Diploma of Government 2023 Handbook

NSW Government Graduate Program

January 2023   www.psc.nsw.gov.au/graduateprogramresources
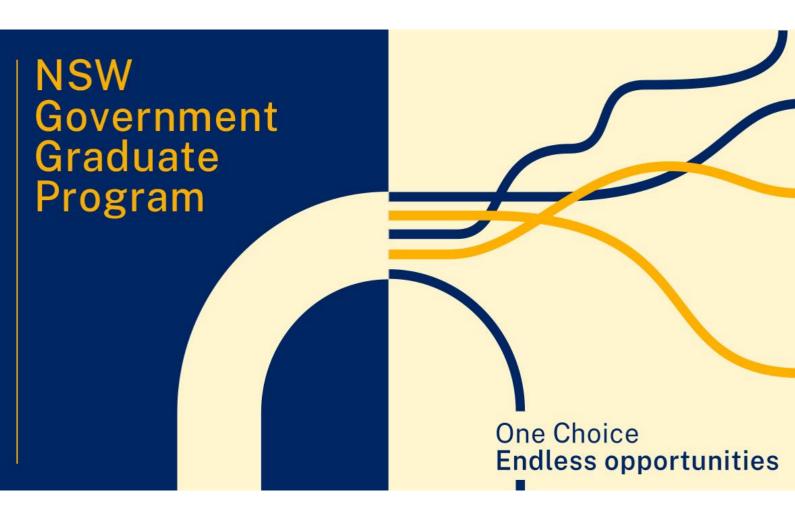
NSW Government Graduate Program

One Choice
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UNE Partnerships is proud to deliver the Diploma of Government for the NSW Government Graduate Program

Section 1: Course Outline

Overview

Welcome to the Diploma of Government (PSP50122), part of the NSW Government Graduate Program. This nationally recognised qualification complements the aims of the Program by building graduates' skills and knowledge through the development of vocational competencies. These competencies closely align with the objectives of the Program, so that graduates can thrive in an environment that brings a variety of new responsibilities.

The Diploma of Government qualification is delivered by UNE Partnerships, the Education and Training Company of the University of New England and Registered Training Organisation (RTO 6754). UNE Partnerships has extensive experience in the development and delivery of customised vocational training programs that are supportive, flexible and immediately applicable in the workplace.

The Diploma of Government course is designed to assist graduates transition from university to work in the NSW government. The program will build solid foundational skills in public administration including:

- Communication and leadership capabilities.

- Developing, monitoring and evaluating policy implementation.

- Understanding the Westminster system of government.

- Government budgetary and resource allocation.

- Promoting and modelling of compliance with legislation and related public sector guidelines and procedures, as well as encouraging and assisting others to comply.

- Promoting ethical standards, assisting staff to avoid conflicts of interest and modelling and fostering integrity of conduct.

- Contributing to workplace safety arrangements.

- Undertaking effective research and applying project management skills to relevant workplace tasks and initiatives.

- Planning, drafting and finalising complex documents.

- Planning and conducting negotiations and finalising an outcome.

- Understanding diversity input for strategies, policies and plans and monitoring diversity outcomes.

Successful completion of the UNE Partnerships' Diploma of Government provides pathways to further learning and qualifications with the School of Business at the University of New England (UNE). The Graduate School of Business recognises the Diploma of Government and professional experience gained to award applicants with credit towards a Master of Business Administration (MBA).

The information in this Handbook is provided to assist both the graduates undertaking the Diploma and the managers who will be supporting and assisting them to complete assessments during their placement.

Please contact UNE Partnerships for any further information on this course or advanced standing with the University of New England, by emailing UNE Partnerships course advisors: ask@unep.edu.au

my.unep

my.unep is UNE Partnerships' contemporary online learning portal, where graduates will be able to access learning resources and submit assessment tasks as part of the Diploma of Government. Graduates can use my.unep to keep track of their progress through the Diploma of Government, as well as using the portal to contact academic and administrative staff.

Delivery plan

Workshops/Webinars

The Diploma of Government PSP50122 contains:

- Eleven units of competency, delivered through five modules.

Each module is delivered over a six- to ten-week timeframe, with approximately one day of study per month, in addition to work completed within the workshops. Each module is comprised of the following:

- Scheduled reading time

- Workshops – four modules have mandatory workshops; the second module is an online assessment module with no workshop. Workshops may be delivered either as a face-to-face session, or as an online webinar.

