

Skill Set: Getting started in Government



Program Overview

unepartnerships

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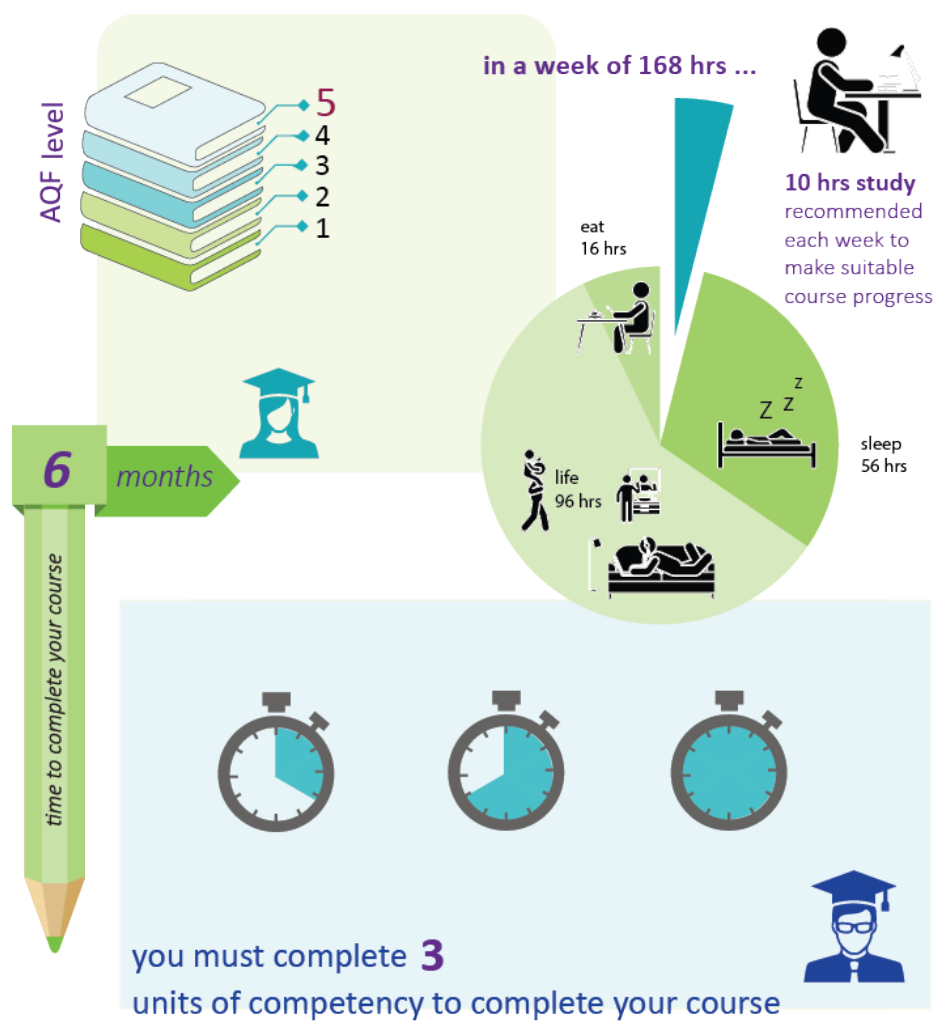
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Overview

Welcome

Welcome to the *Getting started in Government* skill set. 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.

We are delighted that you have joined this program. This Skillset provides the skills and knowledge for working in the public sector, including modelling and fostering integrity, complying with legislation and planning, drafting and finalising complex document.

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

Skillset: Getting Started in Government

Aim of the program

This qualification aims to equip participants with the skills and knowledge to develop a deep understanding of the ethics and principles underpinning all aspects of the public service, while building a strong foundation in a range of public sector settings.

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.

Structure of the program

There are three units of competency in this skillset and a Statement of Attainment will be issued on the completion of these units.

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: Course structure

Unit/s of competency	Assessment tasks
PSPETH008 Promote the values and ethos of public service	Task 1: Promoting ethical behaviours to public sector staff Task 2: Promoting ethical behaviours
PSPLEG007 Promote compliance with legislation in the public sector	Task 1: Modelling compliance Task 2: Monitoring compliance
BSBWRT411 Write complex documents	Task 1: Knowledge questions Task 2: Plan and draft documents Task 3: Review and finalise documents

Units of competency are achieved as assessment tasks are successfully completed. 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 *Skillset: Getting Started in 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, should you go on to enrol in and successfully complete either the Diploma of Government PSP50122 or Diploma of Procurement and Contracting PSP50616, you may receive 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 Getting Started in Government skillset *Skillset: Getting Started in Government* is six 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 six month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to six months from enrolment to complete the Getting started in Government Skillset. 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.