



Australian Government

Department of Education, Employment and Workplace Relations

PSP04 Public Sector Training Package

Release: 4.1

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Modification History

Version modification history

The version details of this endorsed Training Package are in the table following.

Table 1 Version Modification History of PSP04 Public Sector Training Package		
Version	Release Date	Comments
4.1	23 December 2010	Incorporation of Greenskills into units of competency. Mandatory text updated. Incorporation of packaging flexibility rules into qualifications not addressed in previous version.
4	30 June 2010	<p>Removal of:</p> <ul style="list-style-type: none"> • PSP41304 Certificate IV in Government (Procurement) • PSP50404 Diploma of Government (Enterprise Architecture) • PSP51504 Diploma of Government (Contract Management) • PSP51604 Diploma of Government (Recordkeeping) • PSP60204 Advanced Diploma of Government (Enterprise Architecture) • PSP60704 Advanced Diploma of Government (Strategic Procurement) • PSP60804 Advanced Diploma of Government (Recordkeeping) <p>Addition of:</p> <ul style="list-style-type: none"> • PSP42210 Certificate IV in Government (Workplace Relations) • PSP42310 Certificate IV in Government (Trade Measurement) • PSP42410 Certificate IV in Government (Procurement and Contracting) • PSP52110 Diploma of Government (Workplace Relations) • PSP52210 Diploma of Government (Trade Measurement) • PSP52310 Diploma of Translating, • PSP52410 Diploma of Interpreting • PSP52510 Diploma of Government (Procurement and Contracting) • PSP61010 Advanced Diploma of Translating • PSP61110 Advanced Diploma of Interpreting • PSP61210 Advanced Diploma of Government (Procurement

		<p>and Contracting)</p> <ul style="list-style-type: none"> • PSP70110 Vocational Graduate Certificate in Government (Strategic Procurement) • PSP70210 Vocational Graduate Certificate in Radiation Safety <p>Addition of four new Courts units. Revision of 21 existing Courts unit.</p> <p>Addition of new Regulatory unit PSPREG505A Conduct measurement licensee audit.</p> <p>Addition of new Road Transport Compliance unit PSPTRAN405A Operate weighbridges.</p> <p>Addition of seven new Workplace Relations units.</p> <p>Revision of Workplace Inspection unit PSPWPI503C Investigate possible breaches of workplace legislation.</p> <p>Addition of new Policy unit PSPPOL405A Implement e-correspondence policies.</p> <p>Addition of PSP42010 Certificate IV in School Support Services to replace PSP42004 Certificate IV in School Support Services to reflect replacement of imported core unit.</p> <p>Addition of 10 new Radiation Safety units.</p> <p>Revision of 8 Procurement and Contract Management units.</p> <p>Deletion of 11 Procurement and Contract Management units.</p> <p>Addition of 15 new Procurement and Contract Management units.</p> <p>Addition of 27 new Translating and Interpreting units.</p> <p>Removal of Enterprise Architecture units.</p> <p>Addition of 17 new skill sets.</p> <p>Updated imported units.</p>
3	5 May 2009	<p>Addition of PSP52008 Diploma of Government (Rail Safety Regulation) and six new Rail Safety Regulation units of competency:</p> <ul style="list-style-type: none"> • PSPRAIL501A Operate within the regulatory framework for rail safety • PSPRAIL502A Assess and administer accreditation and registration applications • PSPRAIL503A Receive and act on industry safety information and intelligence • PSPRAIL504A Review and promote safety culture • PSPRAIL505A Review training arrangements • PSPRAIL601A Coordinate audit or inspection programs
2	8 October 2008	<p>Employability skills added.</p> <p>Removal of BSB10101 Certificate I in Business</p>

