



Australian Government

Department of Education, Employment and Workplace Relations

PSP52110 Diploma of Government (Workplace Relations)

Revision Number: 2

PSP52110 Diploma of Government (Workplace Relations)

Modification History

PSP52110 Release 2: Layout adjusted. No changes to content.

PSP52110 Release 1: Primary release.

Description

This qualification supports senior staff in a workplace relations environment. The candidate may:

- provide information and advice of a complex nature regarding workplace relations queries
- supervise and support front line workplace relations staff
- conduct investigations into potential workplace relations breaches

The candidate may work in a department, organisation, division or business unit that provides specialist workplace relations services to employers, employees, union officials, industry bodies or other agencies. The qualification is also applicable for candidates who are working in a broader human resource management area and seeking to pursue a career path in workplace relations within government.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

11 units of competency are required for this qualification including:

- 5 core units
- 6 elective units:
 - Choose a minimum of 3 units from Group A
 - Choose up to 3 elective units from Group A and Group B units below, **or** from elsewhere within this Training Package, **or** another endorsed Training Package **or** Accredited Course.

Units selected should not duplicate content already covered by other units in this qualification.

All elective units must be selected from an equivalent qualification level or higher, unless otherwise stated.

** For this qualification, a maximum of 1 unit from Certificate IV level may be used.

Core units	
PSPETHC501B	Promote the values and ethos of public service
PSPGOV504B	Undertake research and analysis
PSPGOV512A	Use complex workplace communication strategies
PSPLEGN501B	Promote compliance with legislation in the public sector
PSPOHS401B	Implement workplace safety procedures and programs
Group A: Workplace Relations	
PSPGOV508A	Manage conflict
PSPGOV511A	Provide leadership
PSPWPI503C	Investigate possible breaches of workplace legislation
PSPWPR501A	Provide advice on complex workplace relations issues
PSPWPR502A	Manage compliance with workplace relations legislation
PSPWPR503A	Apply workplace relations dispute resolution procedures
PSPWPR504A	Support resolution of complaints relating to workplace relations processes or outcomes
Group B: General	
PSPGOV503B	Coordinate resource allocation and usage

PSPGOV505A	Promote diversity
PSPGOV506A	Support workplace coaching and mentoring
PSPGOV507A	Undertake negotiations
PSPGOV509A	Conduct evaluations
PSPGOV510A	Undertake and promote career management
PSPGOV513A	Refine complex workplace documents
PSPGOV514A	Facilitate change
PSPGOV515A	Develop and use political nous
PSPGOV516A	Develop and use emotional intelligence
PSPGOV517A	Coordinate risk management
PSPGOV518A	Benchmark performance
PSPGOV519A	Manage performance
PSPGOV520A	Scope statistical data collection
PSPGOV521A	Collect statistical data
PSPGOV522A	Process statistical data
PSPGOV523A	Interrogate and analyse statistical data
PSPGOV524A	Interpret data and related statistics
PSPREG503A	Supervise and carry out complex inspections and monitoring