- Assessment tasks

Workshops:

- Each Graduate must attend all six workshops

- Workshop durations:
  - Module 1, Working in the public sector – 1 day
  - Module 2, Workplace safety – no workshop
  - Module 3, Communications and Diversity – 2 days
  - Module 3, Leadership – 1 day
  - Module 4, Policy and legislation – 2 days
  - Module 5, Write complex documents – 1 day
  - Module 5, Negotiations – 1 day

- The total attendance required at the six Diploma workshops is **eight training days**

- Graduates will be required to complete readings before attending each workshop to prepare for the

in-depth interactive discussions and activities

- If workshops are scheduled as face-to-face sessions, the following venues will be used:

  - Sydney at The Grace Hotel
  - Newcastle at the Mercure Newcastle
  - Orange at the Charles Sturt University Orange
  - Coffs Harbour at Southern Cross University
  - Queanbeyan at Department of Regional NSW
  - Wagga Wagga at the Mercure Wagga Wagga

- Graduates must sign in using the attendance register, to provide evidence of attendance.

- Morning tea and lunch will be provided.

More comprehensive details on workshop and assessment due dates are available in Sections 3 and 4.

IPAA webinars

UNE Partnerships has also joined with the Institute of Public Administration Australia (IPAA) to deliver a series of three one-hour webinars in addition to the Diploma workshops, which will complement the Diploma materials, covering managing self in a hybrid environment, resilience and adaptability. Graduates will be allocated into groups and webinar dates and times will be provided prior to each webinar. Please note that your IPAA webinar group is the same as your group for the Diploma workshops. There will not be any assessment work associated with the IPAA webinars.

Graduate support

Throughout the program a range of academic and administrative support will be provided. Learning will be applied via workplace-based projects that will contribute to the completion of assessment tasks and the application of skills and knowledge. Graduates will receive one study day per month in which to complete Diploma requirements. Study days for each group are detailed in the Diploma Workshop and Assessment schedule in Section 3.

Coaching

Three one-on-one coaching sessions will be held throughout each students' candidature (via phone or zoom), between the graduate and their allocated assessor. These sessions are aligned to individual participant needs and designed to support workshop and assessment requirements. Coaching also provides an opportunity to discuss any problems or issues graduates or managers may have in relation to workplace evidence needed for assessment submissions.

Academic

Graduates are allocated into one of thirteen separate groups, each with a maximum of 22 graduates. Each group will have an allocated academic assessor, available to guide and coach each graduate in that group, over their 12-month course candidature. In addition, graduates will also be able to access academic assistance and ongoing support through the UNE Partnerships online site. Key contacts are provided in Section 5.

Administrative

Graduates will receive administrative support and progress updates. This will be provided via email and telephone throughout the program. If your contact details change or you require assistance at any time, please contact UNE Partnerships.

The PSC will receive regular reports on each graduate's progress. If you would like to discuss progress or have an enquiry please contact the program manager, Katrina Llewellyn. Key contacts are provided in Section 5.

Course information

Units of competency in your course

The Diploma of Government qualification will be delivered over a 12-month period. A video briefing on the Diploma course is available for managers. The following eleven units of competency have been selected to address the skills and knowledge considered essential for independent and self-directed work in the public sector. Further details of each unit are available through the hyperlinks provided.

Unit of Competency	Description
Promote the values and ethos of public service - PSPETH008	This unit describes the performance outcomes, skills and knowledge required to promote ethical standards to assist staff avoid conflicts of interest and to model and foster integrity.
Apply government processes - PSPGEN111	This unit describes the performance outcomes, skills and knowledge required to apply government processes in the public sector and similar environments including statutory authorities.
Assist with maintaining workplace safety - BSBWHS311	This unit describes the skills and knowledge required to assist with implementing and monitoring an organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.
Use complex workplace communication strategies - PSPGEN101	This unit describes the performance outcomes, skills and knowledge required to use complex workplace communication for working with internal and external clients, colleagues and other staff.
Facilitate the effective implementation of diversity and inclusion strategies - PSPGEN116	This unit describes the performance outcomes, skills and knowledge required to facilitate the implementation of diversity and inclusion strategies within an organisation.
Provide leadership - PSPGEN118	This unit describes the performance outcomes, skills and knowledge required to achieve operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup. The workgroup may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers or inter-agency members.

