



RTO #31254

CLET TRAINING

Where experience is acknowledged!

PSP30122

Certificate III in Government



NATIONALLY RECOGNISED
TRAINING



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PSP30122 - Certificate III in Government



This entry level qualification suits those with public sector experience at the commencement of a career

The PSP30122 Certificate III in Government suits individuals with experience in entry level roles in the public sector. Its relevance for current and former military and police lies in its focus on supporting the ethical and legislative requirements of public service that is so well reflected in early service careers. It is also suitable for individuals working across the public sector in entry level positions who are seeking a qualification to reflect their experience in this early period of their career.

If you have been working in the public sector for 1-2 years, you may be eligible for RPL for the PSP30122 Certificate III in Government with CLET.

Apply for RPL today with CLET and the RPL Team will conduct an assessment and confirm your options for this qualification.

Qualification Details

Certificate III in Government	
Qualification Code:	PSP30122
Application Completion Time:	28 days for RPL
Gap Training:	No
Qualification Awarded:	Certificate III
Delivery Mode:	RPL
Units Recognised:	13
Nationally Recognised Training:	Yes



RPL Review and assessment can take a minimum of 28 days to complete

Units Assessed

The following units of competency are the core units plus possible electives for the PSP30122 - Certificate III in Government. During the assessment process the RPL team will select the most appropriate electives to reflect your employment experience.

Units Assessed: PSP30122 - Certificate III in Government



Code	Unit name
PSPETH006	Uphold the values and principles of public service
PSPGEN096	Use workplace communication strategies
PSPGEN114	Work effectively with diversity and inclusion
PSPLEG005	Comply with legislation in the public sector
Possible Electives	
BSBPPEF302	Develop self-awareness
BSBWHS311	Assist with maintaining workplace safety
PSPCRT029	Compile and use official notes
PSPGEN089	Address client needs
PSPGEN133	Identify and treat risks
PSPGEN138	Organise workplace information
PSPGEN139	Compose workplace documents
PSPGEN145	Work effectively in the organisation
PSPSEC024	Handle sensitive information



What about Recognition of Prior Learning (RPL)?

Recognition of prior learning is available on this qualification.

After reading the information provided on this qualification page, if you then decide to apply to have your knowledge and skills recognised towards this and/or other qualifications, you may click on the RPL Assessment button and complete the application form to commence the process.

Click on the following headings to learn more about the CLET recognition of prior learning (RPL) process.

Who is eligible to apply for RPL?

CLET specialises in providing recognition of prior learning (RPL) to people who are current or former police, military, emergency services, nursing and all other government at all levels. WHY? Because that is where our workplace knowledge, experience and education is focused and current.

RPL assessment is obligation free

The RPL assessment process is 'free of charge' and 'obligation free'. You only pay the RPL fee if you wish to be awarded with your qualification/s and receive the certificate/s after the assessment process is complete and you are advised of the result. We do this in recognition of the impeccable work you have done for our community.

When RPL form is submitted

After you complete the RPL Assessment form, evidence to support your knowledge and skills is required. When this is received, CLET staff will commence the initial review of your experience against the criteria of one or more qualifications. On the application form you may elect the qualification/s you wish to be assessed against or ask for a general assessment.

1. The more evidence you provide that is relevant against the qualification/s criteria you wish to be assessed against, the easier it is for CLET staff to be confident you possess the knowledge and skills required.
2. If required, a competency conversation may be conducted over the phone

RPL step by step process

The following list provides you with a step by step explanation of the RPL process.

- click on the RPL Assessment button
- complete all requested fields and submit
- read the next page that appears
- upload your evidence on this SECURE page (Scanned copies in a .zip file) or email.
- receive email and SMS confirmation
- CLET staff process. Evidence secured, returned or destroyed immediately after the assessment is conducted)
- receive result of initial review via email within 14 days or longer depending on amount of applications being processed
- you advise which qualification/s you would like to be formally assessment against
- formal assessment is conducted within a further 14 days and you are advised of outcome
- if successful, request certificate/s, payment is now due
- receive your qualification/s via registered post



Evidence required

What evidence can be provided to support your application?

- current Resume or CV
- police officers - service history (important)
- relevant job descriptions
- letters of reference or commendation
- in service courses
- qualification transcripts
- PMKeys Service record
- course reports
- performance appraisal reports
- references
- personal self-assessment letter explaining your experience
- other information
- phone conversations to confirm knowledge and skills may be conducted

CLET assessor experience

CLET assessors have a combined experience of over 100 years working in and with police, military, corrections, education, government at all levels, emergency services and the health sector. We have a combined collection of:

University Degrees in:

- law
- criminology
- education
- psychology
- business
- arts with philosophy and psychology

Master Degrees in:

- criminology
- business administration (MBA)
- policing, security and terrorism
- emergency management
- public health

Vocational Qualifications in:

- training and assessment
- government
- policing
- justice
- investigations and mercantile agents
- driver training
- security and risk management
- integrated risk management
- business, HR, leadership and management
- security operations
- corrections
- counselling
- work health and safety, first aid

RPL FEES - \$995 (Full RPL Fee)

Initial RPL Review: NO FEE (Free of charge)- This is conducted when RPL Application and evidence received.

PROCEED TO AWARD: \$995 - This fee is only due after initial review is completed, candidate then requests a full RPL assessment is conducted and decides to proceed to be awarded with the qualification. If candidate does not proceed to award, no fee is payable.

STATEMENT OF ATTAINMENT - FEE adjusted accordingly. This occurs when initial review is conducted, candidate then requests a full RPL assessment and is awarded PARTIAL RPL for selected units.

Looking for a job?

Possible job titles relevant to this qualification include:

Job roles and titles vary across the public sector. Possible job titles relevant to this



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qualification include:

- All Federal, State and Local Government administration positions
- Public sector entry level customer service positions

Contact Us

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