

Training Package

PSP99 National Public Services

Qualifications

PSP40199 Certificate IV in Government

Competencies

- PSPETHC301A Uphold the values and principles of public service
- PSPGOV301A Work effectively in the organisation
- PSPGOV304A Appraise capability and provide feedback in the workplace
- PSPGOV308A Work effectively with diversity
- PSPGOV405A Provide input to change process
- PSPGOV501A Coordinate a workgroup
- PSPHR401A Provide a human resources consultancy service
- PSPHR501A Co-ordinate career development strategies and plans
- PSPLEGN301A Comply with legislation in the public sector
- PSPPOLI401A Support policy implementation



Description

This Toolbox features an environment in which government employees in supervisory positions can gain competencies that will contribute to a Certificate IV in Government.

This Toolbox has a supervisory and human resources skills emphasis. These skills have been identified by industry and various government departments as an area of need in terms of staff training.

The Certificate IV in Government Toolbox is targeted at learners in the Australian Qualifications Framework (AQF) Level, 4. These learners are more likely to be mature adults, already in the workforce, in positions above entry level, possibly Level 3 or 4. They could already be acting in a supervisory role, or intending to do so in the near future.

In this learning environment the participant takes the role of a government employee undertaking an internship as a government team leader in a fictional new state of Australia, 'Generica'. Included are profiles of the members of their team, access to knowledge and learning resources in the form of 'virtual mentors', self assessment exercises, tasks and activities.

By working through the tasks in the virtual government environment, applying that learning in the workplace and submitting assessment tasks and projects based in the workplace, the student reaches competency in 10 units from the Public Service Training Package.

Each unit of competency is able to be completely disaggregated and can be used as a stand-alone module.

This Toolbox makes extensive use of discussion boards and electronic communication and requires the active involvement of a teacher or trainer.

Toolbox Website

For further information, online previews, support and purchasing, visit:
<http://www.flexiblelearning.net.au/toolbox>