QUALIFICATION CODE	**PSP20121**
QUALIFICATION TITLE	**Certificate II in Government**
QUALIFICATION DESCRIPTION	This generalist qualification covers competencies that lay a foundation for a career in the public sector. The qualification has a particular focus on competencies required in a public service context, but also includes competencies that are transferable to other work contexts. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.
ENTRY REQUIREMENTS	There are no entry requirements for this qualification.

PACKAGING RULES	9 units must be completed:
	
	 ■ 4 core units
	 ■ 5 elective units, consisting of:
	   ○ at least 1 PSP coded elective from the list below
	   ○ up to 3 electives from the list below or from elsewhere within this training package, or any endorsed Training Package, or accredited course.
	
	 The electives must be relevant to the work outcome.

CORE UNITS	BSBWHS211	Contribute to the health and safety of self and others
	PSPGEN001	Work in a public sector environment
	BSBCMM211	Apply communication skills
	PSPGEN003	Deliver a service to clients

ELECTIVE UNITS	BSBINS202	Handle receipt and dispatch of information
	BSBSUS211	Participate in sustainable work practices
	BSBTEC201	Use business software applications
	BSBWRT311	Write simple documents
	PSPGEN004	Access and use resources
	PSPGEN005	Participate in workplace change
	PSPGEN006	Handle workplace information
	PSPRAD001	Work safely in a radiation environment
	PSPREG004	Carry out inspections and monitoring under guidance
QUALIFICATION MAPPING INFORMATION	This qualification supersedes and is equivalent to PSP20116 Certificate II in Government. ■ Imported units updated	
LINKS	Companion Volume Implementation Guide	

ELECTIVE UNITS