

# NSW Government Graduate Program



**Diploma of Government**

**2019 Handbook**



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# Section 1: Course Outline

## Overview

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Welcome to the Diploma of Government (PSP50116), part of the NSW Government Graduate Program. This nationally recognised qualification complements the aims of the Program by building graduates' skills and knowledge through the development of vocational competencies. These competencies closely align with the objectives of the Program, so that graduates can thrive in an environment that brings a variety of new responsibilities.

The Diploma of Government qualification is delivered by UNE Partnerships, the Education and Training Company of the University of New England and Registered Training Organisation (RTO 6754). UNE Partnerships has extensive experience in the development and delivery of customised vocational training programs that are supportive, flexible and immediately applicable in the workplace.

The Diploma of Government course is designed to assist graduates transition from university to work in the NSW government. The program will build solid foundational skills in public administration including:

- Communication and leadership capabilities.
- Developing, monitoring and evaluating policy implementation.
- Understanding the Westminster system of government.
- Government budgetary and resource allocation.
- Promoting and modelling of compliance with legislation and related public sector guidelines and procedures, as well as encouraging and assisting others to comply.
- Promoting ethical standards, assisting staff to avoid conflicts of interest and modelling and fostering integrity of conduct.
- Contributing to workplace safety arrangements.
- Undertaking effective research and applying project management skills to relevant workplace tasks and initiatives.
- Planning and conducting negotiations and finalising an outcome.
- Understanding diversity input for strategies, policies and plans and monitoring diversity outcomes.

Successful completion of the UNE Partnerships' Diploma of Government provides pathways to further learning and qualifications with the School of Business at the University of New England (UNE). The

Graduate School of Business recognises the Diploma of Government and professional experience gained to award applicants with credit towards a Master of Business Administration (MBA).

The information in this Handbook is provided to assist both the graduates undertaking the Diploma and the managers who will be supporting and assisting them to complete assessments during their placement.

Please contact UNE Partnerships for any further information on this course or advanced standing with the University of New England, by emailing UNE Partnerships course advisors: [ask@unep.edu.au](mailto:ask@unep.edu.au)

## my.unep

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[my.unep](#) is UNE Partnerships' contemporary online learning portal, where graduates will be able to access learning resources and submit assessment tasks as part of the Diploma of Government. Graduates can use my.unep to keep track of their progress through the Diploma of Government, as well as using the portal to contact academic and administrative staff.

## Delivery plan

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### Workshops

The Diploma of Government PSP50116 contains:

- Eleven units of competency, delivered through seven modules

Each module is delivered over a six- to ten-week timeframe, with approximately four hours of study per week. Each module is comprised of the following:

- Scheduled reading time
- Workshops – six modules have mandatory workshops; the seventh module is an online assessment module with no workshop
- Assessment tasks

Workshops:

- Each Graduate must attend all six workshops
- Modules 2 and 4 are both two-day workshops; modules 1, 3, 5 and 6 are one-day workshops
- The total attendance required at workshops is **eight training days**
- Graduates will be required to complete readings before attending each workshop to

prepare for the in-depth interactive discussions and activities

- The Sydney workshops will be held at [The Grace Hotel](#). Regional groups will be held in Bathurst (venue TBA) and Newcastle at [NeW Space](#), University of Newcastle.
- Graduates must sign in using the attendance register, to provide evidence of attendance
- Graduates will be asked to evaluate the training workshops
- Morning tea and lunch will be provided with tea and coffee facilities available throughout the day.

More comprehensive details on workshop and assessment due dates are available in the Section 3 and Section 4.

## **Graduate support**

Throughout the program a range of academic and administrative support will be provided. Learning will be applied via workplace-based projects that will contribute to the completion of assessment tasks and the application of skills and knowledge in the workplace. Study load for the graduate program is approximately four hours per week. Each graduate is entitled to four hours of study time in the workplace each week – please work with your manager to arrange a suitable day and time to ensure that you utilise this, appropriate to your workload.

### **Coaching**

Coaching will have formative assessment components to gauge each students' progress and understanding of the units of competency and participation is essential. Three one-on-one coaching sessions will be held throughout each students' candidature (generally via phone or skype), between the graduate and their allocated assessor. These sessions are aligned to individual participant needs and designed to support workshop and assessment requirements. During these sessions, graduate learning will be consolidated in the context of their workplace. Coaching also provides an opportunity to discuss any problems or issues graduates or managers may have in relation to workplace evidence needed for assessment submissions.

