Digital Jobs

Building Victoria's digital workforce

We can help you find great people with the right digital skills for your business.

The Victorian Government's $64 million Digital Jobs program is creating a new pipeline of talent to meet the digital skills needs of Victorian employers.

Over the next three years, the program aims to produce up to 5,000 job-ready candidates with up-to-date digital skills that will help Victorian businesses thrive.

Digital Jobs takes capable, experienced mid-career workers looking for a career change and helps them become web developers, data analysts, digital marketers and more.

Each job-ready candidate is freshly trained in a digital skillset that's in high demand. Training courses are industry-backed and delivered by leading digital skills course providers.

Victorian employers can gain access to this new talent pool at a subsidised rate, through internships facilitated by the Digital Jobs program.

New skills for your business

The pool will include candidates recently retrained in:

- Data analytics
- Programming/software development
- Cyber security
- Cloud computing
- AI/machine learning
- User experience/user interface
- Product management
- Web development
- Digital marketing, operations, support
- Project (agile) management

Build your digital capability

Join the program as an employer to receive:

- A full-time intern for 12 weeks who has up-to-date digital skills and is ready to undertake a digital-related role or project
- A subsidy of $5,000 per internship to support employment of the intern(s)
- Access to a talent pool of productive, motivated potential interns who could be candidates for ongoing employment.

VICTORIA State Government

How does it work?

Eligible businesses and organisations can apply to host one or more interns for a minimum of 12 weeks. Once registered, your business will be matched with candidates with the training, skills and background that fit the role(s) you're looking to fill. You then employ your preferred candidate(s) for a minimum 12 weeks, paying at least minimum wage, while receiving a $5,000 subsidy from the program. There are no obligations beyond that period.

Who are the candidates?

Candidates are competitively selected through Hudson Australia. They are mid-career Victorians from a diverse range of industries and backgrounds, with a demonstrated enthusiasm for pursuing a digital career. Candidates must be over 30 or have at least 10 years' work experience.

Why mid-career?

With digital skills shortages across the economy, re-trained mid-career workers represent a new potential source of digital talent. Mid-career candidates have transferrable skills and soft skills that are valuable to employers, and position them for a faster trajectory than other entry-level candidates, such as graduates.

What roles can candidates fill?

From a technical perspective, candidates are best suited to entry-level positions, as their technical knowledge will in most cases be foundational.

The types of careers that candidates will be aspiring to include data analysts, network technicians, cyber security officers, cloud administrators, software developers, product designers, web designers, marketers, product managers and quality officers.

Get involved

Businesses can find out more information and apply for the program online at: au.hudson.com/digitaljobs#for-businesses

You'll be asked to provide some basic information, including contact details, information about your business, and the types of skills you're looking for.

If your application is successful, you'll be listed on the Digital Jobs employer register and be eligible to be matched with candidates.

Before applying:

- Visit the website and consult the FAQs for further information about the program.
- Contact us if you have any specific queries.
- Check your eligibility and the employer obligations.

Contact us

Email us at: digitaljobsprogram@ecodev.vic.gov.au

Find out more: au.hudson.com/digitaljobs#for-businesses

VICTORIA State Government

Digital Jobs

Information and FAQs for businesses

Contents

Section	Page No.
Internship Host Journey	2
Before Applying: Eligibility	3
Before Applying: Employer Obligations	4
FAQs: General	5
FAQs: Application	6
FAQs: Matching	7
FAQs: Internship Experience	9

VICTORIA State Government

Internship Host Journey

Build your digital capability through the Digital Jobs program. Victorian business can now register as internship hosts to receive:

- A full-time intern for 12 weeks
- A subsidy of $5,000 per internship from the Victorian Government
- Access to a pool of motivated mid-career talent with up-to-date digital skills that could be candidates for ongoing employment.

Application

Interested businesses apply online at http://au.hudson.com/digitaljobs

Notification

Business is advised via email whether successful, typically within ten business days.

Employer Register

Successful business is listed on the register and lodges information about the internship role(s) available.

Matching

Business is matched with a suitable candidates, where available.

Recruiting

Business selects preferred candidate(s).

Internship agreement

Business enters internship agreement, including agreeing to employer obligations.

Internship experience

Business employs intern for a minimum of 12 weeks, paying at least minimum wage, with a $5,000 subsidy.

Completion

No obligations beyond the 12-week internship.

