

# PSP50122 - Diploma of Government



## Program Overview

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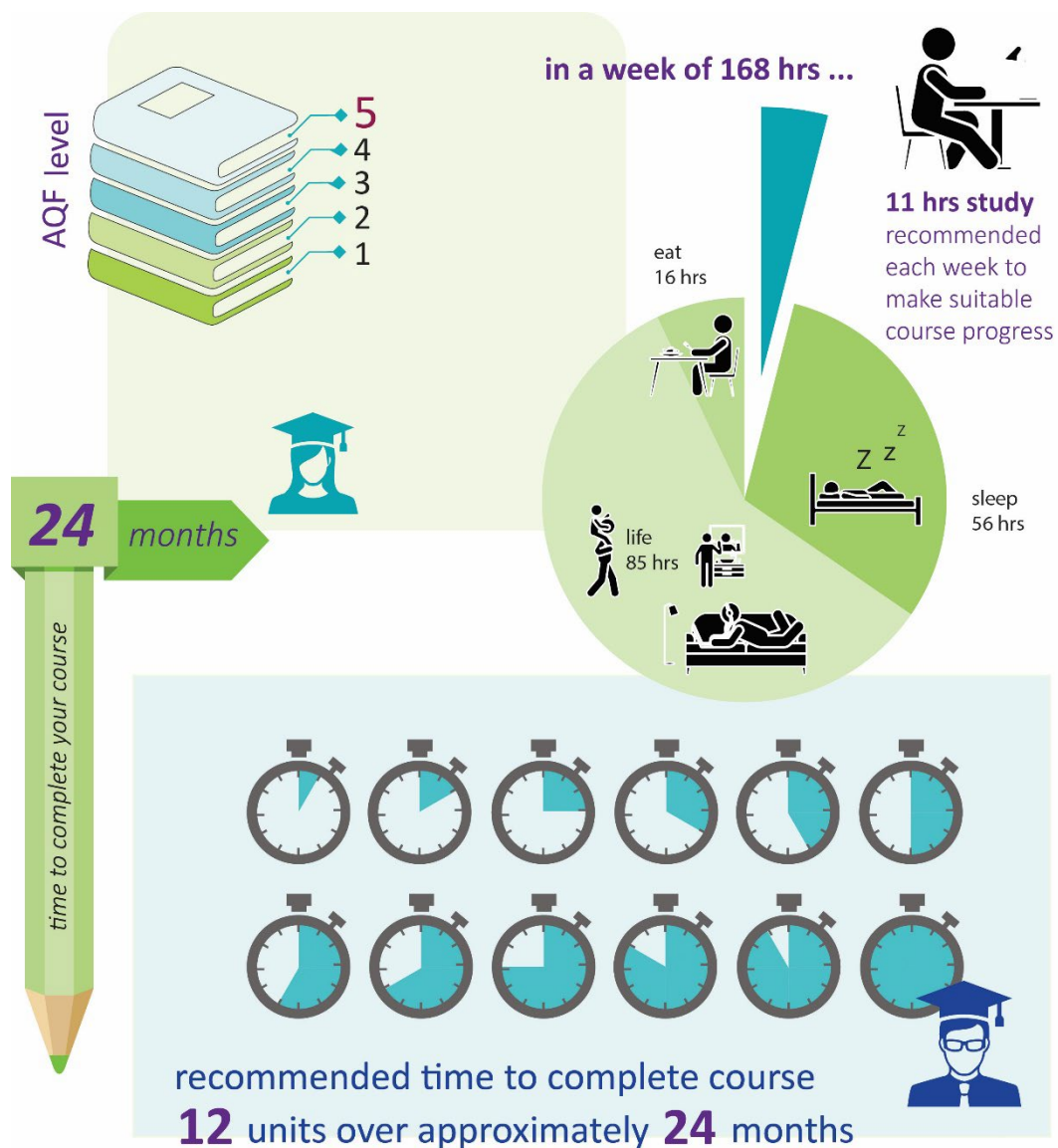
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## Overview

### Welcome

We are delighted that you have joined the Diploma of Government program. This qualification provides the skills and knowledge to build a strong foundation of competencies required for independent and self-directed work in a range of public sector settings, by applying learnt theoretical knowledge of emotional intelligence, negotiation, analysis, research and project management skills.

