


STUDY GOVERNMENT ONLINE

Learn to become an effective, agile
and modern public sector manager

PSP50122
Diploma of Government





Study for your future

We are one of Australia's most progressive Registered Training Organisations with the backing of Australia's highest-rated online university.

We have grown to become a true leader in the field of distance and online education over more than 30 years of operation, with a genuine commitment to applied learning.

We maintain close links with peak bodies, industry associations and employers to ensure that our training is job relevant and aligns with emerging skills requirements.

unepartnerships
creating professional success

Contemporary, innovative and flexible; UNE Partnerships is here to help you and your organisation to develop the capabilities required by a rapidly evolving global workplace!



A photograph of four business professionals in a meeting. On the left, a man with grey hair and glasses in a tan suit sits at a desk. Next to him, a woman with glasses in a dark blue blazer stands holding a folder. In the center, a woman with long dark hair in a grey blazer stands holding several sheets of paper. On the right, a man with a beard and curly hair in a blue suit stands holding a folder. They are all looking at each other and the papers. The background shows a large window with a view of a building with arched windows.

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Industry insights

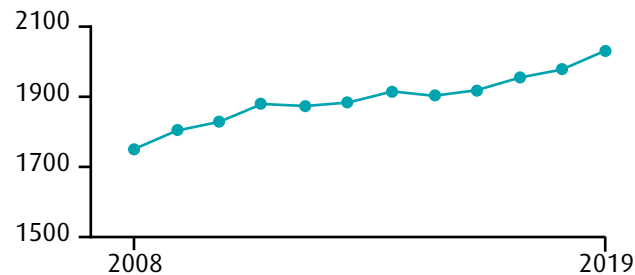
Career outcomes

The Public Sector is the largest employer in Australia, representing more than 2 million employees or 16.3% of the overall workforce.¹

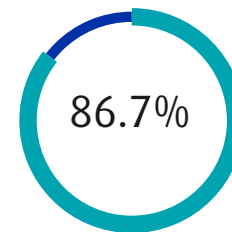
The APS offers generous leave and flexible working conditions, above average superannuation contributions and the opportunity to influence the future of all Australians for the better.

APS Jobs²

EMPLOYMENT GROWTH public sector¹



IMPROVED work status³



AN EVOLVING PUBLIC SECTOR employment data⁴

	1966	2016
Median Age	34.5	43
Women	23.3%	59%

Industry relevant course material delivered by industry experts

We offer personalised service and quality teaching, with the backing of Australia's leading regional online university, the University of New England. Our courses and qualifications will help you to gain a competitive industry edge to take on new challenges and to grow and succeed within your workplace.

¹ <https://www.abs.gov.au/statistics/labour/employment-and-unemployment/employment-and-earnings-public-sector-australia/latest-release>

² <https://www.apsjobs.gov.au/s/about>

³ <https://www.myskills.gov.au/courses/details?Code=PSP50116>

⁴ <https://www.apsc.gov.au/fifty-years-aps-employment-data>

Case study

NSW Government Graduate Program

UNE Partnerships has worked closely with the NSW Public Service Commission to deliver the Diploma of Government to the NSW Government Graduate Program since its inception in 2016.

The program provides Graduates with exposure to a range of agencies and departments across three six-month rotations. This experience is underpinned through a tailored Diploma of Government qualification:

- 650+ Graduates over five years
- Customised to the needs of the NSW Public Service
- Integrated delivery model combining online study with workshops, webinars and workplace learning.

“

One of the greatest strengths of this program is how it has been highly customised to reflect the most innovative contemporary thinking about working in government in the NSW context. We are also very proud of our near 100% completion rate over several hundred graduates.

- Sean O'toole
Academic Director



The NSW Government Graduate Program has won ongoing awards



Australia's most popular graduate employer for 2021



Most popular Government and Defence Employer 2020



#2 in the top 100 Graduate Employers 2022



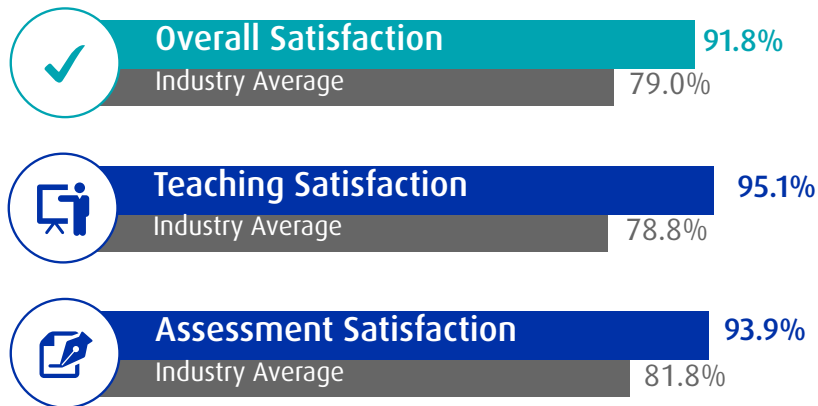
Most popular Government and Defence Employer 2019



