

PSP20122 Certificate II in Government - Traineeship

Aspire Performance Training offers PSP20122 **CERTIFICATE II IN GOVERNMENT** as a traineeship. There are no pre-requisite or co-requisite for this qualification. All 9 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of the Public Sector Training Package PSP.

This qualification allows for the attainment of general competencies for those working in entry level roles in the public sector, with a particular focus on meeting the ethical and legislative requirements of the public service. The generalist qualification covers the skills required to operate in a broad range of public service work activities that are generalist in nature.

Our **school-based traineeships** provide students commencing year 11 with the opportunity to gain on the job experience and develop workplace skills all while getting paid!

Students will usually attend the workplace 2 days per week and will complete a qualification which contributes towards their WACE.

Many of our students go on to be offered further employment contracts or traineeship opportunities upon successful completion of year 12.

We partner with many schools and employers and offer qualifications in government and workplace skills.

School staff will need to start the process of the training contract sign up with their preferred AASN provider as well as their enrolment with Aspire towards the end of year 10, to begin in year 11.

The units of competency that make up this qualification are: **4 core units** and **5 elective units**.

National Code	National Title	
BSBCMM211	Apply communication skills	Core
BSBWHS211	Contribute to the health and safety of self and others	Core
PSPGEN088	Deliver a service to clients	Core
PSPGEN144	Work in a public sector environment	Core
PSPGEN137	Handle workplace information	Elective
PSPGEN129	Access and use resources	Elective
PSPGEN138	Organise workplace information	Elective
BSBTEC201	Use Business Software Applications	Elective
BSBWRT311	Write Simple Docs	Elective

It is highly recommended that participants also view www.training.gov.au for detailed information on training packaging arrangements.

INVESTMENT

PSP20112 Certificate II in Government

Full Fee Cost	\$3,000
Funded Concession	\$266.75
Funded Non-Concession	\$893.75

Trainees who qualify for a funded Traineeship through the Department of Training and Workforce Development (DTWD) will be charged as per the published rates on the DTWD Jobs and Skills WA website (<http://www.dtwd.wa.gov.au/jswa>).

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

NEXT STEPS

1. Contact an Australian Apprenticeship Support Network (AASN) provider

<https://www.australianapprenticeships.gov.au/search-aasn>

The AASN will determine a time to meet with you to sign up your trainee. From this date, it may take anywhere from 2-6 weeks for Aspire to receive the government contract.

2. Contact Aspire once you have signed up with an AASN.

Please advise us once you have signed up with the AASN and when we receive your trainee's contract, we will commence the enrolment process.

For any questions or communication regarding enrolments:

- **Phone:** (08) 6460 0965
- **Email:** enrolments@aspirept.com.au