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Department of Biodiversity,
Conservation and Attractions

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HOW TO APPLY?

- An application form and instruction for applicants is available at the People Services Website under 'Public Services Training Package' on the CALMweb, or by contacting Brenda Smith on (08) 9334 0363.
- Application to be forwarded to:
Brenda Smith
People Services Branch
Locked Bag 104
Bentley Delivery Centre
BENTLEY WA 6983

WHAT PREVIOUS EXPERIENCE DO YOU NEED?

You may be required to demonstrate competency in basic computer skills and computer data entry and retrieval, for example, the use of Microsoft Word and Excel to calculate and report data.

As an endorsed training package, managers and supervisors have the responsibility to encourage and support staff who are interested in undertaking this training package.

As numbers are limited each year - discuss this Training Package with your Manager or Supervisor today and begin to further develop the skills and qualifications that you and the Department deserve.

The Only Constant is Change." Alvin Toffler.

FOR MORE INFORMATION CONTACT

Brenda Smith
Department of Conservation
and Land Management
People Services Branch
Locked Bag 104
Bentley Delivery Centre
BENTLEY WA 6983
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the way we do business. . .
It's your future.



20022658-12-02-3M

Training for the Department's Administrative and Clerical People



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THE TRAINING PACKAGE

A great opportunity exists for our administration and clerical people to take part in the nationally endorsed Public Services Training Package (PSP 99).

This Training Package will allow people who are committed to further their knowledge and qualifications in an area that is increasingly becoming more demanding.

By taking advantage of this training package, the skills and qualifications that can be achieved will set a pathway for your personal development and departmental requirements.

Participants can attain three qualifications – Certificates II, III and IV – which comprise core units and electives. In addition, supplementary training, some of it specific to the Department, will be included. More information can be obtained at the People Services Website under 'Public Services Training Package' on the CALMweb.

Core Units and Elective Units

The core units of the training package are:

- Apply Knowledge of Government Processes
- Communicate in the Workplace
- Comply with Legislation in the Public Sector
- Contribute to the Workgroup Activities
- Deliver and Monitor Service to Clients
- Follow Defined Occupational Health and Safety
- Support Policy Implementation
- Uphold the Values and Principles of the Public Service
- Use Technology in the Workplace
- Work Effectively in the Organisation
- Work Effectively with Diversity
- Work in a Public Sector Environment

For information on electives please refer to the People Services Website under 'Public Services Training Package'.

Supplementary Training

The following supplementary training will also be provided:

- Senior First Aid
- CALMsafe
- Incident Control Systems
- EEO and Diversity Training
- Cross Cultural Awareness
- Conflict Resolution
- Time Management
- Departmental Financial Systems
- IDAPES Training

The Department supports continuous learning and encourages its people to gain recognised qualifications.

OUR INVESTMENT

The Department will supply training and accommodation for the duration of training.

YOUR INVESTMENT

You will need to supply effort and commitment to achieve. Your cost centre will be responsible for travel costs.

