - Australian Citizenship/New Zealand Citizenship or
 - Australian Passport or
 - Australian Birth Certificate or
 - Australian Permanent Residency Visa

5. **Proof of identity documents**

All applicants must provide the following identity documents to meet the minimum proof of identity document requirements (see Table 2):

- 1 x commencement of identity document;
- 1 x primary use in the community document;
- 2 x secondary use in the community documents.

If possible, it's always helpful to produce more than 100 points.

6. **Consent forms**

- It is a legal requirement that the name printed on your consent forms **MUST** match the ID documents that you have provided.
- You'll need to print, sign and date the Privacy Consent Form and the Australian National Police Check Consent Form.
- If you've lived or worked overseas for 6 months or more, an international criminal check will also be conducted.

Table 2: Document Categories and Points

Commencement of identity documents
<ul style="list-style-type: none"> (a) full Australian birth certificate (not an extract or birth card) (b) current Australian passport (not expired) (c) Australian visa current at time of entry to Australia as a resident or tourist (d) ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services (e) certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia (f) document of identity issued by DFAT (g) to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes (h) certificate of evidence of resident status.
Primary use in the community documents
<ul style="list-style-type: none"> (a) current Australian driver's licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed (b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted) (c) current passport issued by a country other than Australia with a valid entry stamp or visa (d) current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo (e) current shooters or firearms license showing a signature and photo (not minor or junior permit or licence) (f) for persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.
Secondary use in the community documents
<ul style="list-style-type: none"> (a) certificate of identity issued by DFAT (b) document of identity issued by DFAT (c) convention travel document secondary (United Nations) issued by DFAT (d) foreign government issued documents (for example, drivers licence) (e) Medicare card (f) enrolment with the Australian Electoral Commission (g) security guard or crowd control photo licence (h) evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs) (i) consular photo identity card issued by DFAT (j) photo identity card issued to an officer by a police force (k) photo identity card issued by the Australian Defence Force (l) photo identity card issued by the Australian Government or a state or territory government (m) Aviation Security Identification Card (n) Maritime Security Identification card (o) credit reference check (p) Australian tertiary student photo identity document (q) Australian secondary student photo identity document (r) certified academic transcript from an Australian university (s) trusted referees report (t) bank card (u) credit card

4. CONSIDER THE TIMELINE

Before you apply, check whether you can fit in with the timeframe for Round 1 2020.

Table 3: AAIP Round 1 2020 Timeline

Milestone	Sydney	Melbourne
Applications open	13/02/2020	13/02/2020
Applications close	28/02/2020	28/02/2020
Interviews beginning	25/03/2020	02/04/2020
Compulsory paid Pre-Placement Training for successful candidates	22/04/2020 – 24/04/2020	06/05/2020 – 08/05/2020
Commencement date for successful candidates	27/04/2020	11/05/2020
Program completion date for successful candidates	23/10/2020	06/11/2020

5. FREQUENTLY ASKED QUESTIONS

How do I register my interest with Jesuit Social Services?

You can register your interest by visiting the Jesuit Social Services website by [clicking here](#). By registering you create a profile and you will automatically be notified when job opportunities in the AAIP and other Corporate Diversity Partnerships programs become available. Please note you still need to apply for each individual role you are interested in during the official application period, in order for your application to be assessed.

Will I get paid while on the program?

Yes. You'll receive an entry level salary on a pro rata basis over the six-month period.

Is the program full time?

Yes. If successful, you'll need to work regular business hours (e.g. 8.30am–5.00pm). The program doesn't accommodate part-time hours.

Do I need to commit to the full six months?

Yes. It is expected that you commit to the full six months of the program and that you will inform the Hiring Manager at the time of interview of any upcoming planned commitments, such as travel or study.

Am I guaranteed a permanent role at NAB at the completion of the program?

No. The purpose of the program is to provide you with Australian experience in a large corporation, the opportunity to build a professional network and to utilise the professional and personal development workshops that the program offers.