		<p>Addition of PSP42108 Certificate IV in Government (Revenue Administration) and nine new Revenue Administration units of competency:</p> <ul style="list-style-type: none"> • Identify and apply statute law • Undertake legislative decision making • Manage information on legal entities, relationships and property • Interpret and assess contracts • Assess applications for grants, subsidies and rebates • Evaluate returns-based taxes • Determine land tax liability • Determine stamp duties • Administer levies, fines and other taxes <p>Required updating of mandatory text. Inclusion of Employability Skills text and Employability Skills Summaries. Removal of superseded BSZ units of competency. Removal of packaging rule restrictions in PSP41304 Certificate IV in Government (Procurement) so that PSPPROC408A, PSPPROC409A and PSPPROC410A may all be selected within the qualification.</p>
1	27/11/2004	<p>Primary Release including Ethics & Accountability; Working in Government; Legislation & Compliance; Occupational Health & Safety (Generalist); Border Protection; Community Engagement; Courts; Enterprise Architecture; Financial Services; Fraud Control; Government Service Delivery; Human Resource Management; Injury Management; Public Land Administration; Management; Public Affairs; Project Management (Public); Policy; Procurement & Contract Management; Regulatory; Government Science & Technology; Government Security Management; Road Transport Compliance; Workplace Inspection; Automotive/Retail Services and Repair; Civil Construction, Clerical Administration; e-Business; Frontline Management; Human Resources (Private); Marketing; Occupational Health & Safety (Specialist); Recordkeeping; Project Management (Private); Community Services; Correctional Services; Museum and Library/Information Services; Music; Financial Services; Forest Industry; Information Technology; Water Industry; Laboratory Operations; Property Management; Asset Security; Public Safety; Conservation and Land Management; Recreation Industry; Training and Assessment; Transport and Distribution; Hospitality.</p>

		This Training Package supersedes PSP99 Public Service Training Package
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Preliminary Information

Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 4.1 – check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact Government Skills Australia (www.governmentskills.com.au) to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Package's national code (which remains the same during its period of endorsement).

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed and replaced.

Version modification history

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		<p>Addition of seven new Workplace Relations units.</p> <p>Revision of Workplace Inspection unit PSPWPI503C Investigate possible breaches of workplace legislation.</p> <p>Addition of new Policy unit PSPPOL405A Implement e-correspondence policies.</p> <p>Addition of PSP42010 Certificate IV in School Support Services to replace PSP42004 Certificate IV in School Support Services to reflect replacement of imported core unit.</p> <p>Addition of 10 new Radiation Safety units.</p> <p>Revision of 8 Procurement and Contract Management units. Deletion of 11 Procurement and Contract Management units. Addition of 15 new Procurement and Contract Management units.</p> <p>Addition of 27 new Translating and Interpreting units.</p> <p>Removal of Enterprise Architecture units.</p> <p>Addition of 17 new skill sets.</p> <p>Updated imported units.</p>
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2	8 October 2008	Employability skills added.

		<p>Removal of BSB10101 Certificate I in Business</p> <p>Addition of PSP42108 Certificate IV in Government (Revenue Administration) and nine new Revenue Administration units of competency:</p> <ul style="list-style-type: none"> Identify and apply statute law Undertake legislative decision making Manage information on legal entities, relationships and property Interpret and assess contracts Assess applications for grants, subsidies and rebates Evaluate returns-based taxes Determine land tax liability Determine stamp duties Administer levies, fines and other taxes <p>Required updating of mandatory text.</p> <p>Inclusion of Employability Skills text and Employability Skills Summaries.</p> <p>Removal of superseded BSZ units of competency.</p> <p>Removal of packaging rule restrictions in PSP41304 Certificate IV in Government (Procurement) so that PSPPROC408A, PSPPROC409A and PSPPROC410A may all be selected within the qualification.</p>
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		Industry; Training and Assessment; Transport and Distribution; Hospitality.
		This Training Package supersedes PSP99 Public Service Training Package

AQF Qualifications in PSP04 Public Sector Training Package

Code	Title
PSP2010 4	Certificate II in Government
PSP3010 4	Certificate III in Government
PSP3020 4	Certificate III in Government (Border Protection)
PSP3030 4	Certificate III in Government (Court Compliance)
PSP3040 4	Certificate III in Government (Land Administration)
PSP3050 4	Certificate III in Government (Security)
PSP3060 4	Certificate III in Government (School Support Services)
PSP3070 4	Certificate III in School Support Services
PSP4010 4	Certificate IV in Government

