

## Certificate III in Government PSP30104

### **Aim of the Program**

This generalist qualification covers entry-level competencies for a career in the public sector, with a particular focus on meeting the ethical and legislative requirements of public service while undertaking a diverse range of work activities which are generalist in nature. Successful completion of the program results in the award of the nationally recognised qualification from the Public Services Training Package 2004.

### **Target Audience**

Any person, working in the public sector agency or government owned corporation, undertaking a diverse range of general work activities.

### **Program Overview**

Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of Electives is possible in the qualification packaging rules, Electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual. Please note that if all Electives are chosen from a single Competency Field (listed in Table 7), a specialist qualification may result. Requirements for specialisations are listed under the relevant Competency Field.

### **Units in the Program**

There are 11 Units in the program (7 Required + 4 Electives)

#### ***Required Units***

PSPETHC301B Uphold the values and principles of public service

PSPGOV301B Work effectively in the organisation

PSPGOV302B Contribute to workgroup activities

PSPGOV308B Work effectively with diversity

PSPGOV312A Use workplace communication strategies

PSPLEGN301B Comply with legislation in the public sector

PSPOHS301A Contribute to workplace safety

#### ***Elective Units***

##### **Choose 4 Electives:**

from those following, **and/or**

from anywhere in this Training Package, packaged at the same or a higher level, **and/or**

from any other set of endorsed standards packaged at the same or a higher level in accordance with the requirements of those standards, **provided that the units selected do not duplicate content covered in any PSP units.**

**Alternatively, one of these four Electives may be drawn from units of competency packaged at Certificate II level.**



PSPGOV303B Build and maintain internal networks  
PSPGOV305B Access and use resources and financial systems  
PSPGOV306B Implement change  
PSPGOV307B Organise workplace information  
PSPGOV309A Address client needs  
PSPGOV310A Work in and with small, regional and remote organisations  
PSPGOV311A Work with a coach or mentor  
PSPGOV313A Compose workplace documents  
PSPGOV314A Contribute to conflict management  
PSPGOV315A Give and receive workplace feedback  
PSPCRT301A Audio record court proceedings  
PSPSCI301A Assist with scientific technical support  
PSPSCI302A Support innovation and change through extension  
PSPSCI303A Undertake scientific/technological research  
BSBADM301A Produce texts from shorthand notes  
BSBADM303A Produce texts from audio transcription

## Contact us

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