Most popular Government and Defence Employer 2018



Graduate satisfaction*



* Based on 2019 Learner Engagement Survey data (UNEP) and 2019 National Student Outcome Survey data (NCVER) for Diploma or higher level graduates.

Why study with us?

Our students and graduates benefit from 30+ years of experience delivering high quality distance and online vocational education.

Our trainers and assessors are highly respected within their profession, bringing genuine industry experience and expertise to your learning.

It's no wonder our graduates have enjoyed some of the highest satisfaction and completion rates in the country!

Guided support

Here at UNE Partnerships you will receive the support you need to help balance your work, life and study.



Our student support team

are passionate about your success and provide personal assistance and regular support calls



Our trainers and assessors

will become your mentor, guiding you through your learning and assessment journey



Our partnerships

mean that you can access 24/7 online tutorial support through Studiosity.

Meet the team

Our team are Subject Matter Experts within their field with extensive industry experience and continuing professional development.



Motivation



Study targets



Course direction



Mentoring



Sean O'Toole
Academic Director
Government

Sean has 25 years' experience in adult education and organisation development across government, corporate, vocational, higher education and not-for-profit sectors.

He has logged over 5,000 hours as a facilitator on a variety of subject areas over the past 25 years.

Sean is a Churchill Fellow and a Fulbright scholar in vocational education and training. He is the author of five books and more than 60 journal articles and conference presentations on adult learning and organisation development.



Katrina Llewellyn
Program Manager
Government

Katrina has over 15 years of industry experience working in the vocational education sector. She is a passionate program manager, responsible for delivery of the program as a whole, including the central coordination of corporate groups and overseeing the progress and management of individual students. She oversees the coordination of the student experience from enrolment through to successful completion of the Diploma of Government and has quality assurance accountability and responsibility for all course preparations.



Course information

Take your career to the next level with our Diploma of Government and grow as an effective, agile and modern public sector manager.

This online qualification is ideal for those with a diverse range of responsibilities who wish to develop high level leadership and communication skills and a deep understanding of the ethics and principles underpinning all aspects of public service.

It covers the competencies required for independent and self-directed work in a range of public sector settings.



Admission Guidelines

There are no entry requirements for these qualifications.

We recommend that you have:

- Experience managing teams or business operations.
- Strong written and verbal communication skills.
- Previously complete Year 12 or a Certificate IV level qualification.
- Appropriate technology to study online and the motivation to learn independently.



Duration

- 11 hours per week over a study period up to 2 years



Suitable for

- Individual Students
- Corporate Groups
- Traineeships and other funded programs



Delivery mode

- Online learning.

PSP50122
**Diploma of
Government**



NATIONALLY RECOGNISED
TRAINING



Student testimonial

““

My experience completing the Diploma of Government with UNE Partnerships was incredibly rewarding, and I enjoyed how wholesome the coursework was with both practical and theoretical components. When graduating from the diploma I felt empowered, proud and more job-ready than ever before. My newly gained knowledge about governmental processes instilled a lot of confidence in me that continues to benefit me in my current role.

Photo credit: Fabian Friedrich

Graduate outcomes

On successful completion of this qualification, you will have the skills and knowledge to:

- understand the values, principles, processes and legislation requirements for those working within the public sector
- apply high level communication skills including an appreciation of diversity in the workplace
- research, evaluate and analyse data collected from various information systems.

Pathways to UNE

Successful attainment of PSP50122 Diploma of Government will allow for articulation into higher awards, including BSB61015 Advanced Diploma of Leadership and Management or undergraduate and postgraduate awards offered by the University of New England (UNE) Business School.*

Successful attainment of BSB61015 Advanced Diploma of Leadership and Management will allow for articulation into a range of undergraduate and postgraduate awards offered by UNE Business School.*

* Applications must address UNE Program entry criteria. Enrolment fees are set annually by UNE.

- Fabian
Dip Gov

Learning outcomes

11 units of competency must be successfully completed to attain this qualification.

