

PSP20116 CERTIFICATE II IN GOVERNMENT

The **CERTIFICATE II IN GOVERNMENT** requires that 9 units be achieved. There are no pre-requisite or co-requisite for this qualification. All 9 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 PSP.

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 **5 elective units**.

Core Units:

National Code	National Title
PSPGEN001	Work in a public sector environment
PSPGEN002	Use routine workplace communication techniques
PSPGEN003	Deliver a service to clients
BSBWHS201	Contribute to health and safety of self and others

Elective Units:

Choose a minimum of 1 PSP coded elective from the list below 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 III or Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

National Code	National Title
PSPGEN004	Access and use resources
PSPGEN005	Participate in workplace change
PSPGEN006	Handle workplace information
PSPGEN007	Use technology in the workplace
PSPGEN008	Write routine workplace materials
PSPRAD001	Work safely in a radiation environment
PSPRAD002	Work safely with radioactive ores and minerals
PSPREG004	Carry out inspections and monitoring under guidance
PSPSCI001	Contribute to the provision of scientific technical support
BSBINM202	Handle mail
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBSUS201	Participate in environmentally sustainable work practices

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 6 – 12 months to complete this qualification.

***Qualification Fee:** Trainees who qualify for a funded Traineeship through the Department of Training and Workforce Development (DTWD) will be charged as per the published rates on the DTWD Jobs and Skills WA website (<http://www.dtwd.wa.gov.au/jswa>).*

The qualification cost is calculated based on the nominal hours of each unit multiplied by the DTWD Jobs and Skills WA hourly rate outlined in DTWD's VET fees and charge policy. AspirePT will provide all trainees with resources to support in the learning process when completing through a traineeship model. In some instances a Trainee may require additional resources incurring extra costs.

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