

Certificate III in Government PSP30104

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. 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.

Qualification Requirements

Total number of units = 11

7 core units as listed below

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

Plus 4 elective units

Choose 4 Electives from those following, and/or 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 units selected do not duplicate content covered in any PSP units. Alternatively, one of these four Electives may be drawn from units of competency packaged at Certificate II level.

PSPGOV303B	Build and maintain internal networks
PSPGOV305B	Access and use resources and financial systems



Learning Options 
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Online Leadership Traineeship Product
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PSPGOV306B	Implement change
PSPGOV307B	Organise workplace information
PSPGOV309A	Address client needs
BSBADM306A	Create electronic presentations
BSBEBUS309A	Undertake e-learning
BSBMKG301A	Research the market
BSBMKG302A	Identify marketing opportunities
BSBMKG303A	Draft an elementary marketing audit report
BSBRKG302A	Undertake disposal
BSBRKG303A	Retrieve information from records
BSBRKG304A	Maintain business records
CHCCD7B	Support community resources