Unit of Competency	Description
Promote compliance with legislation in the public sector - PSPLEG007	This unit describes the performance outcomes, skills and knowledge required to promote compliance with legislation in the public sector.
Advise on organisation policy - PSPPCY016	This unit describes the performance outcome, skills and knowledge required to provide advice on organisational policy.
Conduct research and analysis - PSPGEN106	This unit describes the performance outcomes, skills and knowledge required to undertake research and analysis.
Write complex documents - BSBWRT411	This unit describes the skills and knowledge required to plan, draft and finalise complex documents.
Undertake negotiations - PSPGEN099	This unit describes the performance outcomes, skills and knowledge required to undertake negotiations.

Study groups

Study groups will be allocated based on workshop groups in order to facilitate group work and minimise individual study loads.

Whilst working collaboratively as part of a study group is encouraged, all work submitted is to be in the words of the student submitting the assessment. Each student must contribute to each task. Tasks or parts thereof, are not to be completed by only one person, with answers from each group member then compiled for submission. Contributions from other participants in the group are to be acknowledged in the final submission. Assessment tasks are designed to demonstrate each person's understanding and competency in each unit of competency. Submitting work completed by another student without acknowledging their contribution is plagiarism and this will not be accepted.

Additional resources

A series of podcasts are available as an additional resource and will be released to complement the learning in the workshops and in the online resources. The podcasts will take the form of one on one interviews, conducted by Academic Director, Sean O'Toole and a range of subject matter experts in the NSW public sector. They cover the following topics:

- Working in government and understanding government processes
- Diversity and inclusion
- How government uses big data to inform policy development
- Leadership in the public sector context
- Communication, negotiation and influencing skills

You can access these through the online site [my.unep](#).

Policies and procedures

Details of policies and procedures, such as assessment appeals, privacy and confidentiality are provided on the UNE Partnerships [website](#).

Unique Student Identifier (USI)

Your USI is required to enrol with UNE Partnerships. All students participating in nationally recognised training must provide a Unique Student Identifier (USI). The aim of the USI is to help keep your recognised training records and results together in an online account.

UNE Partnerships is required to verify your Unique Student Identifier in accordance with section 14 of the Students Identifiers Act 2014.

If you do not have a USI, please visit the [Unique Student Identifier](#) site – you will be issued with a 10-character number, which you will need to provide to UNE Partnerships.

Section 2: Assessment details

Types of assessment

For each unit of competency, graduates are required to provide evidence of relevant skills and knowledge in order to be marked competent. This is achieved through the completion of a range of assessment tasks. Assessment tasks may address one or more units of competency.

For most modules, graduates will have two choices with the evidence you provide:

1. Option 1: Complete all the set assessment tasks.

2. Option 2: Complete the Recognition of Prior Learning (RPL) template for that module, in combination with a range of suitable workplace evidence. This option is likely to become more appropriate for later modules as you will have had time in the workplace to collect and retain examples of relevant workplace evidence.

Option 1

The full list of assessment tasks and their relationship to each unit of competency is shown in Section 4.

The assessment tasks are in a variety of formats, to enable the demonstration of understanding of the theory in each unit. Where graduates are asked to submit documents, these must be submitted electronically via the online site. The graduate's assessor will mark 'satisfactory' or 'not satisfactory' for each assessment task. It is necessary to satisfactorily complete each assessment task in a set of assessments to be found competent for that unit of competency or group of units of competency. Graduates will have the opportunity to resubmit or re-attempt an assessment if not found satisfactory on the first attempt.

Note: where assessments refer to 'your agency', please note that this is interchangeable with 'department' or 'statutory authority' as applicable.

Short answer questions

This type of assessment task asks a number of questions that require a short response. These may be in several parts of some questions.

Long answer questions

This type of assessment requires a longer response, may involve some research, and the completion or development of a range of relevant workplace documents such as reports, emails or meeting minutes.

Project-based assessment tasks

There are a number of assessment tasks that require you to demonstrate a skill appropriate to your work context. For example, the development of a training manual, written reports, research projects and project plans. Generally, there is a 1000-1200 word recommended submission length, as a guide, detailed in the assessment criteria. Evidence of relevant workplace documentation may be required to support your assessment submissions.

Presentations or discussions

Some assessments require that you demonstrate a range of communication skills relevant to the module. This may be achieved using a number of different approaches according to the needs of the units of competency and may include recording audio or video sessions of yourself, or presenting information to your assessor in a workshop, or similar setting.

Workshop-based observations

Some assessment tasks, or aspects of assessment tasks, will be completed during the workshops, with the facilitator or assessor observing your performance and skills in response to presentations, scenarios or role play situations provided to you.

