



Australian Government

PSP30122 Certificate III in Government

Release 1

PSP30122 Certificate III in Government

Modification History

Supersedes and is not equivalent to PSP30116 Certificate III in Government.

Qualification Description

This qualification reflects the role of individuals working in entry level roles in the public sector, with a particular focus on 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.

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

13 units must be completed:

- 4 core units
- 9 elective units, consisting of:
 - 1 unit from Group A
 - 6 units from Group B
 - 2 units from the list below, elsewhere in the PSP Training Package, or any other current Training Package or accredited course.

All elective units chosen must contribute to a valid, industry-supported vocational outcome.

Core units

PSPETH006 Uphold the values and principles of public service

PSPGEN096 Use workplace communication strategies

PSPGEN114 Work effectively with diversity and inclusion

PSPLEG005 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

BSBPPEF302 Develop self-awareness

CSCSAS001 Maintain security

CSCSAS005 Contain incidents that jeopardise safety and security

CSCSAS022 Conduct searches

CSCTRA001 Maintain security during escort

PSPBDR016 Conduct patrols

PSPBDR018 Examine and test firearms

PSPCRT026 Record court proceedings

PSPCRT027 Perform duties to support a hearing

PSPCRT028 Manage witnesses

PSPCRT029 Compile and use official notes

PSPGEN089 Address client needs

PSPGEN093 Implement change

PSPGEN097 Contribute to conflict management

PSPGEN107 Access and use resources and financial systems

PSPGEN121 Work with a coach or mentor

PSPGEN122 Give and receive workplace feedback

PSPGEN133 Identify and treat risks

PSPGEN138 Organise workplace information

PSPGEN139 Compose workplace documents

PSPGEN145	Work effectively in the organisation
PSPGEN146	Contribute to workgroup activities
PSPGEN147	Build and maintain internal networks
PSPLND013	Investigate tenure and land use history
PSPLND014	Compile and check survey plans
PSPPCM028	Carry out basic procurement
PSPREG032	Undertake routine inspections and monitoring
PSPREG033	Apply regulatory powers
PSPREG035	Produce formal record of interview
PSPREG037	Conduct search and seizure
PSPREG039	Gather information through interviews
PSPREG042	Receive and validate data
PSPSEC018	Secure government assets
PSPSEC019	Respond to government security incidents
PSPSEC020	Conduct security awareness sessions
PSPSEC021	Undertake government security risk analysis
PSPSEC022	Implement security risk treatments
PSPSEC023	Conduct personnel security assessments
PSPSEC024	Handle sensitive information
PUAFER001	Identify, prevent and report potential facility emergency situations
PUAFER004	Respond to facility emergencies
PUAFER008	Confine small emergencies in a facility
PUAOPE013	Operate communications systems and equipment

Qualification Mapping Information

Supersedes and is not equivalent to PSP30116 Certificate III in Government.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>