Do I get annual leave while on the program?

Yes. You will be on a fixed term contract, during which you'll accumulate two weeks annual leave over the six month period.

What states does the program run in?

Victoria and New South Wales. For specific role location, please refer to the Role Purpose Statement (RPS). Interstate applicants are welcome to apply if you are willing relocate at your own cost if you are successful in

the role.

If I am an interstate applicant, are travel and relocation costs paid for?

No. If you live interstate and are successful in being shortlisted for an interview or securing a role in the program, any travel and relocation costs are at your own expense. We will however try to accommodate interstate interviewees via video or phone conference for their interview.

How many roles do you have available each round and what type of roles are they?

The number and type of roles varies from round to round depending on the needs of the NAB business. Each round may (but not always) include roles in areas such as Finance, Business Administration, Corporate Responsibility, Business Analysis, Project Management, Marketing, Technology, Customer Contact Centre, Communications, Process Support and in Branches.

Can I apply for more than one role?

Yes. You can apply for up to three roles per location as long as your skills and experience fit the criteria outlined in the Role Purpose Statement (RPS).

Where can I find the Role Purpose Statement (RPS) of the roles on offer?

All RPS' will be available in the link which will be sent to you once the application process begins.

Is there any age limit in being able to apply for the program?

Other than being over 18 years in order to apply, there are no restrictions.

How often is there an intake round?

At this point in time, there are two recruitment periods in Melbourne and Sydney each year.

Do I need to attend the Information Session? If I don't attend am I still able to apply?

We encourage you to attend the Information Session, but this event is not compulsory. This is an opportunity to learn more about the program, gain tips for your resume and application process, and meet NAB representatives from the Business Units offering the roles. You will also have a chance to meet some participants from previous rounds.

When can I submit my application?

You can submit your application online during the official application period only. If registered with Jesuit Social Services, you will be sent an email once the application period opens with a button to 'APPLY NOW'. You can submit your application via the Jesuit Social Services website by [clicking here](#) when the jobs are available.

Neither NAB nor Jesuit Social Services will accept any form of application outside of this official period.

Do I need to have a qualification to apply for the program?

The AAIP is for skilled African-Australians looking to obtain Australian work experience, to improve their resume and increase their chances of working in their desired field of employment. While a qualification in your area of expertise is preferred, at a minimum you will need to show that you have the right skills, experience and mindset to carry out the role.

Can I apply to the program if I am currently studying?

You are more than welcome to apply, however please note that the roles that are on offer are full-time and you will need to make the necessary arrangements to accommodate this opportunity.

Can I apply if I have applied in the past and have been unsuccessful?

Yes, you can. You should take on board any feedback received from your previous experience and use that to strengthen your resume and interview techniques.

Can I apply if I have been on the program before?

It is not possible to apply if you have taken part in the program before as we wish to afford the opportunity to as many people as possible.

Is there any training provided?

If you are successful in receiving a place on the program, compulsory paid Pre-Placement Training is held over three business days prior to starting. Further details will be provided at a later date.

6. HOW TO APPLY

- Do not submit your application before you have read all information in this Application Information Pack.
- Make sure you have reviewed the appropriate Role Purpose Statement which can be found in the Application link.
- You have been given an APPLY NOW link in the email which accompanied this Application Information Pack which you use to submit your application online.
- You can apply for up to three roles per location.
- You do not need to provide your academic transcripts or copies of your qualifications at the application stage.
- It is vital that you complete every question on your application for it to be considered.

7. GUIDELINES AND HELPFUL TIPS

Focus on your goal, which is to obtain a role

Your goal is to obtain a role that will be a stepping stone to shaping your future career. One of the pitfalls people can fall into as they set out on their corporate career is attempting to obtain *exactly* the right role (the 'dream' role) as the first step. In fact, a huge number of people in the corporate world begin somewhere *other than where they eventually want to head*, and move in a zig-zag fashion to get to their final destination – which often changes along the way! For example, NAB has over 35,000 staff and operates more than 1,700 branches and business banking centres. As such, permanent NAB employees have many options for building their careers. One staff member said, "If you are focused and determined, develop your networks and build a great portfolio of skills, the opportunities over time are endless".

