



APS 1–6 and graduate development calendar

ACT February–June 2012

Effective leadership Diverse workforce Capable organisations and workforce Employee conditions APS Values

www.apsc.gov.au/learn

Career & Self Development

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
APS Induction	ALL LEVELS	4.5hrs	6		12			\$350
APS job applications and interview skills: applying for jobs up to the APS 6 level	APS 1–6	1	1,9	13,30	18	2,28	21	\$635
APS job applications and interview skills: applying for jobs at the Executive levels	APS 6-EL	1	15	23	3,11	18	15	\$635
Assess your leadership capabilities: leadership at the APS levels	APS 1–6	½		15			12	\$320
Assess your leadership capabilities: leadership at the Executive levels	APS 6-EL	½		5		8		\$320
Career directions workshop	APS 3–6	2			4–5	21–22		\$1,245
EL1 transition	APS 6-EL	1	28	6		8,31	14,27	\$635
Enhancing your performance in the APS	APS 1–6	1			10		4	\$635
Indigenous Career Trek ❖	ALL LEVELS	❖						❖
Marketing yourself into an Executive level position	APS 5–6	2	2–3	5–6	23–24	29–30		\$1,245
Public Sector Management Program (PSMP) ◆	APS 6-EL	◆			Register now			\$8,500

Communication & Stakeholder Engagement

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Conflict resolution	APS 3–6	2			10–11			\$1,245
Editing and proofreading	APS 5-EL	1	7	16	12	4	1	\$635
Enrich your representational skills	APS 4-EL	1		19		28		\$635
Essential writing for APS 1–4 levels	APS 1–4	1	2,27	23	16	3	13	\$635
Essential writing for APS 5–6 levels	APS 5–6	1	3,13	14,19	10,23	11,28	18,28	\$635
Giving and receiving feedback	APS 3-EL	1			4	16		\$635
How to write high impact speeches	APS 3-EL	1					20	\$635
Influencing skills	APS 3–6	1	17	26	30	31		\$635
Minute taking skills	ALL LEVELS	1	22	26	20	9,21	29	\$635
Preparing content for the web	APS 4–6	1			24			\$635
Preparing Ministerial responses	APS 5-EL	1				11		\$635
Preparing Senate Estimates briefs	APS 5-EL	1			4			\$635
Presentation skills	ALL LEVELS	1	17	21	23		25	\$635
Report writing in the APS environment	APS 5–6	1		22		25		\$635
Responding to Questions on Notice and preparing Question Time Briefs	APS 5-EL	1					22	\$635
Smart reading skills	ALL LEVELS	1		30			12	\$635

Financial Management

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Financial management: introduction	APS 5-EL	1	27		2	23		\$635
Financial management: advanced	APS 5-EL	1			24		26	\$635
Financial skills: introduction	APS 1–4	1			16			\$635
Financial skills: advanced	APS 1–4	1					25	\$635

Governance & Regulation

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Developing project management expertise	APS 5–6	2	28–29			3–4	25–26	\$1,245
Getting that contract right	APS 5–6	2				16–17	6–7	\$1,245
Legislation and APS decision making	APS 1–4	1			26			\$635
Planning and conducting a tender	APS 5-EL	2				10–11		\$1,245

HR & People Management

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Getting that selection right	APS 4-EL	1		26		14		\$635
NEW Introduction to workforce planning	APS 6-EL	1	23			24		\$635
Promoting a harassment free workplace	ALL LEVELS	½					29	\$320
Supporting staff with mental health issues	ALL LEVELS	1					15	\$635
The APS Values and Code of Conduct	APS 1–6	½			27			\$320
Understanding work value: job analysis, classification principles, work level standards and broadbanding	APS 4-EL	1		19			8	\$635
NEW Workforce planning in the APS	APS 5-EL	2	21–22			22–23		\$1,245

Leadership

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Essentials for new team leaders	APS 5–6	2	2–3	1–2	4–5 30 → 1		20–21	\$1,245
Leading small teams	APS 5–6	2		26–27			12–13	\$1,245
Management essentials	APS 5-EL	1		13	27	25		\$635

