## International Recruitment Child Protection Candidate Information Pack

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## Introduction

This guide is designed to provide you with an overview of the recruitment process and manage expectations regarding relocation and support provided by the department if you are successful in obtaining a position with the Department of Families, Fairness and Housing (the department) in Victoria.

The information may change at any given time. The department provides general information and guidance only. If you need advice relating to your specific circumstance (e.g. your visa rights or specific policies and processes), we recommend that you consider seeking your own advice from an independent migration agent.

Making the move to Victoria has changed the lives of many and it is migration that has helped make Melbourne, Victoria one of the world’s greatest cities. Migrating to Victoria could be one of the best decisions you ever make!

## About Victoria

Hugging the southern tip of the Australian east coast, Victoria is Australia’s second-smallest state. It covers 227,600 km2 – about the same area as England, Wales and Scotland.

Victoria’s capital city is Melbourne which is home to approximately 5 million people.

The City of Melbourne is home to one of the world's most culturally diverse communities. ​Melbourne’s population is made up of people from all over the world. Around 140 cultures are represented, from Victoria's original Indigenous inhabitants to more recent migrants from countries in Europe, Asia and Africa.

Regional Victoria (also known as country Victoria) encompasses all the areas of the state of Victoria outside Melbourne. Regional Victoria contains much of Australia’s geographical and biological diversity. From world-class wineries to natural springs, lush mountain ranges to stunning coastlines and famous roads to national parks.

## About Australia

Australia’s population is around 24 million, with 28% of people born overseas. Our multicultural society is reflected in food, art, sport, film, culture, fashion and music. Almost everyone speaks English and more than 15% speak languages other than English at home.

Men and women are treated equally, and people are free to live where they like and follow whichever religion and occupation they choose. Sports are a favourite pastime and a great way to socialise with friends.

Australian culture can be described as down to earth, laid-back, open and direct. Australians express their opinions freely and are typically more individual and outgoing than many other cultures.

## About the Child Protection Practitioner program

Below is a collection of the most common questions about the Child Protection program.

### Where are the offices located?

The Department have 25 office locations based across regional and metropolitan Victoria. More information can be found on the Department’s website <https://childprotectionjobs.dffh.vic.gov.au/locations>

### How many teams are in the different offices?

This depends on the size of the office – some of our smaller offices may have 2 teams while some of our larger offices have up to 30 teams.

### Is it possible to choose the program area you will work in?

During the recruitment process, you will be asked about your interest in the different program areas you might like to work. Whilst we will do our best to balance your area of interest the child protection program will offer you a position based on the area that needs support.

### What are the salary ranges and benefits?

Practitioner roles are attractively remunerated. Please visit the Child Protection jobs website for salary information <https://childprotectionjobs.dffh.vic.gov.au/what-roles-are-available>.

Whilst salary packaging is done through the department’s payroll unit, the contracts you enter into are with third party providers. For example, if you sign a contract for a novated car lease you need to understand the contract and the clauses that effect your temporary visa. Some contracts may say that you are required to either pay for the car in full or hand it back if you have less than 6 months on your visa left. This contract is not with the department, hence the need to fully understand what the exit processes are and what impact being on a visa means.

### Are we required to use our personal vehicles for work?

No. The use of personal vehicles is not encouraged for departmental business. The Child Protection program is allocated automatic motor vehicles via a fleet you can access. You are required to drive yourself to family visits.

There may be a requirement to drive long distances on metropolitan and/or regional and rural roads in all weather conditions. It may also be necessary to fit child seats to cars at times. You will also be expected to re-fuel the departmental vehicle using a fuel card which will be provided prior to returning the car to the office.

###

### What level of experience is typically required across the different CPP classifications?

#### Advanced Practitioner (CPP4)

Advanced child protection practitioners work with more complex cases and situations. As an Advanced Child Protection Practitioner, you’ll receive and assess reports of alleged abuse and neglect of children and young people. You’ll undertake investigations and develop plans to ensure the safety and wellbeing of children and young people is achieved. This may include taking matters to court.

