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VOCATIONAL EDUCATION
TRAINING (VET)
DEVELOPMENT PROGRAM
LEVEL 3

Position details

Title	2027 Vocational Education Training Development Program (VETDP)
Location	Canberra
Classification and total salary on commencement	Level 3, \$87,427 + 15.4% superannuation
Contact	Recruitment Phone: (02) 6261 9907
Closing Date and Time	Monday, 25 May 2026 11:59pm AEST

About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia's overseas intelligence collection agency. We are Australia's experts at collecting highly sensitive information – secret intelligence – from sources to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a data-driven but human-centric organisation, we use covert techniques and skilled analysis to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to, or opportunities for, Australia.

From university graduates to career changers, we come from every corner of the country and all walks of life, with backgrounds from all around the world.

Regardless of our ethnicity, experiences and education, we're bound by a shared commitment to something bigger: building a better future for those who come after us. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTQIA+.

It's a mission owned by everyone, with opportunities for all.

The role

Commencing in mid-2027, the Vocational Education Training (VET) Development Program (VETDP) is an entry-level pathway for candidates without tertiary qualifications seeking a career in either Information Technology (IT) support, finance administration or legal administration at ASIS. You will be paid to study a formal Certificate IV (CERT IV) qualification part-time, while also being supported to practice and embed your new skills in the ASIS workplace part-time as a Level 3 employee. Upon the successful completion of your CERT IV and the 18-month program, you may be promoted to a Level 4 employee ready to embark on your own ASIS career!

With a workforce that is broad and evolving, the VETDP will challenge and reward you.

There are three streams to choose from:

Information Technology – As an IT Support Officer on the VETDP, you will develop administrative and specialist skills in support of corporate and operational areas across the Service through on-the-job learning and training. You will be providing technical support, implementing data management processes and data pipelines, installing and monitoring hardware, networking and software infrastructure, and understanding data modelling. At the end of the program, you will have also completed a CERT IV in IT which opens doors to potential career paths in ASIS as an ICT Service Desk Officer, Data Technician, or a System Administrator.

Finance – As a Finance Administration Officer on the VETDP, you will develop skills in a range of key finance areas including: procurement, financial reporting, financial systems, accounting support, and budget management just to name a few. This is not just a ‘numbers’ role, however, as you will be engaging with internal and external customers to provide administrative support and specialist advice. At the end of the program, you will have also completed a CERT IV in Finance and Bookkeeping, ensuring you are well-equipped to work in ASIS as a Finance Officer or Procurement Officer.

Legal – As a Legal Administration Officer, the VETDP will provide you with exposure to a unique legal environment within the National Intelligence Community. You will be responsible for providing legal administrative support including: preparing documents; filing; legal logistical support; and administrative tasks. During the program, you will undertake a CERT IV in Legal Services, which will provide you with the educational foundation to complement your ASIS training and development. Once you graduate from the 18-month program, your new career as an ASIS Legal Support Officer will be waiting.

What to expect

During the 18-month full-time, Canberra-based program, you will be studying part-time for a CERT IV in one of three streams (IT, Finance, or Legal), while spending the rest of your time rotating through various ASIS teams relevant to your area of study.

Given the unique nature of the environment in which we work, you will be provided with customised ASIS training, and participate in a range of formal and informal learning and development opportunities. Don't worry though, you will be fully supported by a workplace buddy and a mentor, along with guidance from peers and supervisors; that's in addition to the constant backing of your development program team. Throughout the program – and beyond it – you will be supported and encouraged to succeed.

While on the program, you will be subject to a six-month probation period, with successful completion of the CERT IV as a condition of on-going employment.

At the conclusion of the program, you'll be placed into a permanent role that leverages your new-found skills, experience, networks and interests.

What we are looking for

Diversity is critical to success, so we are looking for applicants from a broad range of backgrounds. You do not need to have any qualifications other than to have finished Year 12 or equivalent and you don't need any particular work experience to apply. Instead, we are looking for candidates who:

- Are hands-on learners
- Have an innovative and action-orientated mindset
- Have self-awareness, adaptability and resilience
- Are team players
- Have an aptitude, initiative and a passion for IT support, finance administration or legal administration

Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 days paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic relocation assistance for new staff to Canberra

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- Health and wellbeing initiatives
 - Salary packaging arrangements
 - Learning and development opportunities, including paid study assistance for the formal qualification (CERT IV) offered as part of the VETDP
 - A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office

Whilst ASIS officers are not able to work from home due to the classified nature of our work, most staff have access to a range of flexible working arrangements that enables work-life balance. However, there may be some limitations to flexible working arrangements while on the VETDP due to the study/work program requirements.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see asis.gov.au.

Eligibility

To be eligible for the role you must:

- Be over 18 years of age by 1 July 2026
- Have completed a Year 12 certificate or equivalent
- Be an Australian citizen
- Be able to obtain and maintain a security clearance
- Be willing to relocate to Canberra

How to apply

Click on “Apply Now” on our website on the **2027 Vocational Education Training Development Program (VETDP)** role.

You will be required to submit the following:

- Current resume
- Recent photo
- Response to the following questions (maximum 200-word response per question):

Q1. What stream/s (IT, Finance or Legal) are you applying for in this development program? What motivates you to choose this stream/s?

Q.2 Describe a time when you had to work as part of a team to achieve a common goal. What was your role, and what was the outcome?

Q3. What skills, experience or attitudes do you possess that make you a strong candidate for a support/administration officer position?

All applications for employment with ASIS are handled in the strictest confidence. It is essential you maintain a similar level of confidentiality and that you do not discuss your application with anyone.

Important:

If you are currently living overseas and wish to apply for a role with ASIS, please note that we cannot contact you until you return to Australia. Every part of the recruitment process, including contacting you, must be done while you are in Australia.

If you have no plans to return to Australia in the foreseeable future, we recommend you wait until you return before submitting an application.

Reasonable adjustments

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Recruitment process – what happens next

We thank all applicants for their interest in a role with ASIS. Please be advised that our selection process is rigorous and extensive and that we do not provide feedback to unsuccessful applicants. **If you progress from application, you will receive an SMS requesting you to complete online testing – please ensure that you complete this testing or your application will not progress further.**

All selection process decisions are merit based and candidates must be prepared to undergo various selection stages throughout the process, which will include; shortlisting, psychometric testing, interviews and referee checks.

Frequently asked questions

What do I say to people about my application?

We ask you to keep your application confidential. We understand this can be difficult, particularly with friends and family. When/if you progress through the recruitment process, we can provide further advice on how to handle this matter.

Will I need to re-locate to Canberra?

All positions in the VETDP are Canberra-based. We will assist with an initial financial re-location if you're currently living interstate.

How often will you contact me?

As the recruitment process involves obtaining a high-level security clearance it can be lengthy. There will be periods where you may not hear from us as we are progressing your application.

Does ASIS have flexible working arrangements?

Working in our environment means we can't work from home, but on the flip side it means we can't take work home either. You will have access to a range of flexible working arrangements that enables work-life balance. However, there may be some limitations to flexible working arrangements while on the VETDP due to the study/work program requirements.

Is this the right program for me?

This is an entry-level program for candidates who have completed a Year 12 certificate or equivalent, and may not have work experience but are an enthusiastic learner. It is designed to develop basic skills into a solid foundation of practical abilities, as well as critical soft skills like communication, teamwork, and problem-solving. So, if you've just finished Year 12 or equivalent, or if you are wanting a career change, this entry-level program is the perfect starting point.