



Australian Government

PSP20116 Certificate II in Government

Release: 1

PSP20116 Certificate II in Government

Modification History

Release	Comments
1	<p data-bbox="341 501 1356 577">This qualification was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p data-bbox="341 645 1331 721">This qualification supersedes and is equivalent to PSP20112 Certificate II in Government.</p> <ul data-bbox="341 788 699 869" style="list-style-type: none"><li data-bbox="341 788 699 824">• PSP unit codes updated<li data-bbox="341 828 699 869">• Imported units updated

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

9 units of competency are required for this qualification:

- 4 core units
- 5 elective units

Choose a minimum of 1 PSP coded elective from the list below or from elsewhere within this training package.

Choose the remaining electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational and learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the PSP Implementation Guide.

Elective units selected must not duplicate content already covered by other units in this qualification.

Core units	
PSPGEN001	Work in a public sector environment
PSPGEN002	Use routine workplace communication techniques
PSPGEN003	Deliver a service to clients
BSBWHS201	Contribute to health and safety of self and others
Elective units	
PSPGEN004	Access and use resources
PSPGEN005	Participate in workplace change
PSPGEN006	Handle workplace information
PSPGEN007	Use technology in the workplace

PSPGEN008	Write routine workplace materials
PSPRAD001	Work safely in a radiation environment
PSPRAD002	Work safely with radioactive ores and minerals
PSPREG004	Carry out inspections and monitoring under guidance
PSPSCI001	Contribute to the provision of scientific technical support
BSBINM202	Handle mail
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBSUS201	Participate in environmentally sustainable work practices

Qualification Mapping Information

This qualification supersedes and is equivalent to PSP20112 Certificate II in Government.

Links

GSA website - <http://www.governmentskills.com.au>

PSP Implementation Guide -

<http://www.governmentskills.com.au/guides/public-sector/implementation-guide>

PSP Foundation Skills Guide -

<http://www.governmentskills.com.au/guides/public-sector/foundation-skills-guide>

PSP Knowledge Guide -

<http://governmentskills.com.au/guides/public-sector/knowledge-guide>