PSP40122 Certificate IV in Government

Release 1

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Modification History

Not applicable

Qualification Description

This qualification reflects the role of individuals who work in operational roles in the public sector, demonstrating autonomy, judgement and limited responsibility within established parameters.

The qualification, without specialisation, is suited to work in an environment requiring multi-skilled personnel or in small or regionally based organisations.

The specialisation streams of human resources, injury rehabilitation management, revenue administration and regulation, reflect the skills required to work in more specialist public sector roles.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

15 units must be completed:

- 4 core units
- 11 elective units consisting of:
    - 1 unit from Group A
    - 9 units from Groups B to F
    - 1 unit from Groups B to F, elsewhere in the PSP Training Package, or any other current Training Package or accredited course.

Any combination of units that meets the rules above can be selected for award of the Certificate IV in Government. Where appropriate, electives may be packaged to provide a qualification with a specialisation.

Packaging Rules for each specialisation

- 6 Group B electives must be selected for award of the Certificate IV in Government (Human Resources)
- 3 Group C electives must be selected for award of the Certificate IV in Government (Injury Rehabilitation)

- 6 Group D electives must be selected for award of the Certificate IV in Government (Revenue Administration)
- 6 Group E electives, including PSPGEN113 Exercise delegations and PSPREG033 Apply regulatory powers, must be selected for award of the Certificate IV in Government (Regulation).

All elective units chosen must contribute to a valid, industry-supported vocational outcome.

Core units

PSPETH006	Uphold the values and principles of public service
PSPGEN090	Engage with stakeholders
PSPGEN111	Apply government processes
PSPGEN114	Work effectively with diversity and inclusion

Elective units

Group A: Work Health and Safety

BSBWHS211	Contribute to the health and safety of self and others
BSBWHS311	Assist with maintaining workplace safety
BSBWHS411	Implement and monitor WHS policies, procedures and programs

Group B: Human Resources

BSBHRM412	Support employee and industrial relations
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resources functions and processes
BSBLDR413	Lead effective workplace relationships
BSBPEF501	Manage personal and professional development
BSBPMG424	Apply project human resources management approaches
PSPHRM012	Provide a consultancy service for human resource management

Group C: Injury Rehabilitation Management

BSBHRM530	Coordinate rehabilitation and return to work programs
FNSPIM415	Manage personal injury case loads

| FNSPIM434 | Manage personal injury claims |

Group D: Revenue Administration

PSPREV010	Identify and apply statute law
PSPREV011	Undertake legislative decision making
PSPREV012	Manage information on legal entities, relationships and properties
PSPREV013	Interpret and assess contracts
PSPREV014	Access applications for grants, subsidies and rebates
PSPREV015	Evaluate returns-based taxes
PSPREV016	Determine land tax liability
PSPREV017	Determine stamp duties
PSPREV018	Administer levies, fines and other taxes

Group E: Regulation

BSBAUD411	Participate in quality audits
BSBAUD511	Initiate quality audits
BSBAUD512	Lead quality audits
BSBAUD513	Report on quality audits
PSPGEN113	Exercise delegation
PSPREG032	Undertake routine inspections and monitoring
PSPREG033	Apply regulatory powers
PSPREG039	Gather information through interviews
PSPREG041	Conduct surveillance
PSPREG042	Receive and validate data
PSPREG043	Undertake compliance audits
PSPREG047	Manage regulatory compliance
PSPREV011	Undertake legislative decision making

SkillsIQ

PSPWPI014   Represent and promote the organisation

Group F: General Electives

BSBOPS402   Coordinate business operational plans

BSBPMG430   Undertake project work

BSBSUS411   Implement and monitor environmentally sustainable work practices

PSPBDR016   Conduct patrols

PSPBDR017   Command operational groups

PSPBDR018   Examine and test firearms

PSPGEN086   Undertake career planning

PSPGEN094   Provide input to change processes

PSPGEN098   Deal with conflict

PSPGEN103   Work with interpreters

PSPGEN105   Gather and analyse information

PSPGEN106   Conduct research and analysis

PSPGEN108   Use public sector financial processes

PSPGEN113   Exercise delegations

PSPGEN115   Uphold and support inclusive workplace practice

PSPGEN123   Provide workplace mentoring

PSPGEN124   Provide workplace coaching

PSPGEN126   Monitor performance and provide feedback

PSPGEN130   Use resources to achieve work unit goals

PSPGEN133   Identify and treat risks

PSPGEN138   Organise workplace information

PSPGEN140   Use advanced workplace communication strategies

PSPGEN141   Compose complex workplace documents

SkillsIQ

PSPGEN143	Prepare high-level written communication
PSPGEN145	Work effectively in the organisation
PSPGEN148	Develop internal and external networks
PSPGSD013	Identify and select government service delivery options
PSPGSD014	Administer government service delivery requirements
PSPGSD015	Conduct government service delivery interviews
PSPGSD016	Administer delivery of financial and other benefits
PSPGSD017	Assist self-management of government service offers
PSPGSD018	Assist government service recipients with complex needs
PSPINV004	Conduct an investigation
PSPLEG006	Encourage compliance with legislation in the public sector
PSPPCM029	Procure goods and services
PSPPCY012	Assist with specialist policy development
PSPPCY013	Give and receive policy information
PSPPCY014	Support policy implementation
PSPPCY015	Implement e-correspondence policies
PSPREG038	Give evidence
PUAFER005	Operate as part of an emergency control organisation
PUAFER009	Participate as a member of a facility emergency response team

Qualification Mapping Information

Supersedes and is not equivalent to PSP40116 Certificate IV in Government.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

SkillsIQ