### **Academic**

Graduates are allocated into one of nine separate groups, each with a maximum of 23 graduates. Each group will have an allocated academic assessor, available to guide and coach each graduate in that group, over their 12-month course candidature. In addition, graduates will also be able to access academic assistance and ongoing support through the UNE Partnerships online site. Key contacts are provided in Section 5.

### **Administrative**

Graduates will receive administrative support and progress updates. This will be provided via email and

telephone throughout the program. If your contact details change or you require assistance at any time, please contact UNE Partnerships.

The PSC will receive regular reports on each graduate's progress. If you would like to discuss progress or have an enquiry please contact the industry manager, Katrina Llewellyn. Key contacts are provided in Section 5.

## Course information

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### Units of competency in your course

In 2019, the [Diploma of Government](#) qualification will be delivered over a 12-month period. A video briefing on the Graduate Program and Diploma course is available for managers. The following eleven units of competency have been selected to address the skills and knowledge considered essential for independent and self-directed work in the public sector. Further details of each unit are available through the hyperlinks provided.

Unit of Competency	Description
<a href="#"><u>Promote the values and ethos of public service - PSPETH003</u></a>	This unit covers the responsibility of those in public service to model and encourage in others the highest standards of ethical conduct. It includes promoting ethical standards, assisting staff to avoid conflicts of interest and modelling and fostering integrity of conduct.
<a href="#"><u>Apply government processes - PSPGEN043</u></a>	This unit deals with the 'machinery of government' and provides a brief history of the development of government in Australia and the attendant Public Service structures. It also covers government protocols and appropriate processes in the development and application of policy and procedures. The Westminster system will be discussed in detail and compared and contrasted to the systems used in other states.
<a href="#"><u>Use complex workplace communication strategies - PSPGEN054</u></a>	This unit looks at workplace communication for working at the middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument and developing a range of communication strategies.
<a href="#"><u>Promote diversity - PSPGEN047</u></a>	This unit covers the implementation of workplace strategies to promote diversity through the development of effective and inclusive work practices, and the generation of new ideas to improve the organisation's responsiveness to the community. It includes providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes.

Unit of Competency	Description
<a href="#"><u>Provide leadership - PSPGEN053</u></a>	This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, inter-agency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup.
<a href="#"><u>Promote compliance with legislation in the public sector - PSPLEG003</u></a>	This unit covers the promotion and modelling of compliance with legislation and related public sector guidelines and procedures, as well as encouraging and assisting others to comply.
<a href="#"><u>Advise on organisational policy - PSPPCY007</u></a>	This unit covers the provision of information on organisation policy. It includes developing policy guidelines for the organisation, monitoring the implementation of government or board directives and providing feedback to policy developers on the results of monitoring and evaluating policy implementation.
<a href="#"><u>Undertake research and analysis - PSPGEN046</u></a>	This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems and compiling reports from information.
<a href="#"><u>Undertake project work - BSBPMG522</u></a>	This unit addresses the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. It includes the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.
<a href="#"><u>Undertake negotiations - PSPGEN049</u></a>	This unit covers negotiations as an individual, or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome. In practice, negotiations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing leadership, undertaking research and analysis, initiating projects, performing quasi-judicial functions, etc.
<a href="#"><u>Maintain workplace safety - BSBWHS301</u></a>	This unit covers the skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.

## Policies and procedures

Details of policies and procedures, such as assessment appeals, privacy and confidentiality are provided in a document called 'Studying with UNE Partnerships' which will be available from your Dashboard when you log in to [my.unep](#).

### Unique Student Identifier (USI)

Your USI is required to enrol with UNE Partnerships. From January 2015, all students participating in nationally recognised training must provide a Unique Student Identifier (USI). The aim of the USI is to help keep your recognised training records and results together in an online account.

UNE Partnerships is required to verify your Unique Student Identifier in accordance with section 14 of the Students Identifiers Act 2014.

If you do not have a USI, please visit the [Unique Student Identifier](#) site – you will be issued with a 10-character number, which you will need to provide to UNE Partnerships.

