



**Australian Government**

# **PSP40116 Certificate IV in Government**

**Release: 1**

## PSP40116 Certificate IV in Government

### Modification History

Release	Comments
1	<p>This qualification was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This qualification supersedes and is equivalent to PSP40112 Certificate IV in Government.</p> <ul style="list-style-type: none"> <li>• PSP unit codes updated</li> <li>• Imported units updated</li> </ul>

### Qualification Description

This qualification allows for the attainment of occupational specific competencies for those working in operational roles without supervision in the public sector. Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement, and limited responsibility with established parameters.

The generalist qualification is particularly suited to those working in an environment requiring multi-skilled personnel and/or small or regionally based organisations.

The human resources management specialisation covers the skills required for working within a human resources field in the public sector.

The service delivery specialisation covers the skills required for those delivering government services in a public sector environment.

The land administration specialisation covers the skills required by those working as public land administration officers.

The injury claims administration specialisation covers the skills required for those working within an injury claims administration field in the public sector.

The injury rehabilitation management specialisation covers the skills required for those working as rehabilitation practitioners within an injury management field in the public sector.

The border protection specialisation covers the skills required by operational staff working within a border protection field.

The revenue administration specialisation covers the skills required for those working in a revenue administration field in the public sector.

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

**Additional qualification advice**

Where a defined specialisation is completed as listed below, the resultant testamur can be titled: Certificate IV in Government (field of study) e.g. Certificate IV in Government (Injury claims administration).

## Packaging Rules

15 units of competency are required for this qualification:

- 6 core units
- 9 elective units

Choose 1 elective from Group A Work health safety.

Generalist:

- minimum of 4 units from Groups B-I or from elsewhere within this training package

Choose the remaining electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

### Specialisations

Human resource management specialisation:

- minimum of 6 units from Group B
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Choose the remaining electives from the lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

Service delivery specialisation:

- minimum of 6 units from Group C
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Choose the remaining electives from the lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

Land administration specialisation:

- minimum of 6 units from Group D
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Choose the remaining electives from the lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

Injury claims administration specialisation:

- minimum of 6 units from Group E
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Choose the remaining electives from the lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

Injury rehabilitation management specialisation:

- minimum of 6 units from Group F

Choose the remaining electives from the lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

Border protection specialisation:

- minimum of 6 units from Group G
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Choose the remaining electives from the lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

Revenue administration specialisation:

- minimum of 6 units from Group H

Choose the remaining electives from the lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the PSP Implementation Guide.

**Elective units selected must not duplicate content already covered by other units in this qualification.**

<b>Core units</b>	
PSPETH001	Uphold the values and principles of public service
PSPGEN023	Deliver and monitor service to clients
PSPGEN029	Value diversity
PSPGEN043	Apply government processes
PSPLEG002	Encourage compliance with legislation in the public sector
PSPPCY004	Support policy implementation
<b>Elective units</b>	
<b>Group A: Work health safety</b>	
BSBWHS201	Contribute to health and safety of self and others
BSBWHS301	Maintain workplace safety
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
<b>Group B: Human resources management specialisation</b>	

PSPHRM001	Administer human resource processes
PSPHRM002	Provide a consultancy service for human resource management
BSBEMS403	Develop and provide employment management services to candidates
BSBHRM404	Review human resource functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR402	Lead effective workplace relationships
BSBPMG410	Apply project time management techniques
BSBPMG413	Apply project human resources management approaches
BSBWOR501	Manage personal work priorities and professional development
BSBWRK411	Support employee and industrial relations procedures
<b>Group C: Service delivery specialisation</b>	
PSPGSD001	Identify and select government service delivery options
PSPGSD002	Administer government service delivery requirements
PSPGSD003	Conduct government service delivery interviews
PSPGSD004	Administer delivery of financial and other benefits
PSPGSD005	Introduce the government service delivery model
PSPGSD006	Facilitate participation in government service delivery
PSPGSD007	Assist self-management of government service offers
PSPGSD008	Assist government service recipients with complex needs
PSPGSD009	Deal with incorrect payments and debts
PSPGEN034	Compose complex workplace documents
PSPGEN040	Work with interpreters
PSPGEN042	Exercise delegations
<b>Group D: Land administration specialisation</b>	
PSPLND003	Assess Crown land

