

Personnel Futures

Where the Learning
Never Stops!



**Allied Health
Graduate
Program
Guide**



1300 874 000
personnelgroup.com.au



We respectfully acknowledge the Aboriginal people as the Traditional Owners of this land and we pay respects to Elders past and present.

The Personnel Group is welcoming and accepting of people from diverse backgrounds and identities. We strive to create an accessible and inclusive environment for all.



We welcome all...
Celebrating the power of Community!



Index

04

A 12-month Graduate Program, where the learning never stops...

05

Who we are?

06

Our Values

07

Our Services

08

Graduate Program Overview

10

Our program focuses on 5 key areas

12

Your career continues with The Personnel Group after the graduate program

TPG Benefits

14

Who are we looking for?

How to apply and Eligibility

15

Our Recruitment Process

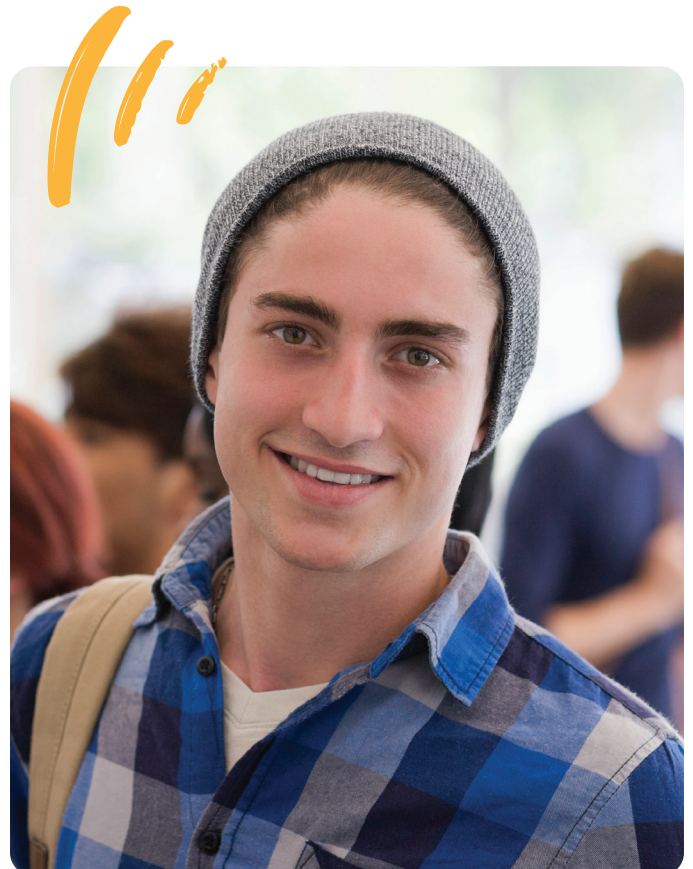


A 12-month Graduate Program...

Where the learning never stops!

The Personnel Group will provide you with a well-rounded graduate program, that will see you achieve your goals and become a confident clinician, whilst providing you with supervision and mentorship and ongoing professional development opportunities to ensure you are supported as you learn.

Joining The Personnel Group Graduate Program “Personnel Futures” you will be embarking on a rewarding career that will see you support people within our communities to improve their wellbeing and achieve their goals.



Who we are?

The Personnel Group is a not-for-profit organisation dedicated to supporting people to live full lives by creating equity and inclusion through employment, health, training, and community services.

We have a successful history of nearly forty years of supporting people with disabilities to find and keep a meaningful job.

Like many not-for-profit organisations, ours was a humble beginning. We started as an Employment Project, a Government funded pilot scheme for the Disability Services Act, with a staff of three and twenty clients.

Today, our organisation delivers an extensive array of services for the whole community. With approximately 200 like-minded, talented employees, our services are designed to surround our clients with quality programs and services that will help them to live fully and equally in their community.



Our Values

Our organisation values are based on passion, respect, and person-centered. These values form part of our recruitment process to ensure that the people who work at The Personnel Group believe in these values too.



We are Person-centered

- ✓ We put our customers at the centre of our decision making
- ✓ We see the whole person
- ✓ We find creative solutions



We are Passionate

- ✓ We are enthusiastic and motivated
- ✓ We are fully engaged
- ✓ We expect the best of ourselves and each other
- ✓ We go the extra mile



We are Respectful

- ✓ We are fair
- ✓ We value our diversity
- ✓ We deliver on our promises
- ✓ We continually improve



We welcome all...

