

## Diploma of Government (Management) PSP51104

### Aim of the Program

The aim of the Diploma of Government (Management) program is to provide participants with entry-level competencies required of specialist managers in the public sector environment. 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 in the public sector agency or government owned corporation involved in management and/or wanting to improve their management knowledge and skills.

### Program Overview

This specialist qualification covers the competencies required of managers in the public sector, by providing the skills and understanding to effectively manage the performance of teams and individuals. 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.

### Units in the Program

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

#### Required Units

PSPETHC501B Promote the values and ethos of public service  
 PSPGOV502B Develop client services  
 PSPGOV505A Promote diversity  
 PSPGOV512A Use complex workplace communication strategies  
 PSPLEGN501B Promote compliance with legislation in the public sector  
 PSPOHS501A Monitor and maintain workplace safety  
 PSPGOV519A Manage performance

#### Elective Units

PSPGOV516A Develop and use emotional intelligence  
 PSPGOV503B Coordinate resource allocation and usage  
 PSPGOV517A Coordinate risk management  
 PSPGOV504B Undertake research and analysis  
 BSBFLM501B Manage personal work priorities and professional development  
 PSPGOV506A Support workplace coaching and mentoring  
 BSBFLM503B Manage effective workplace relationships  
 PSPGOV507A Undertake negotiations  
 BSBFLM505B Manage operational plan  
 PSPGOV508A Manage conflict  
 BSBFLM506B Manage workplace information systems  
 PSPGOV511A Provide leadership  
 BSBFLM509B Facilitate continuous improvement

PSPGOV513A Refine complex workplace documents  
 BSBFLM511B Develop a workplace learning environment  
 PSPGOV514A Facilitate change  
 BSBFLM513A Manage budgets and financial plans within the work team  
 PSPGOV515A Develop and use political nous  
 BSBMGT506A Recruit, select and induct staff

**Choose 3 Electives from those listed above.**

**In addition, choose 1 Elective:**

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 unit selected does not duplicate content covered in any PSP units.**

**Alternatively, this Elective may be drawn from units of competency packaged at Certificate IV level.**

## Contact us

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