

DIPLOMA OF GOVERNMENT (MANAGEMENT) PSP51112



Overview

The Diploma of Government (Management) covers the entry-level competencies required of specialist managers in the public sector.

Electives should reflect the responsibilities of the individual and the job skills required for effective performance.

The Diploma of Government (Management) has been specifically designed to focus on developing skills and knowledge for leadership and management in industry.

Entry Requirements

There are no formal requirements to gain entry into this qualification. Students are required to have access to a workplace within the public sector, this may include a previous workplace, as long as the skills can still be applied in a simulated manner. School leavers will not be enrolled into this qualification. If you would like to discuss your acceptance into our course based upon your existing experience, please contact our friendly team.

Delivery Methods

There are three delivery methods and can be blended

. Face to face workshop

Customised in-house corporate courses are available and tailored to suit the individual organisation. Our workshops can be run over varying time schedules, however, we currently recommend 10 face to face days. This is a great solution for those wanting to gain further experience or understanding of the industry.

Individual units or skill sets can be organised.

. Online Studies

Students can commence at anytime and have up to 12 months to complete their assessments with ongoing staff support.

. Recognised Prior Learning

Students can use their previous work experience and qualifications to gain the qualification.

Student Support

All of our students are assigned to a staff member for ongoing support via phone, email or as available, face to face meetings in Metro Perth as required. We encourage students to contact our staff to get the most out of their studies.

Benefits

Upon successful completion of 11 units, made up of 6 core units and 5 elective units, participants will be awarded the Diploma of Government (Management) PSP51112.

This qualification equips participants with the skills and knowledge to work effectively within the Public Sector managing staff. It is particularly suited to those working in an environment where there is a range of diverse responsibilities.

Participants will undertake learnings to sharpen their skills as well as the opportunity to practice the learnings in a safe environment and subsequently have the confidence to apply practical principles to work-based situations. Therefore this results in efficiencies and improvements within workflow, and thereby provide benefits to both the organisation and the participants.

Time Investment

We provide students with the ability to complete the qualification over a one year period (12 months); however we find that the average time is between 3 to 6 months. During that time there is a large variance in the amount of time each student spends working on the qualification. Please contact our staff if you would like an estimate based upon your individual situation.

Assessments

When completion is via a workshop, assessments are designed to be incorporated within the face to face workshop as much as possible.

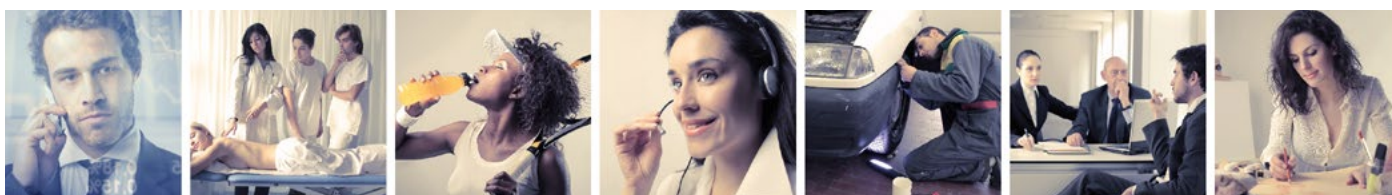
Please expect some assessment work post workshop.

There is no formal exam required for this qualification.

Assessments are a mixture of theory and practical based activities which are applied to a case study and/or your workplace.



I highly recommend Scope Training as a training organisation focused on achieving outcomes for their clients.



Units of Competency

This qualification is made up of six (6) core units and five (5) elective units. Elective units can be selected in consultation with our staff.



Core Units

PSPETHC501B Promote the values and ethos of public service

This unit covers the responsibility of those in public service to model and encourage in others the highest standards of ethical conduct. It includes promoting ethical standards, assisting staff to avoid conflicts of interest, and modelling and fostering integrity of conduct.

PSPGOV502B Develop client services

This unit covers identification of service requirements to meet client needs. It includes analysis of client needs, review of client service, and promotion, development and enhancement of client service.

PSPGOV505A Promote diversity

This unit covers the implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation's responsiveness to the community.

PSPGOV512A Use complex workplace communication strategies

This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies.

PSPLEGN501B Promote compliance with legislation in the public sector

This unit covers promotion of compliance with legislation in the public sector. It includes modelling compliance with legislation and related public sector guidelines and procedures and encouraging and assisting others to comply.

PSPGOV519A Manage performance

This unit covers supervision and performance management in accordance with the organisation's performance management system.

Recommended Elective Units

PSPOHS301A Contribute to workplace safety

This unit covers the competency to contribute to a safe workplace for self and others. It includes contributing to workplace safety arrangements, identifying hazards and controlling risks.

PSPGOV517A Coordinate risk management

This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management.

BSBWOR501 Manage personal work priorities and professional development

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

BSBMGT516 Facilitate continuous improvement

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

BSBMGT517 Manage operational plan

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.