Manager sign-offs

Some units of competency require demonstration of graduate capabilities and skills which can generally be best observed in the work environment. For these units of competency your manager is asked to sign an observation report confirming that you have demonstrated the relevant behaviours and skills.

Option 2

For this option, you will need to provide a range of suitable evidence relating to the relevant unit of competency. You are free to select this option at the start of each new module but will first need to discuss your choice with your assessor so they are confident you will be able to provide suitable evidence. In some modules, one or more of the assessment tasks may need to be completed as well. This is often because we will collect evidence during workshop sessions, or because they are the most effective way for you to provide some of the evidence required.

A workplace evidence template will be provided within each course on my.unep, and this provides suggestions for the types of workplace evidence that might be suitable.

Section 3 : Delivery plan and workshop schedule

Group allocation

2023 graduates are allocated into thirteen (13) groups for workshops and assessment marking. Assessors are allocated to each graduate for assessment marking, workshop facilitation and coaching sessions, according to their group, as listed below.

Changing groups is not permitted, however a change of workshop date is, if the change is needed due to exceptional circumstances such as illness, a work function or approved leave. Please note that your assessor for the related assessment will not change. Changes must be made no later than two days prior to the scheduled workshop (change due to illness on the day of the workshop excepted). It is important that you find someone in the group you wish to move into who is willing to swap places with you. Please advise UNE Partnerships and your agency coordinator in writing that this movement has occurred, as UNE Partnerships must update their records for the attendance register. Failure to notify of the change may result in a graduate being recorded with a result of non-attendance.

Please note your group number allocation, when received, on the workshop schedule below.

Group Numbers	Assessor	Email address
1, 3, 4 & 12	Sean O'Toole	seano@unepartnerships.net
5, 7 & 13	Kerrie Yates	kerrie.yates@unep.edu.au
2 & 6	Mike Bartlett	mike.bartlett@unep.edu.au
8, 10 & 11	Glenn McMahon	glenn.mcmahon@unep.edu.au
9	Jenny Sewell	jenny.sewell@unep.edu.au

Diploma Workshop and Assessment schedule

Workshop and assessment due dates are shown for each group and rotation in the tables below. Please note these dates are correct at time of publishing and may be subject to change.

In 2023, it has been agreed that each graduate is eligible for one study day per month during the program. We have included the specific dates for the study days according to the group you have been allocated to in the tables below. You will need to negotiate release for the study day with your manager and should regularly discuss your progress in the program and work completed on the study day.

Course candidature dates 2023

Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Hunter - Newcastle	6 – Sydney	7 - Sydney	8 - South East - Queanbeyan	9 - North Coast - Coffs Harbour	10 - Ctrl West -Orange	11 - South West - Wagga	12 - Sydney	13 - Sydney
Workshop Facilitator	Sean O'Toole	Mike Bartlett	Sean O'Toole	Sean O'Toole	Kerrie Yates	Sean O'Toole	Kerrie Yates	Glenn McMahon	Jenny Sewell	Glenn McMahon	Stuart Jenkins	Sean O'Toole	Kerrie Yates
Assessor	Sean O'Toole	Mike Bartlett	Sean O'Toole	Sean O'Toole	Kerrie Yates	Mike Bartlett	Kerrie Yates	Glenn McMahon	Jenny Sewell	Glenn McMahon	Glenn McMahon	Sean O'Toole	Kerrie Yates
Commencement date	3-Apr-23	4-Apr-23	13-Apr-23	17-Apr-23	14-Apr-23	14-Apr-23	20-Apr-23	28-Apr-23	3-May-23	1-May-23	16-May-23	12-May-23	21-Apr-23
Completion date	3-May-24	4-May-24	13-May-24	17-May-24	14-May-24	14-May-24	20-May-24	28-May-24	3-Jun-24	1-Jun-24	16-Jun-24	12-Jun-24	21-May-24

*Commencement date refers to the date candidature begins and coincides with the first workshop.

** Completion date refers to the date a graduate must have completed their qualification. The final assessment submission date is earlier than the completion date.