Think broadly

Think about roles that need your core skills, even if they appear to be in a business function that isn't familiar to you. Imagine many of the roles advertised in this round as potential stepping stones that enable you to demonstrate your skills and capabilities, rather than being focused on landing that 'dream' role. Do not limit your search only to roles that you have a long-term interest in securing. Consider any roles that are a good fit for your skill set, qualifications and interests.

Do your research

If you're unsure of what some of the roles require, or if you feel confused by acronyms, Google can help a lot! Do everything you can to research the roles you end up applying for. Use your imagination in doing this! One reason for this advice is that if you're successful in obtaining an interview, interviewers will want to know why you selected the particular role in their area, what you understand it to be about, and how your skills, knowledge, past experience and interests match it. You may have developed the skills, knowledge and interests through hobbies, volunteer work, or roles that you think NAB interviewers would consider irrelevant. Map and match your transferable skills! List the full range of roles you have undertaken, and include community and volunteer work.

Carefully assess your capabilities, skills and interests, with an open mind

To obtain a role you will need to assess what qualities you can bring to a role in terms of your core skills and capabilities. This refers to:

a) Your broad categories of capability/experience, for example:

Data Analysis: If you have capability or experience in analysing data, you should carefully review those roles which relate to Financial Analysis and Marketing Analysis.

Business/Business Process: If your skills and experience are more broadly business-based, you should review roles that involve analysing and/or improving business processes – for example, Enterprise Logistics or Product Management processes.

Support/Administration: If you have experience in a more operational or administration capacity, you should review roles that deal with supporting business or technology functions within the bank – for example the Team Assistant or the Demand and Supply Analyst roles.

Technology: If your background is in technology projects and/or operations, you should look closely at roles that involve work in either Technology operations and/or Technology projects.

b) Your knowledge of the specific subject matter the role deals with

This refers to specific knowledge or experience you may have regarding the ‘business area’ in which the role operates. For example your core skill may relate to Data Analysis, but it may relate to a specific business area, for example Finance, Marketing or Risk.

Remember your cover letter is our first introduction to you as a person

The cover letter is the first chance you have to engage the selection panel and distinguish yourself from others in the shortlisting process. The selection panel will consider the attitudes reflected in your cover letter as much as the knowledge and professional experience you bring. How much do you want to work in this field? How do you demonstrate your strengths, passion and commitment? How do you engage the panel and show them who you really are?

To find out if you are shortlisted for interview

Please check your emails between Thursday 5 March 2020 to Thursday 23 March 2020 to see if we have emailed you to notify you that your application is successful in getting to the next phase, which is to attend a scheduled interview. If you do not respond to the offer of an interview within the given timeframe, the offer will no longer apply and you will lose the chance to interview for the program. Please do not phone us, we will email you if you are shortlisted for interview.

If you are shortlisted for interview...

As per the above timeline, if you are successful in being shortlisted for interview, you will be invited to attend a half-day BEI Interview Skills Workshop. This Behavioural Event Interviewing (BEI) Workshop will be facilitated by a team of NAB staff. It will be offered to shortlisted candidates only and will provide an overview of BEI interviewing techniques and tips for AAIP interviews. It may also be a chance to practice interview skills in small groups. It is not mandatory, but we’d encourage you to note this day in your diary. Shortlisted candidates will only receive a few days’ notice for this event.