AQF Qualifications in PSP04 Public Sector Training Package	
PSP4020 4	Certificate IV in Government (Border Protection)
PSP4030 4	Certificate IV in Government (Court Compliance)
PSP4040 4	Certificate IV in Government (Court Services)
PSP4050 4	Certificate IV in Government (Financial Services)
PSP4060 4	Certificate IV in Government (Fraud Control)
PSP4070 4	Certificate IV in Government (Service Delivery)
PSP4080 4	Certificate IV in Government (Injury Claims Administration)
PSP4090 4	Certificate IV in Government (Injury Rehabilitation Management)
PSP4100 4	Certificate IV in Government (Land Administration)
PSP4110 4	Certificate IV in Government (Occupational Health & Safety)
PSP4120 4	Certificate IV in Government (Project Management)
PSP4140 4	Certificate IV in Government (Statutory Compliance)
PSP4150 4	Certificate IV in Government (Investigation)
PSP4160 4	Certificate IV in Government (Security)
PSP4170 4	Certificate IV in Government (Personnel Security)
PSP4180 4	Certificate IV in Government (Road Transport Compliance)

AQF Qualifications in PSP04 Public Sector Training Package	
PSP4190 4	Certificate IV in Government (School Support Services)
PSP4201 0	Certificate IV in School Support Services
PSP4210 8	Certificate IV in Government (Revenue Administration)
PSP4221 0	Certificate IV in Government (Workplace Relations)
PSP4231 0	Certificate IV in Government (Trade Measurement)
PSP4241 0	Certificate IV in Government (Procurement and Contracting)
PSP5010 4	Diploma of Government
PSP5020 4	Diploma of Government (Community Capacity)
PSP5030 4	Diploma of Government (Court Services)
PSP5050 4	Diploma of Government (Financial Services)
PSP5060 4	Diploma of Government (Fraud Control)
PSP5080 4	Diploma of Government (Human Resources)
PSP5090 4	Diploma of Government (Injury Management)
PSP5100 4	Diploma of Government (Land Administration)
PSP5110 4	Diploma of Government (Management)
PSP5120 4	Diploma of Government (Occupational Health & Safety)

AQF Qualifications in PSP04 Public Sector Training Package	
PSP5130 4	Diploma of Government (Project Management)
PSP5140 4	Diploma of Government (Policy Development)
PSP5170 4	Diploma of Government (Investigation)
PSP5180 4	Diploma of Government (Security)
PSP5190 4	Diploma of Government (Workplace Inspection)
PSP5200 8	Diploma of Government (Rail Safety Regulation)
PSP5211 0	Diploma of Government (Workplace Relations)
PSP5221 0	Diploma of Government (Trade Measurement)
PSP5231 0	Diploma of Translating
PSP5241 0	Diploma of Interpreting
PSP5251 0	Diploma of Government (Procurement and Contracting)
PSP6010 4	Advanced Diploma of Government
PSP6030 4	Advanced Diploma of Government (Financial Management)
PSP6040 4	Advanced Diploma of Government (Human Resources)
PSP6050 4	Advanced Diploma of Government (Management)
PSP6060 4	Advanced Diploma of Government (Occupational Health & Safety)

AQF Qualifications in PSP04 Public Sector Training Package	
PSP6090 4	Advanced Diploma of Government (Workplace Inspection)
PSP6101 0	Advanced Diploma of Translating
PSP6111 0	Advanced Diploma of Interpreting
PSP6121 0	Advanced Diploma of Government (Procurement and Contracting)
PSP7011 0	Vocational Graduate Certificate in Government (Strategic Procurement)
PSP7021 0	Vocational Graduate Certificate in Radiation Safety

