



PSP30104 - Certificate III in Government

Overview

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.

Who Should Attend

The Certificate III in Government is designed to provide the entry-level skills required in the public sector.

Entry Requirements

To be eligible to enter this Certificate III in Government you will need to:

- be currently working in, or contracted to the public sector
- have access to the specific work practices and procedures required to demonstrate competency in the units undertaken.

If you are unsure please contact us as we can provide further information in relation to entry requirements.

Program Structure

Eleven units are required for this qualification, comprising seven *Required Units* and four *Electives*.

Part 1 – 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



Part 2 – Elective Units (Choose 4 Electives)

- PSPGOV303B Build and Maintain Internal Networks
- PSPGOV307B Organise Workplace Documents
- PSPGOV309A Address Client Needs
- PSPGOV313A Compose Workplace Documents
- PSPGOV314A Contribute to Conflict Management
- PSPGOV315A Give and Receive Workplace Feedback
- BSBADM304A Design and Develop Text Documents
- BSBADM306A Create Electronic Presentations

When you have successfully completed both Parts 1 and 2 you will be awarded the Certificate III in Government.

More detailed information on each unit is available at www.ntis.gov.au.

Recognition for Prior Learning

You will have the opportunity to apply for Recognition for Prior Learning before the commencement of this course. This service recognises skills and knowledge gained through work, previous study and life experiences that may be relevant to this program. If your application for recognition is successful it could reduce the study time required for completion.

About Magical Learning

Magical Learning is committed to providing excellence in training. We utilise accelerated learning techniques to enhance the effectiveness of our courses. Our facilitators are experts in government and we are constantly updating our course material to include latest research and developments in the public sector.

Cost

The cost of this program is \$2,300 per participant or \$2,100 per participant for groups of three or more.

Further Information

Contact us on (02) 6260 8220 or learn@magicallearning.com.



NATIONALLY RECOGNISED
TRAINING

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