PSPLND004	Undertake native title assessments
PSPLND005	Prepare and lodge non-claimant native title applications
PSPLND006	Investigate tenure applications
PSPLND007	Administer public reserves
PSPLND008	Monitor reserves management
PSPLND009	Coordinate land board sittings
PSPLND010	Investigate Aboriginal land claims and/or applications
PSPLND011	Handle compensation claims
PSPINV002	Conduct an investigation
PSPREG011	Give evidence
PSPREG017	Undertake compliance audits
<b>Group E: Injury claims administration specialisation</b>	
PSPINM001	Process claims
PSPINM002	Conduct initial claim assessments
PSPINM004	Make claim determinations
PSPINM007	Implement and monitor return to work plans
PSPINM008	Promote and educate about injury management
PSPINM009	Monitor and review injury management cases
PSPINM010	Maintain injury management case files
PSPREG011	Give evidence
<b>Group F: Injury rehabilitation management specialisation</b>	
PSPINM003	Undertake initial rehabilitation assessments
PSPINM005	Conduct situational workplace assessments
PSPINM006	Develop return to work plans
PSPINM007	Implement and monitor return to work plans

PSPINM008	Promote and educate about injury management
PSPINM009	Monitor and review injury management cases
PSPINM010	Maintain injury management case files
<b>Group G: Border protection specialisation</b>	
PSPBDR001	Conduct patrols
PSPBDR002	Use border protection technology equipment
PSPBDR006	Create and maintain profiles
PSPBDR007	Develop surveillance flight routes
PSPBDR008	Review operational schedules
PSPBDR009	Analyse surveillance products
PSPBDR010	Develop operational effectiveness of detector dog teams
PSPBDR011	Conduct detector dog team training
PSPBDR012	Command operational groups
PSPBDR013	Examine and test firearms
<b>Group H: Revenue administration specialisation</b>	
PSPREV001	Identify and apply statute law
PSPREV002	Undertake legislative decision making
PSPREV003	Manage information on legal entities, relationships and properties
PSPREV004	Interpret and assess contracts
PSPREV005	Access applications for grants, subsidies and rebates
PSPREV006	Evaluate returns-based taxes
PSPREV007	Determine land tax liability
PSPREV008	Determine stamp duties
PSPREV009	Administer levies, fines and other taxes
<b>Group I: General elective units</b>	



PSPGEN024	Use resources to achieve work unit goals
PSPGEN025	Develop and implement work unit plans
PSPGEN026	Provide input to change processes
PSPGEN027	Gather and analyse information
PSPGEN028	Provide a quotation
PSPGEN030	Provide support to Parliament
PSPGEN031	Undertake career planning
PSPGEN032	Deal with conflict
PSPGEN033	Use advanced workplace communication strategies
PSPGEN034	Compose complex workplace documents
PSPGEN035	Provide workplace mentoring
PSPGEN036	Provide workplace coaching
PSPGEN037	Monitor performance and provide feedback
PSPGEN038	Identify and treat risks
PSPGEN039	Develop internal and external networks
PSPGEN040	Work with interpreters
PSPGEN041	Use translation services
PSPGEN042	Exercise delegations
PSPGEN076	Use public sector financial processes
PSPPCM003	Procure good and services
PSPPCY002	Assist with specialist policy development
PSPPCY003	Give and receive policy information
PSPPCY005	Implement e-correspondence policies
PSPRAD007	Monitor radiation
PSPSCI005	Provide scientific technical support

PSPSCI006	Promote innovation and change through extension
PSPSCI007	Organise and undertake scientific/technological research
BSBPMG522	Undertake project work
BSBSUS401	Implement and monitor environmentally sustainable work practices
PUAWER005B	Operate as part of an emergency control organisation
PUAWER009B	Participate as a member of a workplace emergency initial response team

## Qualification Mapping Information

This qualification supersedes and is equivalent to PSP40112 Certificate IV in Government.

## Links

GSA website -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)

PSP Implementation Guide -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)

PSP Foundation Skills Guide -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)

PSP Knowledge Guide -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38)