

## School-based traineeship Recruitment and Referral Service

# School-based traineeship 2019-2020

To achieve this qualification, you are required to complete nine units – four core units and five elective units.

### Core Units

#### **PSPGEN001 Work in a public sector environment**

This unit covers the skills required to work as a trainee or new employee in the public sector. It includes accessing and using legislation, guidelines and organisational information, working with a diverse range of people and investigating career options.

#### **PSPGEN002 Use routine workplace communication techniques**

This unit describes the skills required to apply communication techniques for interacting with internal and external clients in the workplace. It includes handling routine enquiries, following and relaying routine instructions and engaging in workplace discussions.

#### **PSPGEN003 Deliver a service to clients**

This unit outlines the skills required to provide service to clients within a prescribed framework. It includes matching client service to needs and delivering client service.

#### **PSBWH201 Contribute to health and safety of self and others**

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.

Please note the elective units may vary, however this is a typical example of the units of competence a school-based trainee may work towards achieving.

## Elective Units

### **PSPGEN001 Work in a public sector environment**

This unit covers the skills required to work as a trainee or new employee in the public sector. It includes accessing and using legislation, guidelines and organisational information, working with a diverse range of people and investigating career options.

### **PSPGEN002 Use routine workplace communication techniques**

This unit describes the skills required to apply communication techniques for interacting with internal and external clients in the workplace. It includes handling routine enquiries, following and relaying routine instructions and engaging in workplace discussions.

### **PSPGEN003 Deliver a service to clients**

This unit outlines the skills required to provide service to clients within a prescribed framework. It includes matching client service to needs and delivering client service.

### **PSBWH201 Contribute to health and safety of self and others**

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.

## Further information

For more information on the Certificate II in Government (PSP20116) contact the Public Sector Commission on (08) 6552 8813 or via [youth@psc.wa.gov.au](mailto:youth@psc.wa.gov.au).