# Section 2: Assessment details

## Types of assessment

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For each unit of competency, graduates are required to provide evidence of relevant skills and knowledge in order to be marked competent. This is achieved through the completion of a range of assessment tasks. Assessment tasks may address one or more units of competency.

For most modules, graduates will have two choices with the evidence you provide:

1. Option 1: Complete all the set assessment tasks.
2. Option 2: Complete any compulsory assessment task/s in combination with a range of suitable workplace evidence. This option is likely to become more appropriate for later modules as you will have had time in the workplace to collect and retain examples of relevant workplace evidence.

### Option 1

The full list of assessment tasks and their relationship to each unit of competency is shown in Section 4.

The assessment tasks are in a variety of formats, to enable the demonstration of understanding of the theory. Where graduates are asked to submit documents, these must be submitted electronically via the online site. The graduate's assessor will mark 'satisfactory' or 'not satisfactory' for each assessment task. It is necessary to satisfactorily complete each assessment task in a set of assessments to be found competent for that unit of competency or group of units of competency. Graduates will have the opportunity to resubmit or re-attempt an assessment if not found satisfactory on the first attempt.

Note: where assessments refer to 'your agency', please note that this is interchangeable with 'department' or 'statutory authority' as applicable.

#### Short answer questions

This type of assessment task asks a number of questions that require a short response. These may be in several parts of some questions.

#### Long answer questions

This type of assessment requires a longer response, may involve some research, and the completion or development of a range of relevant workplace documents such as reports, emails or meeting minutes.

## **Project-based assessment tasks**

There are a number of assessment tasks that require you to demonstrate a skill appropriate to your work context. For example, the development of a training manual, written reports, research projects and project plans. Generally, there is a 1000-1200 word recommended submission length, as a guide, detailed in the assessment criteria. Evidence of relevant workplace documentation may be required to support your assessment submissions.

## **Presentations or discussions**

Some assessments require that you demonstrate a range of communication skills relevant to the module. This may be achieved using a number of different approaches according to the needs of the units of competency and may include recording audio or video sessions of yourself, or presenting information to your assessor in a workshop, or similar setting.

## **Workshop-based observations**

Some assessment tasks, or aspects of assessment tasks, will be completed during the workshops, with the facilitator or assessor observing your performance and skills in response to presentations, scenarios or role play situations provided to you.

## **Manager sign-offs**

Some units of competency require demonstration of graduate capabilities and skills which can generally be best observed in the work environment. For these units of competency your manager is asked to sign an observation report confirming that you have demonstrated the relevant behaviours and skills.

## **Option 2**

For this Option, you will need to provide a range of suitable evidence relating to the relevant unit of competency. You are free to select this option at the start of each new module but will first need to discuss your choice with your assessor so they are confident you will be able to provide suitable evidence. In some modules, one or more of the assessment tasks may need to be completed as well. This is often because we will collect evidence during workshop sessions, or because they are the most effective way for you to provide some of the evidence required.

A workplace evidence template will be provided within each course on [my.unep](#), and this provides suggestions for the types of workplace evidence that might be suitable.

## Section 3 : Delivery plan and workshop schedule

### Group allocation

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The 2019 NSW graduates are allocated into nine (9) groups for workshops and assessment marking. Assessors are allocated to each graduate for assessment marking, workshop facilitation and coaching sessions, according to their group, as listed below.

Changing groups is not permitted, however a change of workshop date is, if the change is needed due to exceptional circumstances such as illness, a work function or approved leave. Please note that your assessor for the related assessment will not change. Changes must be made no later than two days prior to the scheduled workshop (change due to illness on the day of the workshop excepted). It is important that you find someone in the group you wish to move into who is willing to swap places with you. Please advise UNE Partnerships and your agency coordinator in writing that this movement has occurred, as UNE Partnerships must update their records for the attendance register. Failure to notify of the change may result in a graduate being recorded with a result of non-attendance.

Please note your group number allocation, when received, on the workshop schedule below.

Group Numbers	Trainer /Assessor	Email address
1 & 4	Sean O'Toole	<a href="mailto:sean.otoole@unep.edu.au">sean.otoole@unep.edu.au</a>
2, 7 & 9	John Ross	<a href="mailto:john.ross@unep.edu.au">john.ross@unep.edu.au</a>
3 & 6	Lisa Elias	<a href="mailto:lisa.elias@unep.edu.au">lisa.elias@unep.edu.au</a>
5 & 8	Kerrie Yates	<a href="mailto:kerrie.yates@unep.edu.au">kerrie.yates@unep.edu.au</a>

## Workshop and Assessment schedule

Workshop and assessment due dates are shown for each group and rotation in the tables below. Please note these dates are correct at time of publishing and may be subject to change.