### 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: [enquiries@unep.edu.au](mailto:enquiries@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. Contact details are below.

Meg Michell Director of Quality Assurance and Compliance

Telephone: 02 6773 0000

Email: [meg.michell@unep.edu.au](mailto:meg.michell@unep.edu.au)

## PSP50122 - Diploma of Government

### Aim of the program

This qualification provides students with specialised skills in the public sector, developing high-level sought-after leadership, policy analysis, legislative compliance and strategic communication skills with a deep understanding of the ethics and principles underpinning all aspects of the public service.

### Learning outcomes

On completion of the program you should be able 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

### Structure of the program

There are eleven (11) units of competency in this qualification and all must be successfully completed in order to achieve the *PSP50122 - Diploma of Government*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

This qualification reflects the roles of those with a diverse range of responsibilities to build a strong foundation of competencies required for independent and self-directed work in a range of public sector settings, by applying learnt theoretical knowledge of emotional intelligence, negotiation, analysis, research and project management skills.

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

Unit/s of competency	Assessment tasks	Nominal hours to complete
<a href="#">PSPGEN101 Use complex workplace communication strategies</a>	Task 1: Short answer assignment Task 2: Develop your communication strategy Task 3: Communicating to your audience	50
<a href="#">BSBPEF502 Develop and use emotional intelligence</a>	Task 1: Knowledge questions Task 2: Recognising emotional strengths and weaknesses in others Task 3: Using emotional intelligence with the team	60
<a href="#">BSBPMG430 Undertake project work*</a>	Task 1: Knowledge questions Task 2: Project initiation Task 3: Project Planning	60

Unit/s of competency	Assessment tasks	Nominal hours to complete
	Task 4: Project execution Task 5: Project closure	
<a href="#">BSBTWK502 Manage team effectiveness*</a>	Task 1: Knowledge questions Task 2: Team structure and performance planning Task 3: Cohesion and teamwork	60
<a href="#">BSBWHS311 Assist with maintaining workplace safety</a>	Task 1: Essential WHS knowledge Task 2: Participate in WHS consultative processes	40
<a href="#">PSPGEN099 Undertake negotiations</a>	Task 1: Planning for negotiation Task 2: Negotiation Task 3: Report on outcomes of negotiation	50
<a href="#">PSPLEG007 Promote compliance with legislation in the public sector</a>	Task 1: Modelling compliance Task 2: Monitoring compliance	25
<a href="#">PSPGEN106 Conduct research and analysis</a>	Task 1: Information and knowledge needs Task 2: Research and analysis Task 3: Reporting Task 4: Information systems	65
<a href="#">PSPETH008 Promote the values and ethos of public service</a>	Task 1: Promoting ethical behaviours to public sector staff Task 2: Promoting ethical behaviours	35
<a href="#">PSPGEN118 Provide leadership</a>	Task 1: Leadership knowledge Task 2: Leading the team Task 3: Monitor team performance	50
<a href="#">BSBWRT411 Write complex documents</a>	Task 1: Knowledge questions Task 2: Plan and draft documents Task 3: Review and finalise documents	50
<a href="#">PSPGEN115 Uphold and support inclusive workplace practices</a>	Task 1: Knowledge questions Task 2: Communicating diversity	35

\*Note – Either BSBPMG430 or BSBTWK502 may be selected for completion by the student, to make 11 units completed in the qualification.

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *PSP50122 - 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 *PSP50122 - 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 *PSP50122 - 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 *PSP50122 - Diploma of Government* is *PSP50122 - Diploma of Government* 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 10 hours a week a week of self-directed workplace and individual study over the two year period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to two years from enrolment to complete the *PSP50122 - Diploma of Government* . 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.