Senior Practitioner (CPP5)As a senior child protection practitioner, you’ll be responsible for supporting and developing child protection practitioners in the integration of theory and practice while demonstrating your expertise through case practice, working collaboratively with the team manager to strengthen case practice, provide effective service delivery and support other practitioners.

### What are the work hours?

Whilst a standard work day is 7.36 hours, to meet the demands of the role overtime may be required.

### What opportunities are available for career progression?

There are many opportunities for career progression however all opportunities would be subject to a recruitment process and you would need to remain as a Child Protection Practitioner for the duration of the visa.

### The recruitment process, sponsorship and pathway to permanent residency

The Department has a robust international recruitment process ensuring that all pre-employment screening is completed in a thorough manner.

Highlighted below is an outline of what you can expect from the recruitment process:



The timeframe to complete the recruitment process varies and could take 3-12 months to complete.

### Mandatory documentation required for application

When submitting your application for a role with Child Protection, you must attach the following for your application to be considered:

* Current Resume – clearly outlining your roles, responsibilities, dates of employment etc. We need this information to assess your transferrable skills and relevant experience.
* Cover letter – clearly addressing your motivations for wanting to relocate to Victoria and why you have chosen your preferred office location. We are interested if you have friends or family currently living here that may be able to assist with your transition to life in Victoria. You will need to do your own research into your preferred office location. Information is available in the *Office Location Information*document on our website <https://childprotectionjobs.dffh.vic.gov.au/international-recruitment-relocation>.In addition to this, please outline how you believe your experience is transferrable to the Child Protection role. Please keep your cover letter to 2-pages.
* Copy of current and valid social work professional membership (practicing certificate) – we need this to assess your current social work accreditation in your country of origin.
* Copy of qualification and academic transcript – we need this to assess that your qualification meets our requirements.

### What are my responsibilities during the recruitment process?

It is important you understand your responsibilities:

* be responsive to requests for information or completion of screening tasks throughout the recruitment process and be sure to check your junk email regularly for any missed email correspondence.
* be proactive and research. Understand the cost of living in Victoria and research the area you want to live including rental properties, schools, recreational activities etc
* understand the TSS 482 medium stream visa requirements including age limits for any dependents, health insurance, international police checks, medical assessments etc.

### What qualifications and work experience is required for sponsorship?

Under the TSS 482 visa, the department are required to nominate you for an occupation. The occupation of social work is aligned with the field of child protection.

To eligible for sponsorship, you will be required to hold:

* a bachelor’s degree in social work or a master’s degree in social work
* a recognised social work degree or a similar behavioural-related degree that if required will allow you to be eligible for accreditation with the Australian Association Social Workers;
* have at least 2 years full time relevant work experience in your nominated occupation
* work only for your sponsor or associated entity, unless you are exempt
* meet minimum standards of[English language proficiency](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-skill-shortage-482/sufficient-english) unless you are exempt from needing to show this.

### Am I required to have my qualifications assessed by the Australian Association of Social Workers (AASW)?

No. Social work is not currently a registered profession in Australia. The profession is self-regulated by the Australian Association of Social Workers (AASW). For Australian qualified social workers an AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of social work, and to meet the minimum eligibility requirements for AASW membership.

Based on these requirements the department are seeking candidates who hold a Bachelor of Social Work / Master of Social Work. Qualifications will be assessed in line with our qualifications framework to determine eligibility. Candidates who hold an alternative degree, may be required to have their qualifications assessed by AASW prior to an offer of employment.

### What are the visa eligibility requirements to work in Australia?

To work in Australia, you will require a visa with full working rights. This may come in the form of a sponsored or non-sponsored visa depending on your circumstances.

#### Sponsorship

* A sponsored visa is an employer sponsored visa. The department sponsors an individual (and dependants as defined by the TSS visa requirements under a Temporary four-year Visa - the TSS 482 medium stream).
* Employer Sponsored (permanent) known as (186 ENS TRT): Employees who have completed 2 years of full-time employment in their nominated position at the department within the previous 4 years under the Temporary Skilled Shortage visa– subclass 482; may be nominated for permanent residency.
* Please ensure you are familiar with any exceptions to permanent residency applications **(candidates who are unable to complete 2 years of full-time employment prior to turning 45 are not eligible for Employer sponsored Permanent Residency in accordance with the Department of Home Affairs legislation).**
* Non sponsored visas are visas that you apply for and are granted by yourself. These visas are not through the department but makes you still eligible for employment.