VICTORIA State Government

Before applying

Check your business is eligible...

Employer eligibility

Employers must:

a) Be one of the following entity types:

   i. a company incorporated in Australia

   ii. an incorporated trustee on behalf of a trust

   iii. an incorporated association

   iv. a partnership

   v. a joint (consortia) application with a lead organisation

   vi. a [registered charity or] not-for-profit organisation

   vii. a publicly funded research organisation

   viii. an Australian local government body

   ix. an Australian state or territory government body.

b) Operate in Victoria (meaning the internship opportunity/ies to which your application relate, must be located in Victoria)

c) Hold an Australian Business Number (ABN)

d) Have current WorkCover Insurance (or equivalent) for an unlimited amount that shall include liability under statute or common law

e) Be registered with Worksafe

f) Have met all industrial relations obligations as an employer in accordance with the National Employment Standards

g) Have not had any working conditions breaches in the last five years

h) Comply with the Fair Work Act, 2009

VICTORIA State Government

Before applying

Check your business can meet the employer obligations...

Employer obligations

Employers must:

a) Employ the participant directly, for a minimum duration of 12 weeks full time, or equivalent (e.g. half-time at 6 months).

b) Offer the participant full-time working hours, or negotiate a part-time arrangement if it is agreeable to the participant.

c) Meet all industrial relations obligations as an employer in accordance with the National Employment Standards.

d) Pay the participant at least the relevant minimum wage.

e) Comply with all Worksafe compliance codes and codes of practice - visit https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

f) Ensure that the participant will undertake work that:

   i. provides them with an opportunity to learn and apply digital skills

   ii. is broadly relevant to the subject area they have studied, or complements those skills

   iii. is ideally project or product based with defined deliverables.

g) Provide the participant adequate support, including:

   i. the assignment of a supervisor and the provision of contact details

   ii. an appropriate induction and onboarding phase, providing relevant briefings on safety standards, site access, normal hours of work, emergency details and other elements as appropriate

   iii. at least two hours per day of staff time (~25 per cent of FTE) for supervising the participant and towards their learning and development (i.e. by the supervisor and/or other employee(s))

h) Supply the participant with necessary equipment and resources for undertaking the internship.

i) Report any work health and safety incidents regarding the participant to the Delivery Partner within two working days.

j) Conduct reporting as required by DJPR or the Delivery Partner.

Frequently Asked Questions

General

#	Question	Answer
1	Who is eligible to apply?	• See employer eligibility (page 3)
2	What would my business be required to do?	• See employer obligations (page 4)
3	What constitutes an internship?	• Internships, for purposes of this program, are paid entry-level positions. They are intended to provide the participant with an introduction to the business and/or industry, and allow them to apply and learn digital skills in the context of the host business's operations and current projects. • Internships under the Digital Jobs program must be at least 12 weeks in duration and pay at least the minimum wage.

4	When will the internship commence?	• Round 1 internships will commence in early Oct.
		• Further rounds are expected to run according to the following schedule:
		  • Round 2: 14 Jan – 8 Apr 2022
		  • Round 3: 11 Apr – 1 Jul 2022
		  • Round 4: Jul – Sep 2022
		  • Round 5: Oct – Dec 2022

4	What are the benefits to my business?	• Participants have been selected through a competitive process and screened for aptitude in a digital career. • Participants have significant work and life experience and typically have valuable transferrable skills for a digital role. • Your business will be provided a $5,000 wage subsidy to support their employment. • Participants have access to a mentor supplied by the program, who can assist them with their professional development.

VICTORIA State Government

Frequently Asked Questions

Application

#	Question	Answer
6	How do I apply?	• Check your business is eligible • Check your business is able to comply with the employer obligations • Apply here: http://au.hudson.com/digitaljobs
7	Who can I speak to if I need support registering?	• Contact the helpdesk at Hudson on 1300 172 949 or digitaljobs@hudson.com
8	What happens after I apply?	• Your application will be assessed and you will receive an email either approving or rejecting your application, typically within ten business days. • You may be contacted to request further information (e.g. evidence of insurance policies) before your application is fully assessed. • Successful applicants will be registered in the Employer Register. You will then be eligible to be matched with candidates, based on the information you supply about the type role(s) you have available and the skills you are seeking.

