

Graduate Certificate in Public Administration

(739AD.2)

Please note these are the 2021 details for this course

Domestic students

Selection rank	N/A
Delivery mode	On campus
Location	Bruce, Canberra
Duration	1.0 years
Faculty	Faculty of Business, Government & Law
Discipline	Canberra School of Politics, Economics and Society
UAC code	

English language requirements An IELTS Academic score of 6.5 overall, with no band score below 6.0 (or equivalent).

[View IELTS equivalences](#)

International students

Academic entry requirements To study at UC, you'll need to meet our academic entry requirements and any admission requirements specific to your course. Please read your course admission requirements below. To find out whether you meet UC's academic entry requirements, visit our [academic entry requirements page](#).

[View UC's academic entry requirements](#)

Delivery mode

Location

Duration 1.0 years

Faculty Faculty of Business, Government & Law

Discipline Canberra School of Politics, Economics and Society

CRICOS code

English language requirements An IELTS Academic score of 6.5 overall, with no band score below 6.0 (or equivalent).

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About this course

Boost your skills and knowledge in public policy, management and administration to pursue a career where you can make a difference.

Fascinated about the business of government? Tailored for ACT and Federal government staff, this course is a boost for your career in government. You'll explore the latest trends and developments in public administration, public sector management, policy research and evaluation, financial budgeting and management.

Need a flexible method of study that suits the challenges of your job? This course is delivered using a combination of on-line and traditional teaching methods comprising lectures, tutorials and workshops. Giving yourself a career boost was never easier!

Your future career

This course will give you additional knowledge and skills in public administration and evaluation to take your career to the next level. This course could also be a pathway to study at a Master level. You could find work in the government and public sector, the not-for-profit sector and in business. Careers could include:

- Policy Officer
- Policy Evaluation Officer
- Strategic and Implementation Officer

- Public Sector Manager

Course specific information

You must have a degree or equivalent as approved by the Academic Quality and Standards Committee or hold two or more years of relevant work experience.

You must be currently employed by an Australian Commonwealth, State or Territory Government Department.

Please note it is not open for general admission. If you are interested in a public policy degree, please see the [Graduate Certificate in Public Policy](#) (SCC101).

Professional accreditation

None.

Admission requirements

Applicants must have a degree or equivalent as approved by the Academic Quality and Standards Committee and be currently employed in the graduate programme of an Australian Commonwealth, State, or Territory Government Department, OR hold two or more years of relevant work experience.

Note: this course is only offered on a contract basis with Government agencies and is not open to general admission entry.

Assumed knowledge

None.

Periods course is open for new admissions

This course is not open for new admissions.

Credit arrangements

There are currently no formal credit transfer arrangements for entry to this course. Any previous study or work experience will only be considered as part of the application process in accordance with current [course rules and university policy](#).

Course requirements

Graduate Certificate in Public Administration (739AD) | 12 credit points

Required - Must pass 9 credit points as follows

[Expand All](#) | [Collapse All](#)

Managing Government Finance G (6260) | 3 credit points — Level G

Public Policy PG (6268) | 3 credit points — Level P

Public Administration G (8556) | 3 credit points — Level G

Restricted Choice - Must pass 3 credit points from the following

Special Topics in Business and Government G (9376) | 3 credit points — Level G

Leading and Managing Change G (9802) | 3 credit points — Level G

In addition to course requirements, in order to successfully complete your course you must meet the inherent requirements. Please refer to the [inherent requirements statement](#) applicable to your course

Typical study pattern

UC - Canberra, Bruce

Standard Part-Time, Teaching Period 2 Commencing

Year 1

Period 2

[Managing Government Finance G \(6260\)](#)

[Public Administration G \(8556\)](#)

Period 3

[Public Policy PG \(6268\)](#)

Period 5 or 6

TP5: 9376 Special Topics in Business & Government G OR TP6: 9802 Leading and Managing Change G

Course information

Course duration

The standard course duration is one year part-time.