First rotation Feb 2019									
Workshop 1: Module 1 (1 day)									
Units of competency	PSPGEN043 Apply government processes PSPETH003 Promote the values and ethos of public service								
Group	1	2	3	4	5 (Newcastle)	6	7	8	9 (Bathurst)
Facilitator	Sean O'Toole	Sean O'Toole	John Ross	Sean O'Toole	Kerrie Yates	Sean O'Toole	John Ross	Sean O'Toole	John Ross
Workshop Date	4 Mar 2019	6 Mar 2019	8 Mar 2019	11 Mar 2019	13 Mar 2019	15 Mar 2019	18 Mar 2019	19 Mar 2019	22 Mar 2019
Assessment Tasks Due	10 Apr 2019	17 Apr 2019	22 Apr 2019	1 May 2019	1 May 2019	7 May 2019	12 May 2019	16 May 2019	8 May 2010
Workshop 2: Module 2 (2 days)									
Units of competency	PSPGEN054 Use Complex Workplace Communication Strategies SPGEN047 Promote Diversity								
Group	1	2	3	4	5	6	7	8	9
Facilitator	Sean O'Toole	John Ross	Sean O'Toole	Sean O'Toole	Kerrie Yates	Sean O'Toole	Sean O'Toole	Sean O'Toole	John Ross
Workshop Date	11-12 Apr 2019	17-18 Apr 2019	23-24 Apr 2019	2-3 May 2019	2-3 May 2019	8-9 May 2019	13-14 May 2019	17 & 20 May 2019	9-10 May 2019
Assessment Tasks Due	23 Jun 2019	25 Jun 2019	27 Jun 2019	30 Jun 2019	2 Jul 2019	2 Jul 2019	4 Jul 2019	7 Jul 2019	7 Jul 2019
Workshop 3: Module 3 (1 day)									
Units of competency	PSPGEN503 Provide Leadership								
Group	1	2	3	4	5	6	7	8	9
Facilitator	Sean O'Toole	John Ross	Lisa Elias	Sean O'Toole	Kerrie Yates	Lisa Elias	John Ross	Sean O'Toole	John Ross
Workshop Date	24 Jun 2019	26 Jun 2019	28 Jun 2019	1 Jul 2019	3 Jul 2019	3 Jul 2019	5 Jul 2019	8 Jul 2019	8 Jul 2019
Assessment Tasks Due	4 Aug 2019	7 Aug 2019	11 Aug 2019	15 Aug 2019	19 Aug 2019	21 Aug 2019	25 Aug 2019	28 Aug 2019	2 Sep 2019

Second rotation Aug 2019									
Workshop 4: Module 4 (2 days)									
Units of competency	PSPLEG003 Promote Compliance with Legislation PSPPCY007 Advise on Organisational Policy PSPGEN046 Undertake Research and Analysis								
Group	1	2	3	4	5	6	7	8	9
Facilitator	Sean O'Toole	John Ross	Sean O'Toole	Sean O'Toole	John Ross	Sean O'Toole	John Ross	Sean O'Toole	John Ross
Workshop Date	5-6 Aug 2019	8-9 Aug 2019	12-13 Aug 2019	16 & 19 Aug 2019	20-21 Aug 2019	22-23 Aug 2019	26-27 Aug 2019	29-30 Aug 2019	3-4 Sep 2019
Assessment Tasks Due	13 Oct 2019	15 Oct 2019	17 Oct 2019	20 Oct 2019	22 Oct 2019	22 Oct 2019	24 Oct 2019	27 Oct 2019	27 Oct 2019
Workshop 5: Module 5 (1 day)									
Unit of competency	BSBPMG522 Undertake Project Work								
Group	1	2	3	4	5	6	7	8	9
Facilitator	Sean O'Toole	John Ross	Sean O'Toole	Sean O'Toole	Kerrie Yates	Sean O'Toole	John Ross	Sean O'Toole	John Ross
Workshop Date	14 Oct 2019	16 Oct 2019	18 Oct 2019	21 Oct 2019	23 Oct 2019	23 Oct 2019	25 Oct 2019	28 Oct 2019	28 Oct 2019
Assessment Tasks Due	24 Nov 2019	26 Nov 2019	28 Nov 2019	1 Dec 2019	3 Dec 2019	3 Dec 2019	5 Dec 2019	8 Dec 2019	10 Dec 2019
Workshop 6: Module 6 (1 day)									
Unit of competency	PSPGEN049 Undertake Negotiations								
Group	1	2	3	4	5	6	7	8	9
Facilitator	Sean O'Toole	John Ross	Lisa Elias	Sean O'Toole	Kerrie Yates	Lisa Elias	Sean O'Toole	Sean O'Toole	John Ross
Workshop Date	25 Nov 2019	27 Nov 2019	29 Nov 2019	2 Dec 2019	4 Dec 2019	4 Dec 2019	6 Dec 2019	9 Dec 2019	11 Dec 2019
Assessment Tasks Due	20 Jan 2020	22 Jan 2020	24 Jan 2020	28 Jan 2020	29 Jan 2020	29 Jan 2020	31 Jan 2020	3 Feb 2020	5 Feb 2020

