PSPGEN144 Work in a public sector environment

Release: 1

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Modification History

Supersedes and is equivalent to PSPGEN001 Work in a public sector environment.

Application

This unit describes the performance outcomes, skills and knowledge required to work as a trainee or new employee in the public sector.

This unit applies to those commencing work in generalist or specialist roles across the public sector as part of a team and under supervision, performing routine tasks in familiar contexts.

The skills in this unit 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 unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Access and use legislation and guidelines.	1.1. Access legislation and guidelines common to employment in a public sector organisation.
	1.2. Identify the key principles contained in the legislation and guidelines.
	1.3. Clarify information to confirm own understanding.
	1.4. Apply the principles contained in legislation and guidelines to individual workplace practice.

2. Access and use organisational information.	2.1. Identify staffing and organisational structures.
	2.2. Identify and clarify procedures for dealing with staff in the organisation.
	2.3. Identify procedures for dealing with clients.
	2.4. Identify sources of assistance and types of assistance available from each source.
3. Work with diversity and inclusion.	3.1. Identify advantages of the differences between colleagues.
	3.2. Use effective communication styles to respond to individual requirements.
	3.3. Recognise personal strengths in work group contributions and use opportunities provided to develop new competencies.
	3.4. Follow the requirements of inclusive work practices in accordance with organisational policies and procedures.
4. Investigate career options.	4.1. Identify personal working and learning styles, values and attitudes, and weigh against the requirements of current and potential work opportunities.
	4.2. Identify and prioritise personal work goals.
	4.3. Seek advice on future work and career options.
	4.4. Identify a range of possible career paths.
	4.5. Plan personal development to prepare for career options.
	4.6. Seek and access learning opportunities in line with personal work goals.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret information related to job responsibilities including organisational policies and procedures.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN001 Work in a public sector environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623