PSPGEN101

Use complex workplace communication strategies

This unit describes the performance outcomes, skills and knowledge required to use complex workplace communication for working with internal and external clients, colleagues and other staff.

BSBPEF502

Develop and use emotional intelligence

This unit describes the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace.

BSBPMG430

Undertake project work

This unit describes the skills and knowledge required to undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

BSBWHS311

Assist with maintaining workplace safety

This unit describes the skills and knowledge required to assist with implementing and monitoring an organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.

PSPGEN099

Undertake negotiations

This unit describes the performance outcomes, skills and knowledge required to undertake negotiations.

PSPLEG007

Promote compliance with legislation in the public sector

This unit describes the performance outcomes, skills and knowledge required to promote compliance with legislation in the public sector.

PSPGEN106

Conduct research and analysis

This unit describes the performance outcomes, skills and knowledge required to undertake research and analysis.

PEPETH008

Promote the values and ethos of public service

This unit describes the performance outcomes, skills and knowledge required to promote ethical standards to assist staff conflicts of interest and to model and foster integrity.

PSPGEN118

Provide Leadership

This unit describes the performance outcomes, skills and knowledge required to achieve operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup. The workgroup may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers or inter-agency members.

BSBWRT411

Write complex documents

This unit describes the skills and knowledge required to plan, draft and finalise complex documents.

PSPGEN115

Uphold and support inclusive work practices

This unit describes the performance outcomes, skills and knowledge required to value diversity and inclusion in the workplace.





Course fees*

We provide a range of flexible payment options to help you achieve professional success sooner.



Pay upfront

\$6,490 AUD[^]



Flexible payments

Pay weekly, fortnightly or monthly over 12 months



Government assistance

State and Commonwealth government assistance may be available



Third party

Seek financial assistance from your employer or another third party

Funding

We can help you to access funding and financial assistance through a range of State and Commonwealth Government initiatives.

Smart and Skilled (NSW)

This is where the NSW Government pays for most of your course fees, leaving you with a small out-of-pocket gap. There are separate streams for trainees and regular students.

Smart and Skilled training is subsidised by the NSW Government.

Visit our website for more information about our fees and funding at www.unep.edu.au/students/fees-and-funding

* Terms and conditions apply. [^]Information is correct as at January 2021.



my.unep is our modern online learning environment.

my.unep makes it easy for you to access your learning materials any time so you can study anywhere in the world.

Shortly after enrolment our friendly Student Engagement team will provide an induction to help you find your way around my.unep to facilitate a successful student learning journey.

Units

You will find everything you need to complete your studies in my.unep

Introduction

- Getting Started
- Course Overview

Learning Resources

- Readings
- Activities
- Resources

Assessment

- Case Studies
- Scenarios
- Tools and Templates

Support Centre

- 24/7 Support.





Minimum requirements to get started

If you're reading this, you're likely already committed to improving your skills, knowledge and capabilities. Every day presents you and your team with an exciting opportunity to learn and develop the abilities needed to elevate yourself and your business to new heights.

Policies and Procedures

We are committed to the provision of exceptional quality education and a great learning experience.

We encourage you to familiarise yourself with our policies and procedures, which can be found on our website www.unep.edu.au/students/policies

On this page you will also find our frequently asked questions section that may help to answer some of your questions.

Minimum Requirements for Students

Our courses are self-directed online programs which rely heavily on text-based resources to support study.

All students will need:


- moderate numeracy and English literacy skills
- moderate computer skills
- to be working in a job role which provides sufficient opportunity to develop competency and to complete required assessment tasks.

Computer Requirements

All of our courses are delivered through our modern online learning environment.

To successfully complete an online course, you will need ready access to an internet enabled computer with the following configurations.

- Operating system (Mac OS 10.11 or later, Windows 7, 8.1 or 10)
- Internet (speed adequate to watch videos on YouTube)
- Microsoft office 2016 or higher OR other equivalent office suite
- Adobe Acrobat Reader
- Modern internet browser
- Headset with microphone, speakers and camera (for webinars, recording audio assessments and/or Skype discussions with your assessor).



5 High-demand skills and careers

Skills

- Leadership
- Quality and Compliance
- Communication and Negotiation
- Research and Analysis
- Project Management.

Careers

- Administration Manager
- Customer Service Manager
- Case Manager
- Policy Coordinator
- Team Leader.

Take the next step
in your career as a
public sector manager

unepartnerships

creating professional success



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