

# Seeking Promotion in the Public Sector?

## Diploma of Government

### PSP50104



This qualification is designed for public sector employees who work in an independent and self-directed manner. Participants may have supervisory responsibilities in an environment where there are a range of diverse job roles rather than narrow specialisations.

**Course requirements:** This qualification is for current public sector employees.

**Course results and skills gained:** This qualification provides general skills in ethics, research, communication, legislation and workplace safety.

**Course includes:** This qualification consists of 11 units – six core units plus five elective units. There is an extensive selection of elective units that you can choose from. We will discuss your choice of electives with you to determine the most appropriate units for you to undertake.

Core Units	Unit Code
■ Promote the values and ethos of the public service	PSPETHC501B
■ Undertake research and analysis	PSPGOV504B
■ Promote diversity	PSPGOV505A
■ Use complex workplace communication strategies	PSPGOV512A
■ Promote compliance with legislation in the public sector	PSPLEGN501B
■ Monitor and maintain workplace safety	PSPOHS501A

Elective Units (Choose 5)	Unit Code
■ Manage performance	PSPGOV519A
■ Provide leadership	PSPGOV511A
■ Undertake negotiations	PSPGOV507A
■ Provide workplace mentoring	PSPGOV414A
■ Coordinate risk management	PSPGOV517A
■ Develop and use emotional intelligence	PSPGOV516A
■ Facilitate change	PSPGOV514A
■ Manage conflict	PSPGOV508A
■ Manage rehabilitation or return-to-work programs	BSBHRM509A
■ Develop client services	PSPGOV502B
■ Manage projects	BSBPMG510A

**Outcome:** Diploma of Government.

**Recognition:** You can receive recognition for your previous study, work experience and existing skills. This may mean credit is given towards this qualification. Any identified training gaps can be addressed through individual coaching and/or participation in workshops.

**When:** You can enrol and start at any time. We will work with you to determine a training and assessment plan that best suits your needs. Contact us for workshop details in your region.

**Where:** At your workplace, and workshops are available at Alanvale or Clarence.

**Cost:** \$3200 per person. Fees are inclusive of workplace visits, optional workshops, coaching and assessment. Travel and related costs may apply when we visit you in your workplace outside of metro areas.

**For further information please contact:**

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**The Total Training Package**  
**1300 362 175**