

# Diploma of Government PSP50104

## Overview

This qualification covers the competencies required for independent and self-directed work in the public sector. There may be supervisory responsibilities rather than specialist management competencies, which are catered for in the Diploma of Government (Management). The qualification is particularly suited to those working in an environment where there is a range of responsibilities which are diverse in nature rather than within a narrow specialisation and/or they work in small or regionally based organisations. 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**

**6 core units** as listed below

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

**Plus 5 elective units**

Choose 5 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 5 Electives may be drawn from units of competency packaged at Certificate IV level.

PSPGOV502B	Develop client services
PSPGOV503B	Coordinate resource allocation and usage
PSPGOV506A	Support workplace coaching and mentoring



PSPGOV507A	Undertake negotiations
PSPGOV508A	Manage conflict
PSPGOV509A	Conduct evaluations
PSPGOV510A	Undertake and promote career management
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
PSPGOV518A	Benchmark performance
PSPGOV519A	Manage performance
PSPGOV520A	Scope statistical data collection
PSPGOV521A	Collect statistical data
PSPGOV522A	Process statistical data
PSPGOV523A	Interrogate and analyse statistical data
PSPGOV524A	Interpret data and related statistics
PSPPA501A	Provide public affairs writing and editorial services
PSPPA502A	Coordinate public affairs events and activities
PSPPM504A	Carry out complex project activities
BSBEBUS506A	Plan and develop a business website
BSBEBUS507A	Manage the business aspects of a website
BSBEBUS512A	Implement electronic communication policy
BSBEBUS513A	Plan e-learning
BSBEBUS514A	Implement e-learning
BSBEBUS515A	Facilitate e-learning
BSBMKG501A	Evaluate marketing opportunities
BSBMKG502A	Establish and adjust the marketing mix
BSBMKG503A	Develop a marketing communications plan
BSBMKG504A	Implement a marketing solution
BSBMKG505A	Review marketing performance