#### Temporary visa eligibility

Under the TSS 482 visa the department are required to nominate you for an occupation. The occupation of social work is aligned with the field of Child Protection. To eligible for sponsorship, you will be required to hold:

* hold a bachelor’s degree in social work or a master’s degree in social work
* a recognised social work degree or a similar behavioural-related degree that if required will allow you to be eligible for accreditation with the Australian Association Social Workers through a skills assessment.
* have at least 2 years full time relevant work experience in your nominated occupation
* work only for your sponsor or associated entity, unless you are exempt
* meet minimum standards of[English language proficiency](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-skill-shortage-482/sufficient-english) unless you are exempt from needing to show this.

### Can I get permanent residency if I am over 45 years of age?

To be eligible to be nominated by the department for permanent residency, it is a requirement of the **employer sponsored permanent residency visa** that you have worked 2 years full-time for the department before you turn 45.

**Note: There are no employer sponsored pathways to permanent residency over the age of 45.**

If you will be 45 years or older after completing 2 years full time with the department on the employer sponsored TSS 482 visa, there are independent permanent residency visas you as an individual can apply for whilst employed with the department, however you would need to research these visas, engage a migration specialist and apply directly and independently.

If you do not secure permanent residency directly, at the conclusion of your temporary visa you will be required to return to your country of origin at the conclusion of the TSS 482 visa or apply to extend the TSS 482 visa for a further 4-years. **If you fall into this category, it is essential you discuss your options with your Manager.**

### Can the department provide migration advice?

The department, by law, is not in a position to provide migration advice or advice regarding visa’s and recommends that all current and future visa holders do extensive research and consult a registered migration specialist for individual advice before proceeding with any application to ensure they meet all the criteria.

Please notethe Department of Home Affairs manages visas, any guidance from the Department of Families, Fairness and Housing is accurate at the time of writing, however may be updated at any time by the federal government.

Refer directly to <https://www.homeaffairs.gov.au/> for detailed information.

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## Relocation support and commencement

#### If you are thinking of relocating to Australia as a Child Protection Practitioner, the Department offers relocation assistance. Please review our Overseas relocation assistance flyer on our website for more information <https://childprotectionjobs.dffh.vic.gov.au/international-recruitment-relocation>.

### What expenses do I need to consider and what do I need to pay for up-front?

In preparation for relocating to Victoria, we recommend you consider the following:

* **Childcare and schooling costs** – the average cost of childcare ranges from $77.00 to $190 AUD per day and you will not be eligible for any subsidies whilst on a visa. Australia has a high-quality education system. Primary school is to Year 6 and high school is for Years 7 to 12. School-aged children can attend a state-funded primary (there may be a fee) and high school or a private school but those living in Australia on a temporary residency visa will most likely need to pay a fixed tuition fee. Additional expenses such as school uniforms and stationery are not funded by the State. Most public schools have location boundaries so unless you buy or rent a home in the school’s catchment area, it is likely your child cannot attend. If you are living within the boundary, the public school will offer your child a place.
* **Health insurance** – If you are migrating to Australia, you may need to organise private health insurance as it’s a requirement of some visas, refer to <https://www.privatehealth.gov.au/> for more information. Without health insurance, if you have an accident or fall ill in Australia, you may not be covered for most of the medical expenses. A short stay in hospital could cost you tens of thousands of dollars. Australia has a Reciprocal Health Care Agreement with several countries, view <https://www.servicesaustralia.gov.au/when-reciprocal-health-care-agreements-apply-and-you-visit-australia?context=22481> for more information. The agreement covers overseas visitors for medically necessary treatment while they travel within Australia.

* **Rent and bond requirements** – rental properties in Victoria generally require a 4-week bond and 2-week’s rent to be paid prior to moving in. Most rental properties do not come with furniture, but will include heating, hot water systems and stoves/ovens.  Most rental properties do not include utilities. It is your responsibility to connect and pay for utility services such as electricity, gas, water, telephone, and internet.

