

Diploma of Government PSP50116



Program Overview



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Overview

Welcome

Welcome to the *Diploma of Government PSP50116*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: (02) 6773 0000

Email: government@unep.edu.au

Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell

Director of Education

02 6773 0000

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Diploma of Government PSP50116

Aim of the program

This qualification aims to equip participants with the skills and knowledge to develop high level leadership and communication skills and a deep understanding of the ethics and principles underpinning all aspects of public service.

Learning outcomes

On completion of the program you should:

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

Structure of the program

There are eleven units of competency in this qualification and all must be successfully completed in order to achieve the *Diploma of Government PSP50116*.

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below.

Course	Assessment Tasks	Unit/s of competency
Develop and use emotional intelligence	Task 1: Own emotional intelligence Task 2: Recognising emotional strengths and weakness in others Task 3: Using emotional intelligence with the team	BSBLDR511
Promote the values and ethos of public service	Task 1: Promoting ethical behaviours to public sector staff Task 2: Promoting ethical behaviours	PSPETH003
Promote compliance with legislation in the public sector	Task 1: Modelling compliance Task 2: Monitoring and communicating on legislative compliance	PSPLEG003
Use complex workplace communication strategies	Task 1: Short answer assignment Task 2: Develop your communication strategy Task 3: Communicating to your audience Task 4: Reflective journal and lessons learned	PSPGEN054

Course	Assessment Tasks	Unit/s of competency
Undertake research and analysis	Task 1: Information and knowledge needs Task 2: Research and analysis Task 3: Reporting Task 4: Information systems	PSPGEN046
Undertake project work	Task 1: Defining and planning your project Task 2: Consulting with the team Task 3: Administering the project Task 4: Finalising and reviewing the project	BSBPMG522
Maintain workplace safety	<i>To be released</i>	BSBWHS301
Apply government processes	<i>To be released</i>	PSPGEN043
Promote diversity	<i>To be released</i>	PSPGEN047
Provide leadership	<i>To be released</i>	PSPGEN053
Undertake negotiations	<i>To be released</i>	PSPGEN049

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *Diploma of Government PSP50116*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *Diploma of Government PSP50116* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 5 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *Diploma of Government PSP50116* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work

experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

Study workload

The nominal duration of your enrolment in the Diploma of Government PSP50116 is 18 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 6-7 hours a week of self-directed workplace and individual study over the 18 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 18 months from enrolment to complete the Diploma of Government PSP50116. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.