Third rotation Feb 2020									
Module 7: No workshop, online assessment tasks									
Unit/s of competency	BSBWHS301 Maintain Workplace Safety								
Group	1	2	3	4	5	6	7	8	9
Assessor	Sean O'Toole	John Ross	Lisa Elias	Sean O'Toole	Kerrie Yates	Lisa Elias	Sean O'Toole	Sean O'Toole	John Ross
Assessment Tasks Due	17 Feb 2020	19 Feb 2020	21 Feb 2020	25 Feb 2020	26 Feb 2020	26 Feb 2020	28 Feb 2020	2 Mar 2020	4 Mar 2020

## Section 4: Assessment details

### Assessment Plan

The assessment tasks for each Module are listed below. Please note that assessments are progressively reviewed and updated for currency and relevance before release each year meaning there may be changes to the actual tasks required or task sequencing. If you choose to provide workplace evidence for some units, you may still be required to complete one or more compulsory assessment tasks. Details will be provided within each Module on release.

Module	Unit of competency	Assessments Tasks
1: Working in the public sector	PSPGEN043 Apply Government Processes	1. Short answer questions 2. Long answer questions 3. Communicating with others 4. Manager sign-off
	PSPETH003 Promote the values and Ethos of Public Service	
2: Communications	PSPGEN054 Use Complex Workplace Communication Strategies	1. Understanding communication in the public sector context 2. Practicing communication techniques 3. Communicating to your audience 4. Develop communication strategy
	PSPGEN047 Promote Diversity	1. Peer mentoring 2. Short answer and scenario questions 3. Supporting diversity outcomes
3: Leadership in the public sector	PSPGEN053 Provide Leadership	1. Short answer questions & scenarios 2. Leadership development of self and others 3. Presentation / Assessor Discussion 4. Manager sign-off
4: Public sector policy and legislation	PSPLEG003 Promote Compliance with Legislation	1. Training Manual 2. Legislation, policy and information systems
	PSPPCY007 Advise on Organisational Policy	3. Research and analysis of information systems and policy implementation 4. Briefing paper / report
	PSPGEN046 Undertake Research & Analysis	5. Develop policy guidelines 6. Manager sign-off
5: Managing projects in the public sector	BSBPMG522 Undertake project work	1. Project plan 2. Administer and finalise project 3. Presentation 4. Manager sign-off

Module	Unit of competency	Assessments Tasks
6: Negotiations	PSPGEN049 Undertake Negotiations	1. Negotiation 2. Planning for negotiation 3. Report on outcomes of negotiation
7: Workplace safety	BSBWHS301 Maintain Workplace Safety	1. Short answer question and risk analysis 2. Supporting the team to improve WHS

## Manager's role – Manager sign-off

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Delivery and assessment of the Diploma of Government for the NSW Government Graduate Program has been designed to ensure graduates develop their skills and knowledge in the workplace. Managers play a key role in providing meaningful work during the graduate's placement and to ensure that the graduates meet the learning outcomes for the Diploma of Government. Study load for the graduate program is approximately four hours per week. Graduates are entitled to four hours of study time in the workplace each week – please work with your graduate to arrange a suitable day and time to ensure that they can utilise this, appropriate to their workload.