Celebrating the power of Community!

The Personnel Group is welcoming and accepting of people from diverse backgrounds and identities. We strive to create an accessible and inclusive environment for all.

We respectfully acknowledge the Aboriginal people as the Traditional Owners of this land and we pay respects to Elders past and present.



As our Health team is spread across a large footprint, we enjoy opportunities to get together in person to collaborate ideas for health services, but also to have a little fun.



Our Services

Our services are categorised into four key divisions—Employment, Health, Community, and Training. Each division offers a range of programs and services tailored to help individuals achieve their unique personal goals.

Employment

- ✓ NDIS Employment Services (SLES and individual support)
- ✓ Disability Employment Services
- ✓ Recruitment and Labour hire services (delivered by our subsidiary company MP Training and Recruitment)

Health

- ✓ Psychology
- ✓ Occupational Therapy
- ✓ Positive Behaviour Support
- ✓ Workplace Wellness
- ✓ Group programs

Training

- ✓ Interior Design
- ✓ Business
- ✓ Childcare
- ✓ Individual Support

We are able to provide nationally accredited training courses through our training division Julie Reid Management Pty Ltd trading as MP Training and Recruitment.

Community

- ✓ NDIS Support Coordination
- ✓ Assisted School Travel
- ✓ ParentsNext
- ✓ Shared Experience





Graduate Program Overview

Graduates of *Personnel Futures* will emerge as highly skilled, confident, and compassionate allied health professionals equipped to deliver high-quality care, work in interdisciplinary teams, and drive innovation in healthcare delivery.

Graduates will have 12 months to experience working with a not-for-profit employer and gain experience working with diverse client presentations to ensure Graduates receive well-rounded clinical training. A centralised corporate services structure will ensure Graduates are educated not only in their chosen health pathway but are

given exposure to key business functions allowing them to fully understand how they connect to organisational objectives and other disciplines such as education and employment.

Program Goals

- ✔ Graduates will develop an understanding of the values and purpose of The Personnel Group and contribute to holistic community participation.
- ✔ Graduates will deliver services within a comprehensive service delivery model ensuring customers receive a high standard of care.
- ✔ Graduates will foster interprofessional collaboration and teamwork, working collaboratively with both internal and external stakeholders and a multidisciplinary team.

Graduates will have opportunities to develop their skills and knowledge in an area of personal interest.

- ✓ Graduates will have opportunities to develop their skills and knowledge in an area of personal interest, within their field whilst participating in their local communities.

Being a part of *Personnel Futures* and joining in our graduate program, we ensure you will have the support, knowledge and clinical experience needed to excel in your career.

Within this program you will be a part of a multi-disciplinary team, learning from experienced clinicians and leaders in their professions and gaining exposure and experience in the whole of the Personnel Group's service offerings.

Graduate programs are available in...

- ✓ Occupational Therapy
- ✓ Psychology

Our program will differ slightly, depending on your area of study to ensure that what you are learning is relevant, however, there will be lots of opportunities to work with all of the employees within the Health team.

“

TPG has been very supportive through my internship year working as provisional psychologist.

– Jasmeet

5

Our program focuses on 5 key areas

Aiming to boost your confidence and develop essential skills to ensure you grow into a strong clinician with The Personnel Group.

1 Orientation and Onboarding

- ✓ Comprehensive group orientation allowing you to connect and form friendships from day one.
- ✓ Introduction to Personnel Group's values and an opportunity to engage with the Executive team.
- ✓ Introduction to Health's service delivery model and systems we use.
- ✓ Introduction to the program's expectations, goals, and available support services.
- ✓ Introduction to Wellbeing Support Officer and HR team.
- ✓ Graduates will be provided with all required equipment including IT, Uniforms and connections to key personnel.



2 Mentorship and Supervision

- ✓ You will be assigned to your clinical lead who will support you through your graduate year and beyond.
- ✓ You will be assigned to a mentor within your site, who will provide daily support and advice and help you adjust to working with Personnel Group.
- ✓ Clinical supervision will be provided and scheduled into your calendars as per internship and competency requirements.
- ✓ Clinical primary and secondary supervision provided for psychology graduates as per internship requirements.
- ✓ You will meet with your clinical lead weekly who will provide feedback and guidance as required to support your clinical growth and completion of the graduate program.
- ✓ Your first 12 weeks will have a dedicated graduate check in, incorporating all the graduates to foster team building and connectiveness.