First rotation 6 Feb 2023   ***Final workshops Feb-Mar 2024

Workshop 1: Module 1 – Working in the public sector (1 day)

UOC: PSPGEN111 Apply government processes & PSPETH008 Promote the values and ethos of public service

Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Newcastle	6 - Sydney	7 - Sydney	8 - Queanbeyan	9 - Coffs Harbour	10 - Orange	11 - Wagga	12 - Sydney	13 - Sydney
Facilitator	Sean O'T	Mike B	Sean O'T	Sean O'T	Kerrie Y	Sean O'T	Kerrie Y	Glenn McM	Jenny S	Glenn McM	Stuart Jenkins	Sean O'T	Kerrie Y
Workshop 1 date	3-Apr-23	4-Apr-23	13-Apr-23	17-Apr-23	14-Apr-23	14-Apr-23	20-Apr-23	28-Apr-23	3-May-23	1-May-23	16-May-23	12-May-23	21-Apr-23
Study day 1	19-Apr-23	19-Apr-23	19-Apr-23	19-Apr-23	19-Apr-23	10-May-23	10-May-23	10-May-23	10-May-23	10-May-23	10-May-23	17-May-23	10-May-23
IPAA webinar 1: Msw, self in hybrid gov	09-May-23	09-May-23	11-May-23	11-May-23	15-May-23	15-May-23	18-May-23	15-May-23	15-May-23	15-May-23	15-May-23	26-May-23	19-May-23
IPAA webinar 1 time	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am
Study day 2	17-May-23	17-May-23	17-May-23	17-May-23	17-May-23	07-Jun-23	07-Jun-23	07-Jun-23	07-Jun-23	07-Jun-23	07-Jun-23	07-Jun-23	07-Jun-23
M1 Tasks Due	28-May-23	4-Jun-23	1-Jun-23	12-Jun-23	14-Jun-23	18-Jun-23	20-Jun-23	21-Jun-23	26-Jun-23	25-Jun-23	2-Jul-23	04-Jul-23	09-Jul-23

Module 2 – Workplace safety (No workshop, two online assessment tasks)

UOC: BSBWHS311 Maintain workplace safety

Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Newcastle	6 - Sydney	7 - Sydney	8 - Queanbeyan	9 - Coffs Harbour	10 - Orange	11 - Wagga	12 - Sydney	13 - Sydney
Study day 3	14-Jun-23	14-Jun-23	14-Jun-23	21-Jun-23	21-Jun-23	28-Jun-23	28-Jun-23	28-Jun-23	5-Jul-23	5-Jul-23	5-Jul-23	12-Jul-23	12-Jul-23
M2 Tasks Due	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24	29-Feb-24

Workshop 2: Module 3 – Leadership in the Public Sector (Communications and Diversity) (2 days)

UOC	PSPGEN101 Use complex workplace communication strategies & PSPGEN115 Uphold and support inclusive work practices												
Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Newcastle	6 - Sydney	7 - Sydney	8 - Queanbeyan	9 - Coffs Harbour	10 - Orange	11 - Wagga	12 - Sydney	13 - Sydney
Facilitator	Sean O'T	Mike B	Sean O'T	Sean O'T	Kerrie Y	Sean O'T	Kerrie Y	Glenn McM	Jenny S	Glenn McM	Glenn McM	Sean O'T	Kerrie Y
Workshop 2 date	29-30 May 2023	5 & 6 Jun 2023	5 & 6 Jun 2023	13-14 Jun 2023	13-14 Jun 2023	19-20 Jun 2023	21-22 Jun 2023	22-23 Jun 2023	27-28 Jun 2023	26-27 Jun 2023	Zoom with G10 26-27 Jun 2023	5-6 Jul 2023	10-11 Jul 2023
Study day 4	19/07/2023	19/07/2023	19/07/2023	26-Jul-23	26-Jul-23	26-Jul-23	26-Jul-23	26-Jul-23	2-Aug-23	16-Aug-23	16-Aug-23	16-Aug-23	16-Aug-23
M3 Comms & Div Tasks Due	24-Jul-23	25-Jul-23	27-Jul-23	13-Aug-23	14-Aug-23	15-Aug-23	16-Aug-23	17-Aug-23	24-Aug-23	20-Aug-23	22-Aug-23	27-Aug-23	28-Aug-23

Workshop 3: Module 3 – Leadership in the public sector (1 day)