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPETHC301 B	Uphold the values and principles of public service	Nil
PSPETHC401 A	Uphold and support the values and principles of public service	Nil
PSPETHC501 B	Promote the values and ethos of public service	Nil
PSPETHC601 B	Maintain and enhance confidence in public service	Nil
PSPETHC701 A	Lead and influence ethical practice in the public sector	Nil
PSPGOV201B	Work in a public sector environment	Nil
PSPGOV202B	Use routine workplace communication techniques	Nil
PSPGOV203B	Deliver a service to clients	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPGOV204B	Access and use resources	Nil
PSPGOV205B	Participate in workplace change	Nil
PSPGOV206B	Handle workplace information	Nil
PSPGOV207B	Use technology in the workplace	Nil
PSPGOV208A	Write routine workplace materials	Nil
PSPGOV301B	Work effectively in the organisation	Nil
PSPGOV302B	Contribute to workgroup activities	Nil
PSPGOV303B	Build and maintain internal networks	Nil
PSPGOV305B	Access and use resources and financial systems	Nil
PSPGOV306B	Implement change	Nil
PSPGOV307B	Organise workplace information	Nil
PSPGOV308B	Work effectively with diversity	Nil
PSPGOV309A	Address client needs	Nil
PSPGOV310A	Work in and with small, regional and remote organisations	Nil
PSPGOV311A	Work with a coach or mentor	Nil
PSPGOV312A	Use workplace communication strategies	Nil
PSPGOV313A	Compose workplace documents	Nil
PSPGOV314A	Contribute to conflict management	Nil
PSPGOV315A	Give and receive workplace feedback	Nil
PSPGOV402B	Deliver and monitor service to clients	Nil
PSPGOV403B	Use resources to achieve work unit goals	Nil
PSPGOV404B	Develop and implement work unit plans	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPGOV405B	Provide input to change processes	Nil
PSPGOV406B	Gather and analyse information	Nil
PSPGOV407B	Provide a quotation	Nil
PSPGOV408A	Value diversity	Nil
PSPGOV409A	Provide support to Parliament	Nil
PSPGOV410A	Undertake career planning	Nil
PSPGOV411A	Deal with conflict	Nil
PSPGOV412A	Use advanced workplace communication strategies	Nil
PSPGOV413A	Compose complex workplace documents	Nil
PSPGOV414A	Provide workplace mentoring	Nil
PSPGOV415A	Provide workplace coaching	Nil
PSPGOV416A	Monitor performance and provide feedback	Nil
PSPGOV417A	Identify and treat risks	Nil
PSPGOV418A	Develop internal and external networks	Nil
PSPGOV419A	Work with interpreters	Nil
PSPGOV420A	Use translation services	Nil
PSPGOV421A	Exercise delegations	Nil
PSPGOV422A	Apply government processes	Nil
PSPGOV502B	Develop client services	Nil
PSPGOV503B	Coordinate resource allocation and usage	Nil
PSPGOV504B	Undertake research and analysis	Nil
PSPGOV505A	Promote diversity	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPGOV506A	Support workplace coaching and mentoring	Nil
PSPGOV507A	Undertake negotiations	Nil
PSPGOV508A	Manage conflict	Nil
PSPGOV509A	Conduct evaluations	Nil
PSPGOV510A	Undertake and promote career management	Nil
PSPGOV511A	Provide leadership	Nil
PSPGOV512A	Use complex workplace communication strategies	Nil
PSPGOV513A	Refine complex workplace documents	Nil
PSPGOV514A	Facilitate change	Nil
PSPGOV515A	Develop and use political nous	Nil
PSPGOV516A	Develop and use emotional intelligence	Nil
PSPGOV517A	Coordinate risk management	Nil
PSPGOV518A	Benchmark performance	Nil
PSPGOV519A	Manage performance	Nil
PSPGOV520A	Scope statistical data collection	Nil
PSPGOV521A	Collect statistical data	Nil
PSPGOV522A	Process statistical data	Nil
PSPGOV523A	Interrogate and analyse statistical data	Nil
PSPGOV524A	Interpret data and related statistics	Nil
PSPGOV601B	Apply government systems	Nil
PSPGOV602B	Establish and maintain strategic networks	Nil
PSPGOV603B	Develop a tender submission response	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPGOV604A	Foster leadership and innovation	Nil
PSPGOV605A	Persuade and influence opinion	Nil
PSPGOV606A	Prepare high-level/sensitive written materials	Nil
PSPLEGN301 B	Comply with legislation in the public sector	Nil
PSPLEGN401 A	Encourage compliance with legislation in the public sector	Nil
