



# APS 1–6 & graduate development calendar

Career & Self Development	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
APS Induction	ALL LEVELS	4.5hrs			18			1	\$350
APS job applications and interview skills: applying for jobs up to the APS 6 level	APS 1–6	1		22		19		11	\$635
APS job applications and interview skills: applying for jobs at the Executive levels	APS 6-EL	1			23		3		\$635
Assess your leadership capabilities: leadership at the APS levels	APS 1–6	1			24		25		\$635
Assess your leadership capabilities: leadership at the Executive levels	APS 6-EL	1				29		15	\$635
Career directions workshop	APS 3–6	2			16–17			22–23	\$1,245
Enhancing your performance in the APS	APS 1–6	1			25		19		\$635
Indigenous Career Trek ♦	ALL LEVELS	2		VIC	NT/WA/ SA		NSW/ ACT	QLD	♦
Marketing yourself into an Executive level position	APS 5–6	2		24–25				2–3	\$1,245
Public Sector Management Program (PSMP) ♦	APS 6-EL	♦		Register now					\$7,600

Communication & Stakeholder Engagement	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Conflict resolution	APS 3–6	2				7–8			\$1,245
Enrich your representational skills	APS 4-EL	1				12		17	\$635
Essential writing for APS 1–4 levels	APS 1–4	1		18		6	24		\$635
Essential writing for APS 5–6 levels	APS 5–6	1		10	11, 24	12	14	3, 15	\$635
Giving and receiving feedback	APS 3-EL	1					25		\$635
How to write high impact speeches	APS 3-EL	1					10		\$635
Influencing skills	APS 3–6	1			2	8		1	\$635
Minute taking skills	ALL LEVELS	1		12	12	23		2	\$635
Preparing Ministerial responses	APS 5-EL	1				16			\$635
Preparing Senate Estimates briefs	APS 5-EL	1				6			\$635
Presentation skills	ALL LEVELS	1			22		12	7	\$635
Proofreading and editing	APS 5-EL	1		18			25		\$635
Report writing in the APS environment	APS 5–6	1			26				\$635
Responding to Questions on Notice and preparing Question Time Briefs	APS 5-EL	1						4	\$635
Smart reading skills	ALL LEVELS	1			19		4	7	\$635

Financial Management	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Financial management: introduction	APS 5-EL	1		25		14		8	\$635
Financial management: advanced	APS 5-EL	1			15		21		\$635
Financial skills: introduction	APS 1–4	1			10	30		11	\$635
Financial skills: advanced	APS 1–4	1				9		16	\$635

Governance & Regulation	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Developing project management expertise	APS 5–6	2			2–3		5–6	9–10	\$1,245
Getting that contract right	APS 5–6	2				21–22			\$1,245
Keep the knowledge: make a record	ALL LEVELS	2hrs				7		8	\$55
Legislation and APS decision making	APS 1–4	1					12		\$635
Planning and conducting a tender	APS 5-EL	2			17–18			1–2	\$1,245

HR & People Management	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Getting that selection right	APS 4-EL	1				28			\$635
Promoting a harassment free workplace	ALL LEVELS	½					14		\$320
Supporting staff with mental health issues	ALL LEVELS	1						7	\$635
Understanding work value: job analysis, classification principles, work level standards and broadbanding defined	APS 4-EL	1			26			18	\$635
Upholding and supporting the APS Values and Code of Conduct	APS 1–6	½					18		\$320

Leadership	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Essentials for new team leaders	APS 5–6	2		24–25		13–14		16–17	\$1,245
Leading small teams	APS 5–6	2			23–24				\$1,245
Management essentials	APS 5-EL	1				15		24	\$635

Policy	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
NEW—Introduction to the world of public policy	APS 5–6 and Graduates				31			21	\$635
Policy formulation and advice: introduction	APS 5–6	2		16–17	29–30			24–25	\$1,245
Policy formulation and advice: advanced	APS 5–6	2			11–12		20–21		\$1,245
Policy implementation	APS 5-EL	2					26–27		\$1,245

Specialist & Technical	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Administrative investigations in the APS	APS 5-EL	2				28–29			\$1,245
Harassment Contact Officer (HCO) training	ALL LEVELS	2					4–5		\$1,245
Harassment Contact Officer (HCO) refresher	Trained HCOs	1					6		\$635
Providing effective personal and administrative assistance †	APS 3–6	2			4–5		12–13		\$1,245
The professional Executive Assistant ‡	APS 5-EL	1			3		11		\$635

Strategic Thinking	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Strategic thinking	APS 5–6	1		12	23	30		7	\$635

Networking Events & Seminars	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
A Taste of Government →	Graduates	2hrs			*				\$55
Integrated Leadership System (ILS) information session	ALL LEVELS	2hrs			Subject to demand				FREE
Skills Recognition and Qualifications information session	ALL LEVELS	2hrs			Subject to demand				FREE
The Great APS Graduate Debate →	Graduates	2hrs						*	\$85

Nationally Recognised Qualifications	LEVEL	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEES
Diploma of Government ◊	APS 5-EL	15			Register now				\$5,445
Certificate IV in Government ◊	APS 1–5	12			Register now				\$4,100
Certificate IV in Government (Injury Rehabilitation Management) ≈	APS 1–5	≈							TBC
Certificate IV in Project Management § ●	ALL LEVELS	●					14	→	\$3,025
Certificate IV in Training and Assessment ◊	ALL LEVELS	13			Register now				\$4,100
Small Agencies Graduate Development Program ▲ ‡	Graduates	▲			Register now for 2011				TBC
Whole-of-Government Graduate Development Program ▲ ‡	Graduates	▲			Register now for 2011				TBC



## 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](http://www.apsc.gov.au/rto)

## Program fees and more information Please note all fees are GST inclusive unless otherwise indicated

- ♦ **Indigenous Career Trek**  
Indigenous Career Trek please call (02) 6202 3522 or email [nationalcalendar@apsc.gov.au](mailto:nationalcalendar@apsc.gov.au) for more information
- ♦ **PSM Program**  
On successful completion of the PSM Program 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](http://www.psmprogram.gov.au)
- ▲ **Small Agencies and Whole-of-Government Graduate Development Program**  
Please call (02) 6202 3779 or email [nationalcalendar@apsc.gov.au](mailto:nationalcalendar@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](http://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 [nationalcalendar@apsc.gov.au](mailto:nationalcalendar@apsc.gov.au) or contact (02) 6202 3778 or (02) 6202 3522

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

## [www.apsc.gov.au/learn](http://www.apsc.gov.au/learn)

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](http://www.apscregistration.gov.au)

## Program Location

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.