

QUALIFICATION CODE	PSP30121
QUALIFICATION TITLE	Certificate III in Government
QUALIFICATION DESCRIPTION	<p>This qualification allows for the attainment of general competencies for those working in entry level roles in the public sector, with a particular focus on meeting the ethical and legislative requirements of the public service. The qualification covers the skills required to operate in a broad range of public service work activities.</p> <p>The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.</p>
ENTRY REQUIREMENTS	There are no entry requirements for this qualification.

PACKAGING RULES	<p>13 units must be completed:</p> <ul style="list-style-type: none"> ■ 4 core units ■ 9 elective units, consisting of: <ul style="list-style-type: none"> ○ 1 elective from Group A ○ at least 7 electives from Group B ○ up to 2 elective units from any current Training Package or accredited course. <p>All elective units selected from outside this qualification must reflect the occupational learning outcomes of this AQF qualification level.</p>
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CORE UNITS	PSPETH001	Uphold the values and principles of public service
	PSPGEN015	Work effectively with diversity
	PSPGEN019	Use workplace communication strategies
	PSPLEG001	Comply with legislation in the public sector

ELECTIVE UNITS	Group A: Work health safety	
	BSBWHS211	Contribute to the health and safety of self and others
	BSBWHS311	Assist with maintaining workplace safety
	Group B: General elective units	
	BSBPEF302	Develop self-awareness
	CSCSAS001	Maintain security
	CSCSAS005	Contain incidents that jeopardise safety and security
	CSCSAS022	Conduct searches
	CSCTRA001	Maintain security during escort
	PSPBDR001	Conduct patrols
	PSPBDR013	Examine and test firearms
	PSPCRT002	Perform duties to support a hearing
	PSPCRT003	Manage witnesses
	PSPCRT007	Compile and use official notes
	PSPGEN009	Work effectively in the organisation
	PSPGEN010	Contribute to workgroup activities
	PSPGEN011	Build and maintain internal networks
	PSPGEN012	Access and use resources and financial systems
	PSPGEN013	Implement change
	PSPGEN014	Organise workplace information

PSPGEN016	Address client needs
PSPGEN020	Compose workplace documents
PSPGEN021	Contribute to conflict management
PSPGEN022	Give and receive workplace feedback
PSPGEN038	Identify and treat risks
PSPPLND001	Investigate tenure and land use history
PSPPLND002	Compile and check survey plans
PSPPCM001	Carry out basic procurement
PSPREG002	Undertake routine inspections and monitoring
PSPREG003	Apply regulatory powers
PSPREG006	Produce formal record of interview
PSPREG009	Conduct search and seizure
PSPREG012	Gather information through interviews
PSPREG015	Receive and validate data
PSPSEC001	Secure government assets
PSPSEC002	Respond to government security incidents
PSPSEC003	Conduct security awareness sessions
PSPSEC005	Undertake government security risk analysis
PSPSEC006	Implement security risk treatments
PSPSEC008	Conduct personnel security assessments
PSPSEC009	Handle sensitive information
PUAOPE013	Operate communications systems and equipment
PUAFER001	Identify, prevent and report potential facility emergency situations
PUAFER004	Respond to facility emergencies
PUAFER008	Confine small emergencies in a facility

QUALIFICATION MAPPING INFORMATION	This qualification supersedes and is equivalent to PSP30116 Certificate III in Government.
LINKS	Companion Volume Implementation Guide