PSPLEGN501 B	Promote compliance with legislation in the public sector	Nil
PSPLEGN601 B	Manage compliance with legislation in the public sector	Nil
PSPOHS201B	Follow workplace safety procedures	Nil
PSPOHS301A	Contribute to workplace safety	Nil
PSPOHS401B	Implement workplace safety procedures and programs	Nil
PSPOHS501A	Monitor and maintain workplace safety	Nil
PSPOHS601B	Establish and maintain a workplace safety system	Nil
PSPOHS602A	Manage workplace safety	Nil
PSPBORD301 A	Conduct patrols	Nil
PSPBORD302 A	Use border protection technology equipment	Nil
PSPBORD303 A	Deploy detector dog	Nil
PSPBORD304 A	Maintain detector dog proficiency	Nil
PSPBORD305 A	Calculate taxes, fees and charges	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPBORD401 A	Create and maintain profiles	Nil
PSPBORD402 A	Develop surveillance flight routes	Nil
PSPBORD403 A	Review operational schedules	Nil
PSPBORD404 A	Analyse surveillance products	Nil
PSPBORD405 A	Develop operational effectiveness of detector dog teams	Nil
PSPBORD406 A	Conduct detector dog team training	Nil
PSPBORD407 A	Command operational groups	Nil
PSPBORD408 A	Examine and test firearms	Nil
PSPBORD501 A	Command operational forces	Nil
PSPBORD601 A	Manage operations	Nil
PSPCOM501A	Prepare for community engagement	Nil
PSPCOM502A	Develop and implement community engagement strategies	Nil
PSPCOM503A	Build and maintain community relationships	Nil
PSPCRT301B	Audio record court proceedings	Nil
PSPCRT401C	Carry out court orderly functions	Nil
PSPCRT402C	Manage witnesses	Nil
PSPCRT403C	Handle exhibits and documents tendered	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPCRT404C	Serve process	Nil
PSPCRT405C	Handle monies received in satisfaction of warrants and orders	Nil
PSPCRT406C	Compile and use official notes	Nil
PSPCRT407B	Undertake court listings	Nil
PSPCRT408B	Provide court registry and information services	Nil
PSPCRT409B	Administer court fines and debt management	Nil
PSPCRT410B	Provide court support to Indigenous clients	Nil
PSPCRT411B	Audio record complex court proceedings	Nil
PSPCRT412B	Record court proceedings	Nil
PSPCRT413A	Contribute to an integrated service delivery program	Nil
PSPCRT414A	Administer court legislation	Nil
PSPCRT415A	Administer alternative dispute resolution proceedings	Nil
PSPCRT416A	Provide support to self represented litigants	Nil
PSPCRT501C	Perform court duties	Nil
PSPCRT502C	Manage jurors	Nil
PSPCRT503C	Execute process	Nil
PSPCRT504C	Carry out possessions and evictions	Nil
PSPCRT505B	Undertake senior court listing activities	Nil
PSPCRT506B	Perform quasi-judicial functions	Nil
PSPCRT507B	Record complex court proceedings	Nil
PSPCRT601B	Manage court practice and process	Nil
PSPFIN401A	Use public sector financial processes	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPFIN501A	Apply public sector financial policies and processes	Nil
PSPFIN601A	Apply complex public sector financial requirements	Nil
PSPFIN602A	Undertake strategic financial analysis	Nil
PSPFIN603A	Develop public sector financial strategies	Nil
PSPFRAU401 B	Monitor data for indicators of fraud	Nil
PSPFRAU407 B	Conduct fraud control awareness sessions	Nil
PSPFRAU501 B	Communicate fraud control awareness	Nil
PSPFRAU502 B	Anticipate and detect possible fraud activity	Nil
PSPFRAU504 B	Conduct fraud risk assessments	Nil
PSPFRAU505 B	Develop fraud control plans	Nil
PSPFRAU506 B	Implement fraud control activities	Nil
PSPFRAU507 B	Coordinate development and implementation of fraud information systems	Nil
PSPFRAU601 B	Develop fraud control strategy	Nil
PSPFRAU602 B	Manage fraud risk assessment and action plan	Nil
PSPFRAU603 B	Manage fraud control awareness	Nil
PSPFRAU605 B	Review fraud control activities	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPGSD401A	Identify and select government service delivery options	Nil
PSPGSD402A	Administer government service delivery requirements	Nil
PSPGSD403A	Conduct government service delivery interviews	Nil
PSPGSD404A	Administer delivery of financial and other benefits	Nil