UOC	PSPGEN118 Provide leadership												
Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Newcastle	6 - Sydney	7 - Sydney	8 - Queanbeyan	9 - Coffs Harbour	10 - Orange	11 - Wagga	12 - Sydney	13 - Sydney
Facilitator	Sean O'T	Mike B	Sean O'T	Sean O'T	Kerrie Y	Sean O'T	Kerrie Y	Glenn McM	Jenny S	Glenn McM	Glenn McM	Sean O'T	Kerrie Y
Workshop 3 date	25-Jul-23	26-Jul-23	28-Jul-23	14-Aug-23	15-Aug-23	16-Aug-23	17-Aug-23	18-Aug-23	25-Aug-23	21-Aug-23	Zoom with G10 21-Aug-23	28-Aug-23	29-Aug-23
IPAA webinar 2: Resilience	04-Sep-23	04-Sep-23	05-Sep-23	05-Sep-23	07-Sep-23	07-Sep-23	12-Sep-23	07-Sep-23	07-Sep-23	07-Sep-23	07-Sep-23	12-Sep-23	14-Sep-23
IPAA webinar 2 time	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am
Study day 5	16-Aug-23	16-Aug-23	16-Aug-23	23-Aug-23	23-Aug-23	23-Aug-23	23-Aug-23	23-Aug-23	30-Aug-23	30-Aug-23	30-Aug-23	6-Sep-23	6-Sep-23
Study day 6	30-Aug-23	30-Aug-23	6-Sep-23	6-Sep-23	6-Sep-23	6-Sep-23	6-Sep-23	6-Sep-23	20-Sep-23	20-Sep-23	20-Sep-23	27-Sep-23	27-Sep-23
M3 Leadership Tasks Due	4-Sep-23	6-Sep-23	10-Sep-23	14/09/20213	12-Sep-23	19-Sep-23	24-Sep-23	4-Oct-23	27-Sep-23	8-Oct-23	10-Oct-23	15-Oct-23	18-Oct-23

Second rotation 7 Aug 2023

Workshop 4: Module 4 – Public sector policy and legislation (2 days)

UOC	PSPGEN106 Conduct research and analysis, PSPLEG007 Promote compliance with legislation in the public sector & PSPPCY016 Advise on organisational policy												
Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Newcastle	6 - Sydney	7 - Sydney	8 - Queanbeyan	9 - Coffs Harbour	10 - Orange	11 - Wagga	12 - Sydney	13 - Sydney
Facilitator	Sean O'T	Mike B	Sean O'T	Sean O'T	Kerrie Y	Sean O'T	Kerrie Y	Glenn McM	Jenny S	Glenn McM	Glenn McM	Sean O'T	Kerrie Y
Workshop 4 date	5-6 Sep 2023	7-8 Sep 2023	11-12 Sep 2023	15 & 18 Sep 2023	13-14 Sep 2023	20-21 Sep 2023	25-26 Sep 2023	5-6 Oct 2023	28-29 Sep 2023	9-10 Oct 2023	Zoom with G10 9-10 Oct 2023	16-17 Oct 2023	12-13 Oct 2023
Study day 7	20-Sep-23	20-Sep-23	20-Sep-23	20-Sep-23	20-Sep-23	27-Sep-23	27-Sep-23	4-Oct-23	11-Oct-23	4-Oct-23	4-Oct-23	11-Oct-23	11-Oct-23
Study day 8	11-Oct-23	11-Oct-23	11-Oct-23	11-Oct-23	11-Oct-23	18-Oct-23	18-Oct-23	25-Oct-23	1-Nov-23	25-Oct-23	25-Oct-23	1-Nov-23	1-Nov-23
Study day 9	1-Nov-23	1-Nov-23	1-Nov-23	8-Nov-23	8-Nov-23	8-Nov-23	8-Nov-23	15-Nov-23	22-Nov-23	15-Nov-23	15-Nov-23	22-Nov-23	22-Nov-23
M4 Tasks Due	5-Nov-23	7-Nov-23	9-Nov-23	12-Nov-23	14-Nov-23	16-Nov-23	19-Nov-23	23-Nov-23	6-Dec-23	26-Nov-23	28-Nov-23	03-Dec-23	05-Dec-23

Workshop 5: Module 5 – Write complex documents and negotiate outcomes (1 day)