3 Training and Professional Development

- ✓ Dedicated training and professional development opportunities throughout the 12-month program.
- ✓ Supervision and professional development is delivered in line with internship and AHPRA requirements for both provisional psychology and OT

graduates.

- ✓ Access to a resource library including videos, training, templates and more to support you in your new role.
- ✓ National Psychology Exam training and preparation, specially designed to support you in completing and passing your exam.
- ✓ A dedicated graduate program platform that will track and monitor your progress towards completion of the program.

4 Inter-professional Collaboration

- ✓ Monthly peer review training with all members of our Health team to develop your interprofessional collaboration skills, and exposure to working within multidisciplinary teams.

5 Evaluation and Feedback

- ✓ Regular monthly progress meetings to assess your progress, clinical competencies, and professional growth. This will include internship reviews and requirements in line with 5+ 1 provisional psychology graduates.
- ✓ We conduct quarterly reviews for all team members across our organisation. It's a regular check-in with your manager to discuss how you are tracking with your KPIs and what support we can provide you. Our reviews also provide you an opportunity to discuss training opportunities and career pathways.

Your career continues with The Personnel Group after the graduate program

Our graduate program has been designed to support you in your first year in a clinical role, however your journey doesn't have to end here.

After you complete the graduate program, we will continue to support you with:

- ✓ Quarterly professional and career development review.
- ✓ Building your clinical skills with specialised training opportunities.
- ✓ Weekly reviews with your clinical lead.

- ✓ Monthly clinical supervision.
- ✓ Mentoring opportunities for new graduate students.
- ✓ A professional development allowance.
- ✓ Leadership development through our Growing Great Leaders program.
- ✓ An opportunity to research and present a personal passion project to the TPG executive and senior managers of our Health team.

TPG Benefits

- ✓ A genuine focus on work-life balance including access to individualised flexible work arrangements.
- ✓ Financial benefits include access to salary packaging, major retailer employee discounts, and a dedicated NFP superannuation fund.
- ✓ Education and career development linked to growth opportunities within The Personnel Group.
- ✓ Access to physical and mental health well-being programs including Mental Health First Aid, Employee Assistance Programs, discounted gym, and private health memberships.
- ✓ Opportunities to work/relocate across a diverse footprint – from coast to country!
- ✓ Individualised team member rewards – birthday day off
- ✓ We also take pride in fostering a friendly and supportive team environment. As a team, we celebrate the wins and personal milestones with team lunches and morning teas, plus team-building days to build our connection and team spirit!



“
It's a supportive and nice environment for provisional psychologists to work and have further developments.
— Feixuan

“
The team was very considerate and understood my needs with the internship program.
— Jasmeet



Who we are looking for?

We are looking for passionate and inspiring individuals committed to learning and making a positive impact on people's lives.

How to apply

To apply for our New Graduate Program, simply send us a copy of your resume and a cover letter explaining why you would be a fantastic candidate to join our program. Applications can be emailed to recruitment@personnelgroup.com.au

You can also apply via our adverts on Seek Graduate online.



To be eligible for the program, you should have:

- ✔ Completed or due to complete a relevant tertiary qualification in psychology or occupational therapy
- ✔ A desire to offer quality services and improve the health and well-being of participants in our communities
- ✔ A growth mindset and willingness to seize opportunities for personal and professional development

You will be part of a team that's transforming the landscape of healthcare solutions. Take the next step and apply now to join us on this inspiring journey.

Our Recruitment Process

- Shortlist suitable applicants
- Interview with our panel
- Psychometric SACS assessment
- Second interview
- Referee checks
- Offer of employment
- Police and Working with Children checks
- NDIS Worker check
- AHPRA registration obtained, and internship plan approved (if required)
- Onboarding and induction

We look forward to you joining our team and working with us to help our clients achieve their goals!

“

One of the standout aspects of my internship was the broad range of development opportunities provided.

— Jade





1300 874 000
personnelgroup.com.au

recruitment@personnelgroup.com.au