

PSP30116 CERTIFICATE III IN GOVERNMENT

The **CERTIFICATE III IN GOVERNMENT** requires that 13 units be achieved. There are no pre-requisite or co-requisite for this qualification. All 13 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of the Public Sector Training Package PSP04.

This qualification allows for the attainment of general competencies for those working in entry level roles in the public sector, with a particular focus on meeting the ethical and legislative requirements of the public service. The generalist qualification covers the skills required to operate in a broad range of public service work activities that are generalist in nature.

The units of competency that make up this qualification are include **4 core units** from the core units listed below plus **9 elective units**.

Core Units:

| National Code | National Title |
|---------------|--|
| PSPETH001 | Uphold the values and principles of public service |
| PSPGEN015 | Work effectively with diversity |
| PSPGEN019 | Use workplace communication strategies |
| PSPLEG001 | Comply with legislation in the public sector |

Elective Units:

At least 1 unit must be selected from Group A and a minimum of 4 units may be selected from Groups B-H or from elsewhere within this training package. The remaining units may be selected from the lists below, or from another endorsed training package, or from an accredited course. A maximum of 1 unit may be selected from a Certificate II or Certificate IV qualification.

All elective units selected from outside this qualification must reflect the occupational learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the PSP Implementation Guide.

Elective units selected must not duplicate content already covered by other units in this qualification.

Group A: Work Health Safety

| National Code | National Title |
|---------------|--|
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBWHS301 | Maintain workplace safety |

Group B: Court Services specialisation (CRT coded)

| National Code | National Title |
|---------------|-------------------------------------|
| PSPCRT002 | Perform duties to support a hearing |
| PSPCRT003 | Manage witnesses |
| PSPCRT007 | Compile and use official notes |

Group C: Court Services specialisation

| National Code | National Title |
|---------------|---|
| CSCSAS001 | Maintain security |
| CSCSAS005 | Contain incidents that jeopardise safety and security |
| CSCSAS010 | Conduct searches |
| CSCTRA001 | Maintain security during escort |

Group D: Border Protection specialisation

| National Code | National Title |
|---------------|--|
| PSPBDR001 | Conduct patrols |
| PSPBDR002 | Use border protection technology equipment |
| PSPBDR003 | Deploy detector dog |
| PSPBDR004 | Maintain detector dog proficiency |
| PSPBDR005 | Calculate taxes, fees and charges |
| PSPBDR006 | Create and maintain profiles |
| PSPBDR013 | Examine and test firearms |
| PSPGEN038 | Identify and treat risks |
| PSPREG002 | Undertake routine inspections and monitoring |
| PSPREG003 | Apply regulatory powers |
| PSPREG009 | Conduct search and seizure |
| PSPREG019 | Take custody of and store weapons |

Group E: Protective Security and Personnel Vetting specialisations

| National Code | National Title |
|---------------|------------------------------|
| PSPREG015 | Receive and validate data |
| PSPSEC009 | Handle sensitive information |

Group F: Protective Security specialisation

| National Code | National Title |
|---------------|---|
| PSPSEC001 | Secure government assets |
| PSPSEC002 | Respond to government security incidents |
| PSPSEC003 | Conduct security awareness sessions |
| PSPSEC005 | Undertake government security risk analysis |
| PSPSEC006 | Implement security risk treatments |
| PSPGEN016 | Address client needs |

Group G: Personnel Vetting specialisation

| National Code | National Title |
|---------------|--|
| PSPREG012 | Gather information through interviews |
| PSPSEC008 | Conduct personnel security assessments |
| PSPGEN014 | Organise workplace information |
| PSPGEN020 | Compose workplace documents |
| PSPGEN038 | Identify and treat risks |

Group H: General elective units

| National Code | National Title |
|---------------|---|
| PSPGEN009 | Work effectively in the organisation |
| PSPGEN010 | Contribute to workgroup activities |
| PSPGEN011 | Build and maintain internal networks |
| PSPGEN012 | Access and use resources and financial systems |
| PSPGEN013 | Implement change |
| PSPGEN014 | Organise workplace information |
| PSPGEN016 | Address client needs |
| PSPGEN017 | Work in and with small, regional and remote organisations |
| PSPGEN018 | Work with a coach or mentor |
| PSPGEN020 | Compose workplace documents |
| PSPGEN021 | Contribute to conflict management |
| PSPGEN022 | Give and receive workplace feedback |
| PSPGEN038 | Identify and treat risks |
| PSPCRT001 | Audio record court proceedings |
| PSPLND001 | Investigate tenure and land use history |
| PSPLND002 | Compile and check survey plans |
| PSPPCM001 | Carry out basic procurement |
| PSPRAD003 | Perform basic radiation measurements |
| PSPRAD004 | Consign radioactive material |

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|------------|---|
| PSPRAD005 | Handle and transport radioactive material |
| PSPRAD006 | Work safely with radiation-sealed source equipment |
| PSPRAD011 | Work safely with radiation-unsealed source equipment |
| PSPREG002 | Undertake routine inspections and monitoring |
| PSPREG003 | Apply regulatory powers |
| PSPREG006 | Produce formal record of interview |
| PSPREG009 | Conduct search and seizure |
| PSPREG019 | Take custody of and store weapons |
| PSPSCI002 | Assist with scientific technical support |
| PSPSCI003 | Support innovation and change through extension |
| PSPSCI004 | Undertake scientific/technological research |
| PSPSEC004 | Undertake information technology security audits |
| PUAWER001B | Identify, prevent and report potential workplace emergency situations |
| PUAWER004B | Respond to workplace emergencies |
| PUAWER008B | Confine small workplace emergencies |

It is highly recommended that participants view www.training.gov.au for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role. Without any prior experience, skill or knowledge it is anticipated a student would take 12 – 24 months to complete this qualification.

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