Policy

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Introduction to the world of public policy	APS 5–6 and Graduates	1			13		22	\$635
Policy formulation and advice: introduction	APS 5–6	2	13–14		23–24	21–22		\$1,245
Policy formulation and advice: advanced	APS 5–6	2		29–30		24–25		\$1,245
Policy implementation	APS 5-EL	2					27–28	\$1,245

Specialist & Technical

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Administrative investigations in the APS	APS 5-EL	2			17–18			\$1,245
Harassment Contact Officer (HCO) training	ALL LEVELS	2		20–21		22–23	18–19	\$1,245
Harassment Contact Officer (HCO) refresher	Trained HCOs	1		27				\$635
Providing effective personal and administrative assistance ‡	APS 3–6	2		22–23			18–19	\$1,245
Providing effective secretariat in the APS environment	APS 5-EL	1	21				1	\$635
The professional Executive Assistant ‡	APS 5-EL	1		27			20	\$635

Strategic Thinking

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Strategic thinking	APS 5–6	1	17	2,9,16	5,12	4,10,15	8	\$635

Networking Events & Seminars

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
A Taste of Government →	Graduates	2hrs		21				\$75
The Great APS Graduate Debate →	Graduates	2hrs				29		\$150
Graduate Events Subscription → (To attend all four Graduate events in 2012)	Graduates							\$399

Nationally Recognised Qualifications

	LEVEL	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Diploma of Government ★	APS 5-EL	15			Register now			\$5,445
Certificate IV in Government ★	APS 1–4	12			Register now			\$4,100
Certificate IV in Government (Injury Rehabilitation Management) ≈	ALL LEVELS	≈						≈
Certificate IV in Project Management § ●	ALL LEVELS	●		2		4	29	\$3,025
Certificate IV in Training and Assessment	ALL LEVELS	13	21				early Oct	\$4,100
Small Agencies Graduate Development Program ▲ ☼	Graduates	▲			Register now for 2013			TBC
Whole-of-Government Graduate Development Program ▲ ☼	Graduates	▲			Register now for 2013			TBC

Program fees and more information

Please note all fees are GST inclusive unless otherwise indicated

❖ Indigenous Career Trek

Indigenous Career Trek is delivered nationally. Please call 1300 656 009 or email careertrek@apsc.gov.au for more information.

◆ PSMP

The PSMP consists of four units over a 12 month period, with face-to-face tutorials and individual study components. On successful completion of the PSMP you will gain a Graduate Certificate qualification from Flinders University. This program is available in every State and Territory. For more information please visit www.psmprogram.gov.au

▲ Small Agencies and Whole-of-Government Graduate Development Program

Please call (02) 6202 3522 or email nationalcalendarteam@apsc.gov.au

‡ \$170 additional cost for online tool

§ Qualifications issued by Canberra Institute of Technology

● Blended mode (3 tutorials and online delivery)

☼ Incorporates Diploma of Government

≈ Delivered in partnership with Comcare. For more information visit www.comcare.gov.au or call Comcare on 1300 366 979

★ GST Free

Qualifications and Skills Recognition

Certificate IV in Government (PSP40104) \$150 per unit

Diploma of Government (PSP50104) \$190 per unit

For more information on any of these programs please email nationalcalendarteam@apsc.gov.au or contact (02) 6202 3522



Qualifications and Skills Recognition

The Australian Public Service Commission (the Commission) is a Registered Training Organisation (RTO) and can award APS employees nationally recognised qualifications and statements of attainment. Qualifications can be undertaken via participation in learning programs and completion of workplace projects and assignments. Alternatively, qualifications can be achieved wholly or in part through skills recognition. The skills recognition process enables APS staff to achieve a qualification through formal recognition of their prior learning and existing workplace skills and knowledge. For more information on qualifications and skills recognition at the Commission please visit www.apsc.gov.au/rto or email rto@apsc.gov.au.

Unless indicated by → the venue for ACT programs will be the Woden Training Facility located at 5th floor 16 Furzer Street Phillip. Please check our website for further details.

For terms and conditions, cancellation policy, new programs and catering arrangements please refer to the website. To receive immediate confirmation of registration, please register online at www.apscregistration.gov.au

The Commission reserves the right to change program titles, levels, fees, consultants, dates and venues.