

PSP50116 Diploma of Government



Program Overview

 **unepartnerships**

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Overview

Welcome

Welcome to the *PSP50116 Diploma of Government*. 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
Telephone: 02 6773 0000
Email: meg.michell@unep.edu.au

PSP50116 Diploma of Government

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 *PSP50116 Diploma of Government*.

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.

Table 1: Overview or course structure

Course name	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	PSPGEN054

Course name	Assessment Tasks	Unit/s of competency
	Task 4: Reflective journal and lessons learned	
Undertake research and analysis	Task 1: Information and knowledge needs Task 2: Research and analysis Task 3: Reporting Task 4: Information systems	PSPGEN046
Lead and manage team effectiveness	Task 1: Knowledge of teams, groups and consensus Task 2: Team structure and performance planning Task 3: Cohesion and teamwork	BSBWOR502
Maintain workplace safety	Task 1: Short answer questions Task 2: Supporting the team to improve WHS	BSBWHS301
Apply government processes	Task 1: Short answer questions Task 2: Long answer assignment Task 3: Communicating with others	PSPGEN043
Promote diversity	Task 1: Peer mentoring Task 2: Short answer and scenario questions Task 3: Supporting diversity outcomes	PSPGEN047
Provide leadership	Task 1: Short answer questions and scenarios Task 2: Work allocation and team development Task 3: Presentation	PSPGEN053
Undertake negotiations	Task 1: Planning for negotiation Task 2: Negotiation Task 3: Report on outcomes of negotiation	PSPGEN049

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *PSP50116 Diploma of Government*. 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 *PSP50116 Diploma of Government* 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 *PSP50116 Diploma of Government* 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 PSP50116 Diploma of Government 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.