**You will need to pay any associated costs to relocate to Victoria up-front** including furniture/personal belongings relocation, airfares and visa grant costs.

###

### What relocation expenses will be reimbursed?

As per our relocation policy, the department will only reimburse you for the **cost of the visa grant and a one-way direct economy airfare for those approved on the visa grant**. You will need to produce original tax invoices for these costs which will be reimbursed to you approximately 4-weeks after commencing in the role into your salary account.

**The department are unable to fund these costs upfront and can only reimburse you once you have commenced employment.**

The department will directly pay for your visa nomination, airport transfers and temporary accommodation direct to the relevant agencies.

### What relocation support can I expect?

The department works with a **settlement services agency** to provide relocation support to you upon acceptance of a formal letter of offer of employment. The support provided will be tailored to your specific circumstance and can include (but not limited to):

* rental application assistance
* opening a bank account
* education and childcare options for school-aged children
* health insurance options
* transport options
* obtaining a tax file number from the Australian Taxation Office (ATO)

Once you have arrived, the department will provide you with **airport transfers from Melbourne airport to your 28-days temporary accommodation** which will be located close to your new office location to give you time to settle into your new area and secure long-term rental accommodation. The type of temporary accommodation provided will depend on how many people are travelling with you and in most cases will be a serviced apartment.

### What are my responsibilities for relocating to Victoria?

It important that you understand your obligations when considering a move to Victoria. We have listed just a few of these below:

* ensure you have sufficient savings to accommodate a move to Victoria and to live off prior to your commencement date
* research our road rules and requirements for converting an international driver’s licence
* understand identification requirements to open an Australian bank account
* understand any tax implications specific to your circumstance
* research the cost of one-way economy airfares to Melbourne. These costs will vary depending on how many people are travelling with you and the airline you choose to fly with.

**The department are unable to fund these costs upfront and can only reimburse you once you have commenced employment.**

### Are there set commencement dates?

Commencement dates are negotiated at the time of a formal letter of offer of employment and will vary depending on when your visa is granted and in alignment with our induction program. These timeframes will likely be different for each candidate.

### If I am successful, what training and wellbeing supports could I expect?

You will be required to attend a formal induction program within your first few weeks after commencement. This structured induction program was designed specifically for child protection practitioners to acquire and apply the essential knowledge to effectively undertake their statutory role in child protection in Victoria. We will enrol you in the next available induction program after your commencement date.

**The program has five modules which are completed over a five week period. You will be required to attend 18 days of the induction program in person in the Melbourne Central Business District (CBD).** Accommodation will be provided for you to stay in the city for the required face to face training days if you reside in a regional area. An example of the program schedule is included below for reference:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEEK 1** | **WEEK 2** | **WEEK 3** | **WEEK 4** | **WEEK 5** |
| Monday (divisional based learning) Tuesday – Friday (face-to-face) | Monday – Wednesday (face-to-face)Thursday – Friday (office-based) | Monday – Wednesday (face-to-face) Thursday – Friday (remote learning) | Monday – Wednesday (face-to-face)Thursday – Friday (remote learning) | Monday - Friday (face-to-face) |

There are other specific courses and workshops to provide the skills required for practitioners to perform their roles effectively and build their career within the department. Due to the complex and critical nature of child protection, some courses are essential whilst others provide staff an opportunity to advance and refresh their skills and knowledge.

Upon commencement, a supervisor will arrange a workplace orientation of your new office and accommodate any workplace adjustments you may require. You will be required to complete online workplace training modules in your first week.

In terms of wellbeing, you will have access to a workplace buddy who understands the excitement and challenges of relocating from a different country and starting as a new employee at the department. The department also offers regular wellbeing sessions and an employee assistance program.

### **If you have any further questions specific to your situation, please email the International Recruitment Team at <cpglobalattraction@dffh.vic.gov.au>**

To receive this document in another format, email CP Global Attraction <cpglobalattraction@dffh.vic.gov.au>.

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