UOC	BSBWRT411 Write complex documents												
Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Newcastle	6 - Sydney	7 - Sydney	8 - Queanbeyan	9 - Coffs Harbour	10 - Orange	11 - Wagga	12 - Sydney	13 - Sydney
Facilitator	Sean O'T	Mike B	Sean O'T	Sean O'T	Kerrie Y	Sean O'T	Kerrie Y	Glenn McM	Jenny S	Glenn McM	Glenn McM	Sean O'T	Kerrie Y
Workshop 5 date	6-Nov-23	8-Nov-23	10-Nov-23	13-Nov-23	16-Nov-23	17-Nov-23	20-Nov-23	24-Nov-23	7-Dec-23	27-Nov-23	Zoom with G10 27-Nov-23	4-Dec-23	6-Dec-23
IPAA webinar 3: Adaptability	08-Dec-23	08-Dec-23	11-Dec-23	11-Dec-23	13-Dec-23	13-Dec-23	14-Dec-23	13-Dec-23	13-Dec-23	13-Dec-23	13-Dec-23	14-Dec-23	15-Dec-23
IPAA webinar 3 time	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	9.30am-11.30am	2.00pm-4.00pm	9.30am-11.30am
Study day 10	24-Jan-24	24-Jan-24	24-Jan-24	24-Jan-24	24-Jan-24	24-Jan-24	24-Jan-24	24-Jan-24	14-Feb-24	14-Feb-24	14-Feb-24	14-Feb-24	14-Feb-24
M5 Complex docs Tasks Due	11-Feb-24	13-Feb-24	15-Feb-24	18-Feb-24	20-Feb-24	22-Feb-24	25-Feb-24	29-Feb-24	05-Mar-24	03-Mar-24	07-Mar-24	10-Mar-24	12-Mar-24

Third rotation 5 Feb 2024

Workshop 6: Module 5 – Write complex documents and negotiate outcomes (1 day)

UOC	PSPGEN099 Undertake negotiations												
Group	1 - Sydney	2 - Sydney	3 - Sydney	4 - Sydney	5 - Newcastle	6 - Sydney	7 - Sydney	8 - Queanbeyan	9 - Coffs Harbour	10 - Orange	11 - Wagga	12 - Sydney	13 - Sydney
Facilitator	Sean O'T	Mike B	Sean O'T	Sean O'T	Kerrie Y	Sean O'T	Kerrie Y	Glenn McM	Jenny S	Glenn McM	Glenn McM	Sean O'T	Kerrie Y
Workshop 6 date	12-Feb-24	14-Feb-24	16-Feb-24	19-Feb-24	21-Feb-24	23-Feb-24	26-Feb-24	1-Mar-24	6-Mar-24	4-Mar-24	Zoom with G10 4-Mar-24	11-Mar-24	13-Mar-24
Study day 11	28-Feb-24	28-Feb-24	28-Feb-24	28-Feb-24	6-Mar-24	6-Mar-24	6-Mar-24	13-Mar-24	20-Mar-24	20-Mar-24	20-Mar-24	20-Mar-24	20-Mar-24
M5 Neg Tasks Due	11-Mar-24	13-Mar-24	15-Mar-24	18-Mar-24	20-Mar-24	22-Mar-24	25-Mar-24	27-Mar-24	3-Apr-24	29-Mar-24	1-Apr-24	5-Apr-24	8-Apr-24
Complete	3-May-24	5-May-24	13-May-24	17-May-24	14-May-24	19-May-24	20-May-24	26-May-24	3-Jun-24	28-May-24	1-Jun-24	5-Jun-24	21-May-24

Section 4: Assessment details

Assessment Plan

The assessment tasks for each module are listed below. Please note that assessments are progressively reviewed and updated for currency and relevance before release each year meaning there may be changes to the actual tasks required or task sequencing. If you choose to provide workplace evidence for some units, you may still be required to complete one or more compulsory assessment tasks. Details will be provided within each Module on release.

Module	Unit of competency	Assessments Tasks
1: Working in the public sector	PSPGEN111 Apply Government Processes	Task 1: 12 short knowledge questions Task 2: A short report and powerpoint presentation with audio recording.
	PSPETH008 Promote the values and ethos of public service	
2: Workplace safety	BSBWHS311 Assist with maintaining workplace safety	*TBA as released*
3: Leadership in the public sector	PSPGEN101 Use complex workplace communication strategies	*TBA as released*
	PSPGEN116 Facilitate the effective implementation of diversity and inclusion strategies	
	PSPGEN118 Provide Leadership	
4: Public sector policy and legislation	PSPLEG007 Promote compliance with legislation in the public sector	*TBA as released*
	PSPPCY016 Advise on Organisation Policy	
	PSPGEN106 Conduct research & analysis	
5: Writing complex documents and negotiating outcomes	BSBWRT411 Write complex documents	*TBA as released*
	PSPGEN099 Undertake Negotiations	

~Task completed within workshop.

