



**Australian Government**

# **PSP30116 Certificate III in Government**

**Release: 1**

## PSP30116 Certificate III in Government

### Modification History

Release	Comments
1	<p data-bbox="338 506 1350 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="338 649 1337 721">This qualification supersedes and is equivalent to PSP30112 Certificate III in Government.</p> <ul data-bbox="338 792 692 864" style="list-style-type: none"><li data-bbox="338 792 692 824">• PSP unit codes updated</li><li data-bbox="338 833 692 864">• Imported units updated</li></ul>

## Qualification Description

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 generalist qualification covers the skills required to operate in a broad range of public service work activities that are generalist in nature.

The court services specialisation covers the skills required by those working at an operational level as a sheriff's officer, bailiff or marshal to carry out the directions of the court and ensure a secure and efficient environment in which the court can function.

The border protection specialisation covers the skills required by those working at an operational level in border protection.

The protective security specialisation covers the skills required by those working at an operational level in protective security.

The personnel vetting specialisation covers the skills required by those working at an entry level in the personnel vetting area of the public sector.

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

### Additional qualification advice

Where a defined specialisation is completed as listed below, the resultant testamur can be titled: Certificate III in Government (field of study) e.g. Certificate III in Government (Court services).

## Packaging Rules

13 units of competency are required for this qualification:

- 4 core units
- 9 elective units

Choose 1 elective from Group A Work health safety.

Generalist:

- minimum of 4 units from Groups B-H 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.

### Specialisations

Court services specialisation:

- minimum of 2 units from Group B
- minimum of 2 units from Group C

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.

Border protection specialisation:

- minimum of 5 units from Group D

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.

Protective security specialisation:

- 2 units from Group E
- minimum of 3 units from Group F
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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.

Personnel vetting specialisation:

- 2 units from Group E
- minimum of 3 units from Group G

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 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.**

<b>Core units</b>	
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
<b>Elective units</b>	
<b>Group A: Work health safety</b>	

BSBWHS201	Contribute to health and safety of self and others
BSBWHS301	Maintain workplace safety
<b>Group B: Court services specialisation (CRT coded)</b>	
PSPCRT002	Perform duties to support a hearing
PSPCRT003	Manage witnesses
PSPCRT007	Compile and use official notes
<b>Group C: Court services specialisation</b>	
CSCSAS001	Maintain security
CSCSAS005	Contain incidents that jeopardise safety and security
CSCSAS010	Conduct searches
CSCTRA001	Maintain security during escort
PUAOPE002B	Operate communications systems and equipment
<b>Group D: Border protection specialisation</b>	
PSPBDR001	Conduct patrols
PSPBDR002	Use border protection technology equipment
PSPBDR003	Deploy detector dog
PSPBDR004	Maintain detector dog proficiency
PSPBDR005	Calculate taxes, fees and charges
PSPBDR006	Create and maintain profiles
PSPBDR013	Examine and test firearms
PSPGEN038	Identify and treat risks
PSPREG002	Undertake routine inspections and monitoring
PSPREG003	Apply regulatory powers
PSPREG009	Conduct search and seizure
PSPREG019	Take custody of and store weapons

<b>Group E: Protective security and personnel vetting specialisations</b>	
PSPREG015	Receive and validate data
PSPSEC009	Handle sensitive information
<b>Group F: Protective security specialisation</b>	
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
PSPGEN016	Address client needs
<b>Group G: Personnel vetting specialisation</b>	
PSPREG012	Gather information through interviews
PSPSEC008	Conduct personnel security assessments
PSPGEN014	Organise workplace information
PSPGEN020	Compose workplace documents
PSPGEN038	Identify and treat risks
<b>Group H: General elective units</b>	
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
PSPGEN017	Work in and with small, regional and remote organisations

PSPGEN018	Work with a coach or mentor
PSPGEN020	Compose workplace documents
PSPGEN021	Contribute to conflict management
PSPGEN022	Give and receive workplace feedback
PSPGEN038	Identify and treat risks
PSPCRT001	Audio record court proceedings
PSPLND001	Investigate tenure and land use history
PSPLND002	Compile and check survey plans
PSPPCM001	Carry out basic procurement
PSPRAD003	Perform basic radiation measurements
PSPRAD004	Consign radioactive material
PSPRAD005	Handle and transport radioactive material
PSPRAD006	Work safely with radiation-sealed source equipment
PSPRAD011	Work safely with radiation-unsealed source equipment
PSPREG002	Undertake routine inspections and monitoring
PSPREG003	Apply regulatory powers
PSPREG006	Produce formal record of interview
PSPREG009	Conduct search and seizure
PSPREG019	Take custody of and store weapons
PSPSCI002	Assist with scientific technical support
PSPSCI003	Support innovation and change through extension
PSPSCI004	Undertake scientific/technological research
PSPSEC004	Undertake information technology security audits
PUAWER001B	Identify, prevent and report potential workplace emergency situations
PUAWER004B	Respond to workplace emergencies

PUAWER008B	Confine small workplace emergencies
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## Qualification Mapping Information

This qualification supersedes and is equivalent to PSP30112 Certificate III in Government

## Links

GSA website -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)

PSP Implementation Guide -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)

PSP Foundation Skills Guide -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)

PSP Knowledge Guide -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)