

## 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

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](http://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.

*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.*

## PSP30116 CERTIFICATE III IN GOVERNMENT