Manager's role – Manager sign-off

Delivery and assessment of the Diploma of Government for the NSW Government Graduate Program has been designed to ensure graduates develop their skills and knowledge in the workplace. Managers play a key role in providing meaningful work during the graduate's placement and to ensure that the graduates meet the learning outcomes for the Diploma of Government. Graduates may be eligible for one day study leave per month – please work with your manager to utilise this. Suggested study dates for each graduate workshop group are listed in the tables earlier in the handbook.

Some of the eleven units of competency require the manager to observe tasks, skills and behaviour in the workplace to support other assessment evidence collected. This is required because many of the units of competency are best demonstrated in the real working environment, and managers can observe this behaviour over time. The Assessment Plan identifies the units of competency for which this is required, and the Delivery Plan indicates **when** these sign-offs will be required.

For the manager, once a task has been observed and considered to be satisfactorily completed, it can be signed off against the relevant entry on the template downloaded by the graduate. Graduates will be required to submit the completed template online with the other assignment responses and evidence.

Managers are to note "Yes" or "No" to confirm whether the graduate has demonstrated the tasks, behaviours or skills described in the corresponding field, and can then use the comment section for any additional feedback. An example of a manager sign-off is provided in the following table.

Tasks, behaviours or skills observed	Graduate is demonstrating these skills / behaviours? (Yes / No)	Comments
1. Locates, accesses and acquires information required for their work in relation to government processes.	Yes	(Graduate name) has demonstrated sound research and information gathering skills whenever required to successfully complete the task at hand.
2. Follows correct protocols when completing work tasks and communicating with internal and/or external stakeholders.	Yes	(Graduate name) always seeks guidance and feedback to ensure they are meeting the standards required to complete assigned work and liaising with all stakeholders.
3. Communicates regularly with managers and colleagues to obtain advice, manage ambiguity, and to confirm levels of authority and delegation levels as relevant for tasks being completed.	Yes	(Graduate name) is very effective in all communication processes. (Graduate name) demonstrated these skills in completing X task/s and/or project.
4. Communicates with staff and/or stakeholders in the workplace in a professional manner, using language that is appropriate for the context.	Yes	(Graduate name) exhibits professional and appropriate conduct in all his/her dealings with internal and external stakeholders.
5. Discusses issues of workplace ethics with managers and colleagues in the workplace when issues arise, or when given the opportunity.	Yes	(Graduate name) has demonstrated a keen appreciation of ethics and ethical behaviour in the public sector context. (Graduate) has discussed and sought guidance on issues of ethics with myself/other managers/colleagues as they have arisen in the workplace and/or in the context of his/her Diploma.
6. Models, through their own professional behaviour, ethical behaviour, and shows a willingness to assess and reflect on their own behaviours as a means of improvement and learning.	Yes	(Graduate name) models professional and ethical behaviour at all times. (Graduate name) consistently asks for feedback and is willing to learn from past experiences, ensuring continuous learning and professional development.

Section 5: Key dates and contacts

Key Dates

Key dates for the Diploma of Government course are shown below.

Event	Date	Location
Enrol in Diploma	Prior to Workshop 1	Online – link provided
Commence candidature	Date of Workshop 1 for each group	NA
Manager introduction	NA – recorded session	NA – recorded session
Course schedule overview		
Rotation 1 Modules 1-3	April-August 2023	*Sydney workshops:* The Grace Hotel, 77 York Street, Sydney
Rotation 2 Modules 4-5	September 2023-March 2024	*Orange workshops:* Charles Sturt University, Orange
Rotation 3 Module 5	February-May 2024	*Newcastle Workshops:* Mercure Newcastle, 12 Steel Street, Newcastle West *Coffs Harbour workshops:* Southern Cross University, 363 Hogbin Drive, Coffs Harbour *Queanbeyan workshops:* Dept Regional NSW, 1 Monaro Street, Queanbeyan *Wagga Wagga workshop:* Mercure Wagga (workshop 1 only, workshops 2-6 will zoom in with Group 10).
Final assessments due	April-May 2024	
Course completion	May-June 2024	

Contacts

Graduates

For **administration** enquiries, please contact:

- Program Manager, Katrina Llewellyn - 6773 0019 – katrina.llewellyn@unep.edu.au

- Student Support - 1800 066 128 - nswgraduate@unep.edu.au

For **academic** enquiries please contact your allocated assessor as detailed in Section 3, or

- Academic Director, Sean O'Toole – seano@unepartnerships.net

Managers

Please contact Program Manager, Katrina Llewellyn on 02 6773 0019 – katrina.llewellyn@unep.edu.au or nswgraduate@unep.edu.au