



Certificate III in Government (PSP30112)

Course description

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.

Course Packaging

A total of 11 units required consisting of 7 core units and 4 elective units.

Core

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

Electives

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
BSBITU302B	Create electronic presentations
BSBRKG302B	Undertake disposal
BSBRKG303B	Retrieve information from records
BSBRKG304B	Maintain business records

Course Pre-requisites

Well-developed literacy and numeracy skills and basic computer knowledge.

Vocational Outcomes

This course provides you with the knowledge and skills to seek employment as an Administrative Services Officer in local government or government departments.

Opportunities for Further Study

Completion of a Certificate III in Government qualification may lead towards a progression through to Certificate IV, Diploma or Advanced Diploma in Government.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) allows a person to receive recognition and credit for the knowledge and skills they have, no matter how and where they were attained, including overseas. This can include skills from previous study, work experience and life experience.

Credit Transfer

Capital Careers has an obligation to recognise Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other registered training organisations

How long will it take?

Duration is dependent on training delivery mode, which can include distance learning, self paced learning, face to face workshops or a combination flexible delivery. New Apprenticeships have duration of 12 months.

Assessment

The course will be presented in competency-based mode and the student's competency will be assessed at all levels according to competencies and performance criteria. The training package for each competency specifies the conditions and method of assessment. Assessment methods range from completing set tasks and activities, class attendance and participation and completion of assignments / projects.

Employability skills

A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>

For further information contact:

Capital Careers Pty Ltd
Ph: 6253 0682
Fax: 6253 0685
Email: info@capitalcareers.com.au

Level 3
Belconnen Churches Centre
Benjamin Way
BELCONNEN ACT 2617