VICTORIA State Government

Frequently Asked Questions

Matching

#	Question	Answer
9	How does the matching work?	• You will provide information about the role(s) your business has available, and the type of skills you are looking for. • Hudson will use this information to look for participants who are studying the relevant skills and would be suitable. • Hudson will provide you with a shortlist of three candidates to choose from for each role you have available. The exception is government employers, where participants will be allocated directly. • There is no guarantee that suitable candidates will be available every round, and therefore that your business will be allocated a shortlist. If your business misses out on candidates, you will be prioritised for later rounds.
10	When does matching occur?	• Matching with candidates for Round 1 will occur throughout August and September 2021. Matching occurs during the participants' training period. • Internships for Round 1 are expected to commence from early October.
11	What happens once I am matched with candidates?	• See also 'How does the matching work?' • Once you receive your shortlist(s), you may assess the shortlisted participants through your business's preferred means (e.g. interviews). • You are expected to accept at least one of the shortlisted participants (if you do not accept one from the shortlist, there is no guarantee that you will be provided with other choices). • Your business will then enter an internship agreement and employ the chosen participant for a minimum of 12 weeks.

Frequently Asked Questions

Matching

#	Question	Answer
12	How long does my business have for the assessment/recruitment process?	• Five business days from the point of receiving the shortlist.
13	How many participants can my business take?	• There is no limit to the number of participants your business may take, so long as your business is able to meet all obligations with respect to each internship.
14	What happens if my preferred candidate doesn't want to work for my business?	• In rare cases, participants might choose to opt out of the internship. Best efforts will be undertaken to provide your business with a suitable replacement.
15	Can my business take a different number of participants each round?	• Yes, you may elect the number of participants you wish to take each round that you apply. Though there is no guarantee that you will be allocated the number you have elected.
16	Can I employ the participant longer than the 12-week period?	• Yes, employment opportunities beyond the 12-week period are strongly encouraged. Noting that the subsidy is a flat $5,000 – no further subsidy is available for employing the participant longer than the 12 weeks.

VICTORIA State Government

Frequently Asked Questions

Internship Experience

#c	Question	Answer
17	What hours will the employee work?	• Your business must be able to offer full-time hours, if this is the participant's preference. • However, if a part-time schedule is mutually agreed, that is acceptable so long as the total internship duration amounts to the equivalent of 12 weeks full-time.
18	How much do I have to pay my participant(s)?	• You must pay the participant at least the applicable minimum wage. This will vary across sectors and businesses. Seek guidance from fairwork.gov.au. • You may opt to pay them above the minimum wage.
19	What entitlements must I provide the participant (e.g. sick leave, superannuation, insurance)?	• You must comply with all applicable employer obligations and regulations under the relevant industrial relations system. This may vary across sectors and businesses. • The following resources may assist: • https://www.business.gov.au/people/employees/hiring-employees • https://business.vic.gov.au/business-information/staff-and-hr/staff-recruitment/hire-staff-for-the-first-time

VICTORIA State Government

Frequently Asked Questions

Internship Experience

#	Question	Answer
20	What happens if my participant quits?	• If your business has complied with all obligations, you will be entitled to a part wage subsidy for the duration that the participant was employed with your business. • Depending on timing and availability, you may be able to receive a replacement intern. You can also opt to be considered for later rounds.
21	What kind of work can I expect the participant to do?	• The type of work undertaken by the participant is up to the business, so long as it is meaningful and allows them to apply or learn relevant skills. • Participants will typically have basic technical skills in a relevant subject (having completed an intensive 12-week course). They will also typically have at least ten years' experience in another field and strong 'soft skills'. Therefore participants may be expected to do technical work that is entry-level, but are likely to have other skills that can be utilised in other ways.
22	Does the internship need to be in-person?	• The internship may be in-person or online, or a bit of both, so long as your business is able to comply with your obligations and the arrangement is mutually agreed.

VICTORIA State Government

Frequently Asked Questions

Internship Experience

#	Question	Answer
23	What if it isn't working out with the participant?	• You may raise the issue with Hudson. • If the issue cannot be resolved and the participant departs, you may be assigned a replacement. If a suitable replacement isn't available, your business may be considered for later rounds. • If your business has complied with all obligations, you will be entitled to a part wage subsidy for the duration that the participant was employed with your business.
24	Does my business have any obligation towards the participant after the 12-week internship is complete?	• No. • Your business may opt to keep the participant as an ongoing employee or, for example, act as a referee, however there is no obligation to do so.

VICTORIA State Government