8. CONTACT DETAILS

If you require further information, please contact the Corporate Diversity Partnerships team at Jesuit Social Services at info@corporatediversity.org.au

APPENDIX

The RPS (Role Purpose Statement)

Please ensure you read the RPS thoroughly to ensure you have a clear understanding of what the role responsibilities are, the skills required to be successful and how it fits into the wider NAB group. Below is a sample of an RPS:

AAIP - ROLE PURPOSE STATEMENT (2020)	
	Role Reference Number: (For office Use – Do Not Enter a Value)
Performance Unit The Name of the Performance Unit	
Team The name of the Team within which the participant will be working	
Position Title An intuitive name that can be easily understood by someone outside of NAB	
Location Where position be located	
Job Family Based on the nature of the role which Job Family category best describe it. Where there is a split, please select the category that holds the most weighting.	Select <u>One</u> of the following classification (please bold and underline): <ol style="list-style-type: none"> 1. Finance/Accounting 2. Data Analysis 3. Process Analysis/Improvement 4. Technology 5. Marketing 6. Call Centre 7. Branch Network (Customer Facing) 8. Support/Administration 9. Projects 10. Other - please specify
Required Skillsets Within the Job Family outline the skillsets required to do the role: <ul style="list-style-type: none"> • 3-5 Bullet points • Consistent with Job Family • Generic rather than Specific Indicate required level of Excel competency (see Attached for descriptions of the levels)	
Qualifications and Experience <ul style="list-style-type: none"> • Outline the outline the nature of the qualifications expected in order to perform the role; • Acknowledging the likely limitations of candidate experience, outline the type of experience desired 	
Role Positioning <ul style="list-style-type: none"> • Describe briefly what the purpose of the Business Function is, what is produced and for whom; • Describe briefly what this role plays within that context 	

Role Responsibilities

Having provided the context outline the key responsibilities of the role (consistent with the Required Skillsets outlined previously):

- 3-5 Bullet Points
- Accountabilities to be consistent with entry-level positions
- Easily understood by non-NAB applicant\

Excel competency required for the role

Please indicate with an **X** the level of Excel skill required for your AAIP role.

(Refer to the guide below for each skill level 1 to 5)

1	2	3	4	5

Excel Skill Reference Guide		
<p>Basic</p> <p>This skill level refers to entry level familiarity with a work sheet and data within.</p> <p>A person with these set of skills will be able to enter, manage and display data effectively from work book in addition to manipulation via simple functions.</p>	1	<ul style="list-style-type: none"> • Open files and use page setup. • Enter, correct, and save data. • Use the menu commands. • Format cells, rows, and columns. • Understand navigation and movement techniques. • Access and utilise Help. • Print worksheets and workbooks.
	2	<ul style="list-style-type: none"> • Modify a database and insert data from another application. • Use simple arithmetic functions in the formulas. • Create, modify, and format charts.
<p>Intermediate</p> <p>This skill level refers to competency with all the basic level of skills but developing further skill with the management of data in a corporate environment.</p> <p>A person with these skill sets will enhance workbooks with graphical representation of data and be able to manage multi-level data tables. Duties could include sorting and filtering data, advanced manipulation and analysis via Pivot tables and beginning to interact with macros.</p>	3	<ul style="list-style-type: none"> • Use graphic objects to enhance worksheets and charts. • Filter data and manage a filtered list. • Perform multiple-level sorting, use sorting options and design considerations. • Use mathematical, logical, statistical, and financial functions. • Group and dissociate data and perform interactive analysis
	4	<ul style="list-style-type: none"> • Use advanced functions (Names, VLOOKUP, IF, IS). • Work with Pivot Tables. • Use spread sheet Web components. • Create and modify some Macro commands.
<p>Advanced</p> <p>The consummate excel guru; this practitioner will be able design and implement macros including the actual coding of core VBA.Net commands/functions. In addition the implementation of financial models as required.</p>	5	<ul style="list-style-type: none"> • Manage Macro commands: concepts, planning, operations, execution, modification, interruption. • Use personalized toolbars. • Perform some programming in VBA.Net • Financial modelling (design of approach, inputs, projections, cash flow)