Learning outcomes

Learning outcomes	Related graduate attributes
Demonstrate advanced knowledge of theoretical and practical approaches to	UC graduates are professional: Employ up-to-date and relevant knowledge and skills; communicate effectively; use creativity, critical thinking, analysis and research skills to

<p>public administration as applied in Australian public sector settings.</p>	<p>solve theoretical and real-world problems; work collaboratively as part of a team, negotiate, and resolve conflict; display initiative and drive, and use their organisational skills to plan and manage their workload; and take pride in their professional and personal integrity.</p> <p>UC graduates are global citizens: Think globally about issues in their profession; adopt an informed and balanced approach across professional and international boundaries; communicate effectively in diverse cultural and social settings; make creative use of technology in their learning and professional lives; and behave ethically and sustainably in their professional and personal lives.</p> <p>UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; be self-aware; and adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas.</p> <p>UC graduates are able to demonstrate Aboriginal and Torres Strait Islander ways of knowing, being and doing: Apply their knowledge to working with Indigenous Australians in socially just ways.</p>
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Demonstrate practical knowledge of how government decisions are made in a contested policy environment and how to influence Government decision processes.

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UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; be self-aware; and adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas.

UC graduates are able to demonstrate Aboriginal and Torres Strait Islander ways of knowing, being and doing: Apply their knowledge to working with Indigenous

Australians in socially just ways.

Demonstrate practical knowledge of how government financial processes and assumptions constrain and enable government actions.	<p>UC graduates are professional: Employ up-to-date and relevant knowledge and skills; communicate effectively; use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems; display initiative and drive, and use their organisational skills to plan and manage their workload; and take pride in their professional and personal integrity.</p> <p>UC graduates are global citizens: Think globally about issues in their profession; communicate effectively in diverse cultural and social settings; and make creative use of technology in their learning and professional lives.</p> <p>UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; and adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas.</p>
Apply leadership skills necessary to communicate the importance of organisation and/or policy change with a variety of audiences.	<p>UC graduates are professional: Employ up-to-date and relevant knowledge and skills; communicate effectively; use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems; work collaboratively as part of a team, negotiate, and resolve conflict; display initiative and drive, and use their organisational skills to plan and manage their workload; and take pride in their professional and personal integrity.</p> <p>UC graduates are global citizens: Think globally about issues in their profession; adopt an informed and balanced approach across professional and international boundaries; communicate effectively in diverse cultural and social settings; make creative use of technology in their learning and professional lives; and behave ethically and sustainably in their professional and personal lives.</p> <p>UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; be self-aware; and adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas.</p>
Critically evaluate current government practice in administration, policy, and finance settings.	<p>UC graduates are professional: Employ up-to-date and relevant knowledge and skills; communicate effectively; use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems; work collaboratively as part of a team,</p>

	<p>negotiate, and resolve conflict; display initiative and drive, and use their organisational skills to plan and manage their workload; and take pride in their professional and personal integrity.</p> <p>UC graduates are global citizens: Think globally about issues in their profession; adopt an informed and balanced approach across professional and international boundaries; communicate effectively in diverse cultural and social settings; make creative use of technology in their learning and professional lives; and behave ethically and sustainably in their professional and personal lives.</p> <p>UC graduates are lifelong learners: Reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development; be self-aware; and adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas.</p> <p>UC graduates are able to demonstrate Aboriginal and Torres Strait Islander ways of knowing, being and doing: Apply their knowledge to working with Indigenous Australians in socially just ways.</p>
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Creatively apply problem solving skills to live public sector problems.

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Awards

Award	Official abbreviation
Graduate Certificate in Public Administration	GradCertPA

Alternative exits

The Graduate Certificate in Public Administration is subsumable within the Graduate Diploma in Public Administration and the Master of Public Administration.

Enquiries

Student category	Contact details
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Download your course guide



Scholarships

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UC acknowledges the Ngunnawal people, traditional custodians of the lands where Bruce campus is situated. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of Canberra and the region. We also acknowledge all other First Nations Peoples on whose lands we gather.