



PSP51104 - Diploma of Government (Management)

Overview

This specialist qualification covers the entry level competencies required of specialist managers in the public sector. Electives should reflect the responsibilities of the individual and the job skills required for effective performance.

Who Should Attend

The Diploma of Government (Management) is designed to provide senior officers in the public sector with the competencies required to effectively perform their roles in government departments.

Entry Requirements

To be eligible to enter this Diploma you will need to:

- be mature age (20 years or over)
- 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

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



Part 2 – Elective Units (Choose 4 Electives)

PSPGOV503B	Coordinate Resource Allocation and Usage
PSPGOV504B	Undertake Research and Analysis
PSPGOV506A	Support Workplace Coaching and Mentoring
PSPGOV507A	Undertake Negotiations
PSPGOV508A	Manage Conflict
PSPGOV511A	Provide Leadership
PSPGOV513A	Refine Complex Workplace Documents
PSPGOV514A	Facilitate Change
PSPGOV515A	Develop and Use Political Nous
PSPGOV516A	Develop and Use Emotional Intelligence
PSPGOV517A	Coordinate Risk Management
BSBFLM501B	Manage Personal Work Priorities and Professional Development
BSBFLM503B	Manage Effective Workplace Relationships

When you have successfully completed both Parts 1 and 2 you will be awarded the Diploma of Government (Management).

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.

Cost

The cost of this program is \$4,400 per participant, or \$4,200 per participant for Magical Learning Club members and groups of two or more.

To join the Magical Learning Club (membership is free), sign-up online at www.magicallearning.com/club.html or email club@magicallearning.com.

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 project management in the public sector.

Further Information

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



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