

## Graduate Certificate in Public Administration (739AD.2)

Please note these are the 2021 details for this course

### Domestic students

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Selection rank N/A

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

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Duration 0.5 years

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UAC code

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Faculty Faculty of Business, Government & Law

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Discipline Institute for Governance and Policy Analysis

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Location UC - Canberra, Bruce

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Fees **Disclaimer:**  
Annual fee rates  
The fees shown are the annual fee rates for the course. The annual rate is the fee that applies to standard full-time enrolment, which is 24 credit points. The final fee charged is based on the proportion of 24 credit points in which a student enrolls. Students enrolled in a Commonwealth Support Place (CSP) are required to make a contribution towards the cost of their education, which is set by the Commonwealth Government. Information on Commonwealth Supported Places, HECS-HELP and how fees are calculated can be found [here](#).

### International students

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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](#)

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

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[View IELTS equivalences](#)

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**CRICOS code**

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**Faculty** Faculty of Business, Government & Law

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**Discipline** Institute for Governance and Policy Analysis

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**Location**

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**Duration** 0.5 years

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## About this course

### Solidify your career in public admin

Tailored to current ACT government staff, this course is a valuable stepping stone into a admin management career, introducing you to subjects like managing government finance and focusing on strategic approaches that will allow you to negotiate change in an increasingly complex sector.

Need a flexible method of study that suits the challenges of your day job? This course is delivered using a combination of on-line and traditional teaching methods comprising lectures, tutorials and workshops, so up-skilling was never easier!

### Career opportunities

A range of career opportunities exist for Graduate Certificate in Public Administration graduates in a range of Canberra-based government roles, including as a:

- chief administration officer
- human services director
- public works director

### Course specific information

Students must have a degree or equivalent as approved by the University's Admissions Committee and be currently employed in the graduate program of an Australian Commonwealth, State or Territory Government Department OR hold two or more years of relevant work experience.

This course is contracted to be run in conjunction with government agencies, and admission is open to specific government agency staff only. Please note it is not open for general admission.

## Professional accreditation

None.

## Admission requirements

Applicants must have a degree or equivalent as approved by the University's Admissions 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

Year	Location	Teaching period	Teaching start date	Domestic	International
2021	UC - Canberra, Bruce	Teaching Periods 1 - 6		✓	
2022	UC - Canberra, Bruce	Teaching Periods 1 - 6		✓	
2023	UC - Canberra, Bruce	Teaching Periods 1 - 6		✓	

## 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](#). Credit is not permitted towards completion of a graduate certificate.

## Course requirements

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

**Required - Must pass 9 credit points as follows**

[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 may need to 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 public administration as applied in Australian public sector 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, 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>
Demonstrate practical knowledge of how government decisions are made in a	UC graduates are professional: Employ up-to-date and relevant knowledge and skills;

contested policy environment and how to influence Government decision processes.

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.

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.

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.

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Apply leadership skills necessary to communicate the importance of organisation and/or policy change with a variety of audiences.

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Critically evaluate current government practice in administration, policy, and finance settings.

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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.

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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CRICOS 00212K

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.