



Australian Government

Department of Education, Employment and Workplace Relations

PSP40304 Certificate IV in Government (Court Compliance)

Revision Number: 2

PSP40304 Certificate IV in Government (Court Compliance)

Modification History

PSP40304 Release 2: CSCSAS402A moved from Group C electives to Group B electives.
PSP40304 Release 1: Primary release.

Description

This specialist qualification covers the competencies required by Sheriff's Officers, Bailiffs or Marshals to carry out the directions of the court and ensure a secure and efficient environment in which the court can function. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of Electives is possible in the qualification packaging rules, Electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

This qualification requires 15 units of competency consisting of:

- 7 core units
- 8 elective units including:
 - a maximum of 1 unit from Group A
 - at least 4 units from Group B
 - a maximum of 3 units from Group C, **or** from elsewhere in this Training Package, **or** any endorsed Training Package **or** Accredited Course

Units selected should not duplicate content already covered by other units in this qualification.

**All elective units must be selected from a Certificate III qualification level or higher, unless otherwise stated.

Core Units	
PSPETHC401A	Uphold and support the values and principles of public service
PSPGOV402B	Deliver and monitor service to clients
PSPGOV408A	Value diversity
PSPGOV412A	Use advanced workplace communication strategies
PSPGOV422A	Apply government processes
PSPLEGN401A	Encourage compliance with legislation in the public sector
PSPPOL404A	Support policy implementation
Group A Elective Units	
PSPOHS301A	Contribute to workplace safety
PSPOHS401B	Implement workplace safety procedures and programs (supervisory staff)
CSCSAS201A	Maintain security
PUAPOLGD001A	Maintain police operational safety
Group B Elective Units	
PSPCRT401C	Carry out court orderly functions
PSPCRT402C	Manage witnesses
PSPCRT403C	Handle exhibits and documents tendered

PSPCRT404C	Serve process
PSPCRT405C	Handle monies received in satisfaction of warrants or orders
PSPCRT406C	Compile and use official notes
PSPCRT410B	Provide court support to Indigenous clients
CSCSAS402B	Manage threatening behaviour
Group C Elective Units	
PSPREG401C	Exercise regulatory powers
PSPREG402C	Promote client compliance
PSPREG408C	Conduct search and seizure
CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction
CSCSAS304A	Monitor control room operations
CSCTRA401A	Plan and monitor escorts
PSPCRT501C	Perform court duties
PSPCRT502C	Manage jurors
PSPCRT503C	Execute process
PSPCRT504C	Carry out possessions/evictions
PSPREG404C	Investigate non-compliance
PSPREG406C	Make arrests
PUAOPE002B	Operate communications systems and equipment
PUAOPE003B	Navigate in urban and rural environments
PUAPOL005B	Use and maintain operational equipment
PUAPOL007B	Manage persons in care or custody or in need of assistance
PUAVEH001B	Drive vehicles under operational conditions