



AUSTRALIAN  
DEFENCE FORCE

# Business and Government Qualifications

## The difference

**Business** qualifications validate skills, knowledge and experience in a variety of business services roles carrying out specialist, administrative or operational tasks in a team context.

Individuals apply solutions to a defined range of problems. They may provide leadership and guidance to others, and may have limited responsibility for the output of others within a business environment.

The skills in these qualifications support successful operation of tasks and roles in a broad range of business environments including commercial, professional or government.

**Government** qualifications validate skills, knowledge and experience working in operational roles in the public sector, usually as part of a very large organisation and includes federal, state and territory, and local government sectors.

Individuals demonstrate they operate effectively at their work level in a large legislated and regulated organisation.

**Qualifications** are issued at different levels on the Australian Qualifications Framework (AQF), increasing in task complexity, level of responsibility, autonomy and work level standard. They are aligned to job roles, skills, knowledge and performance at defined work level standards. Some of the differences between Business and Government qualifications are subtle, other differences are significant.

## ADF Transition & Civil Recognition

Defence Education Learning & Training Authority (DELTA)  
Australian Defence College

[adf.civilrecognition@defence.gov.au](mailto:adf.civilrecognition@defence.gov.au)



## Overview of Business qualifications

### Certificate III in Business

- Reflects a variety of business services job roles in small to medium enterprises as well as larger organisations
- Roles may include a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills
- Demonstrates competency using discretion, judgement and theoretical knowledge
- May provide technical advice and support to a team

### Certificate IV in Business

- Reflects a variety of business services job roles in small, medium and large enterprises
- Has supervisory performance accountabilities
- Roles have a mix of specialist and moderately complex administrative or operational tasks that require self-development skills
- Demonstrates well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems
- Individuals analyse information from a variety of sources
- May provide leadership and guidance to others with some limited responsibility for the output of others

## Overview of Government qualifications

### Certificate III in Government

- Reflects skills and knowledge in a broad range of public service work activities
- Generalist in nature, with a particular focus on meeting the ethical and legislative requirements of the public service
- Any specialisation is aligned with the specified government or organisation requirements

### Certificate IV in Government

- Reflects occupation-specific competencies for those in operational or team lead/supervisory roles in the public sector
- Individuals are multi-skilled and demonstrate autonomy, judgement and limited responsibility within defined and established parameters at a team lead or supervisory level
- Any specialisation is aligned with the specified government or organisation requirements

### Diploma of Government

- Reflects independent and self-directed work in the public sector with management responsibilities
- Generalist qualification applies where there are a range of diverse responsibilities
- Specialisation is aligned with the specified government or organisation requirements
- Significant role responsibility commensurate with this level and with minimal direction of complex tasks

### Advanced Diploma of Government

- Reflects autonomous, non-routine work in the public sector
- Generalist qualification applies where responsibilities are diverse rather than a narrow specialisation at an executive or higher management level
- Workplace Inspection specialisation – covers management and conduct of statutory investigation and enforcement requirements under these legislative frameworks: WHS, workers' compensation, injury management or workplace relations
- Investigations specialisation – management within an investigations environment
- Fraud Control specialisation – management in a fraud control environment

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