



**Australian Government**

# **PSPGSD002 Administer government service delivery requirements**

**Release: 1**

# PSPGSD002 Administer government service delivery requirements

## Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPGSD402A Administer government service delivery requirements.</p> <ul style="list-style-type: none"> <li>• Unit code updated</li> <li>• Content and formatting updated to comply with new standards</li> <li>• All PC transitioned from passive to active voice</li> </ul>

## Application

This unit describes the skills required to administer government service offers, agreements and records. It includes reviewing service offers or agreements, and reviewing and updating records.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing routine tasks in a range of familiar contexts.

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

## Competency Field

Government service delivery

## Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
<b>1. Administer service offers or agreements</b>	<p>1.1 Identify and act on the need for assistance.</p> <p>1.2 Identify and explain mutual obligations, rights and responsibilities associated with government service delivery.</p> <p>1.3 Ensure delivery of services matches the circumstances.</p>
<b>2. Review service offers or agreements</b>	<p>2.1 Review service offer decisions as required.</p> <p>2.2 Process appeals against service offer decisions.</p> <p>2.3 Identify and negotiate ongoing resources and support required to progress the service offer.</p> <p>2.4 Update records to reflect changes in circumstances.</p>
<b>3. Review and update government service delivery records</b>	<p>3.1 Review service delivery records for accuracy and currency.</p> <p>3.2 Record and update information about individuals' needs as circumstances change.</p> <p>3.3 Update information systems and records related to services provided to individuals.</p> <p>3.4 Protect the privacy and security of personal information and records.</p>

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

## Unit Mapping Information

This unit supersedes and is equivalent to PSPGSD402A Administer government service delivery requirements.

## Links

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

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