Seven of the eleven units of competency require the manager to observe tasks, skills and behaviour in the workplace to support other assessment evidence collected. This is required because many of the requirements of the units of competency are best demonstrated in the real working environment, and as a manager, you can observe this behaviour over time. The Assessment Plan identifies the units of competency for which this is required, and the Delivery Plan indicates **when** these sign-offs will be required.

As the manager, once a task has been observed and considered to be satisfactorily completed, you can sign against the relevant entry on the template downloaded by the graduate. The graduate will be required to submit the completed template online with the other assignment responses and evidence.

Managers are to note “Yes” or “No” to confirm whether the graduate has demonstrated the tasks, behaviours or skills described in the corresponding field, and can then use the comment section for any additional feedback. An example of a manager sign-off is provided in the following table.

Tasks, behaviours or skills observed	Graduate is demonstrating these skills / behaviours? (Yes / No)	Comments
1. Locates, accesses and acquires information required for their work in relation to government processes.	Yes	(Graduate name) has demonstrated sound research and information gathering skills whenever required to successfully complete the task at hand.
2. Follows correct protocols when completing work tasks and communicating with internal and/or external stakeholders.	Yes	(Graduate name) always seeks guidance and feedback to ensure they are meeting the standards required to complete assigned work and liaising with all stakeholders.
3. Communicates regularly with managers and colleagues to obtain advice, manage ambiguity, and to confirm levels of authority and delegation levels as relevant for tasks being completed.	Yes	(Graduate name) is very effective in all communication processes. (Graduate name) demonstrated these skills in completing X task/s and/or project.
4. Communicates with staff and/or stakeholders in the workplace in a professional manner, using language that is appropriate for the context.	Yes	(Graduate name) exhibits professional and appropriate conduct in all his/her dealings with internal and external stakeholders.
5. Discusses issues of workplace ethics with managers and colleagues in the workplace when issues arise, or when given the opportunity.	Yes	(Graduate name) has demonstrated a keen appreciation of ethics and ethical behaviour in the public sector context. (Graduate) has discussed and sought guidance on issues of ethics with myself/other managers/colleagues as they have arisen in the workplace and/or in the context of his/her Diploma.
6. Models, through their own professional behaviour, ethical behaviour, and shows a willingness to assess and reflect on their own behaviours as a means of improvement and learning.	Yes	(Graduate name) models professional and ethical behaviour at all times. (Graduate name) consistently asks for feedback and is willing to learn from past experiences, ensuring continuous learning and professional development.

## Section 5: Key contacts and dates

### Key Dates

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Key dates for the Diploma of Government course are shown below.

Event	Date	Location
Enrol in Diploma	Prior to Workshop 1	Online – link provided
Commence candidature	Date of Workshop 1 for each group	NA
Manager introduction	NA – recorded session	NA – recorded session
Course schedule overview		
Rotation 1 Modules 1-3	March-July 2019	<i>Sydney workshops:</i> The Grace Hotel, Iluka Room, Level 2, 77 York Street, Sydney
Rotation 2 Modules 4-6	August 2019-February 2020	<i>Bathurst workshops:</i> TBA
Rotation 3 Module 7	February 2020	<i>Newcastle workshops:</i> New Space, University of Newcastle, Cnr Hunter & Auckland Streets, Newcastle
Final assessments due	February-March 2020	
Course completion	March 2020	

### Contacts

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#### Graduates

For **administration** enquiries, please contact:

- Industry Manager, Katrina Llewellyn - 6773 0019 – [katrina.llewellyn@unep.edu.au](mailto:katrina.llewellyn@unep.edu.au)
- Student Support - 1800 066 128 - [nswgraduate@unep.edu.au](mailto:nswgraduate@unep.edu.au)

For **academic** enquiries please contact your allocated assessor as detailed in Section 3, or

- Principal Academic, Sean O'Toole - [sean.otoole@unep.edu.au](mailto:sean.otoole@unep.edu.au)

#### Managers

Please contact Industry Manager, Katrina Llewellyn on 6773 0019 – [katrina.llewellyn@unep.edu.au](mailto:katrina.llewellyn@unep.edu.au) or [nswgraduate@unep.edu.au](mailto:nswgraduate@unep.edu.au)