PSPGSD405A	Introduce the government service delivery model	Nil
PSPGSD406A	Facilitate participation in government service delivery	Nil
PSPGSD407A	Assist self-management of government service offers	Nil
PSPGSD408A	Assist government service recipients with complex needs	Nil
PSPGSD409A	Deal with incorrect payments and debts	Nil
PSPGSD501A	Develop and implement procedures for government service delivery	Nil
PSPGSD502A	Manage the emergent dynamics of government service delivery	Nil
PSPGSD503A	Provide specialist technical service delivery	Nil
PSPHR402A	Administer human resource processes	Nil
PSPHR403A	Provide a consultancy service for human resource management	Nil
PSPHR503A	Facilitate performance management processes	Nil
PSPHR504A	Implement workforce planning and succession strategies	Nil
PSPHR505A	Implement staffing policies	Nil
PSPHR506A	Coordinate employment relations	Nil
PSPHR507A	Coordinate employee support	Nil
PSPHR508A	Coordinate career development	Nil
PSPHR603B	Provide advisory and mediation services	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPHR612A	Manage recruitment	Nil
PSPHR613A	Manage retention and separation	Nil
PSPHR614A	Manage employment relations	Nil
PSPHR615A	Manage human resource development strategies	Nil
PSPHR616A	Manage performance management system	Nil
PSPHR617A	Manage redeployment	Nil
PSPHR618A	Manage human resource information	Nil
PSPHR619A	Manage remuneration strategies and plans	Nil
PSPHR620A	Manage organisational development	Nil
PSPHR621A	Manage organisational design strategies	Nil
PSPHR702B	Formulate a strategic human resource plan	Nil
PSPHR703A	Provide leadership in strategic human resource management	Nil
PSPIM301A	Process claims	Nil
PSPIM401A	Conduct initial claim assessments	Nil
PSPIM402A	Undertake initial rehabilitation assessments	Nil
PSPIM403A	Make claim determinations	Nil
PSPIM404A	Conduct situational workplace assessments	Nil
PSPIM405A	Develop return to work plans	Nil
PSPIM406A	Implement and monitor return to work plans	Nil
PSPIM407A	Promote and educate about injury management	Nil
PSPIM408A	Monitor and review injury management cases	Nil
PSPIM409A	Maintain injury management case files	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPIM501A	Determine liability and negotiate settlements	Nil
PSPIM502A	Manage case direction and outcomes	Nil
PSPIM503A	Maintain and monitor service standards	Nil
PSPIM504A	Contribute to a quality injury management system	Nil
PSPLAND301 A	Collect land revenue	Nil
PSPLAND302 A	Investigate tenure and land use history	Nil
PSPLAND303 A	Administer public land tenures	Nil
PSPLAND304 A	Provide administrative support for public reserves	Nil
PSPLAND305 A	Provide administrative support for reserve management bodies	Nil
PSPLAND306 A	Dispose of public land	Nil
PSPLAND307 A	Assist in processing Aboriginal land claims/applications	Nil
PSPLAND308 A	Compile and check survey plans	Nil
PSPLAND309 A	Administer roads	Nil
PSPLAND401 A	Assess Crown land	Nil
PSPLAND402 A	Undertake native title assessments	Nil
PSPLAND403 A	Prepare and lodge non-claimant native title applications	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPLAND404 A	Investigate tenure applications	Nil
PSPLAND405 A	Administer public reserves	Nil
PSPLAND406 A	Monitor reserves management	Nil
PSPLAND407 A	Coordinate land board sittings	Nil
PSPLAND408 A	Investigate Aboriginal land claims/applications	Nil
PSPLAND409 A	Handle compensation claims	Nil
PSPLAND501 A	Review planning documents and environmental assessments	Nil
PSPLAND502 A	Develop and market public land	Nil
PSPLAND503 A	Manage native title future act processes	Nil
PSPLAND504 A	Manage public land tenures and applications	Nil
PSPLAND505 A	Provide technical expertise	Nil
PSPLAND506 A	Identify and manage contaminated sites	Nil
PSPLAND507 A	Undertake land acquisitions/withdrawals	Nil
PSPLAND508 A	Coordinate Aboriginal land claims/applications	Nil
PSPLAND509 A	Negotiate/mediate public land business agreements	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPLAND601 A	Manage unallocated land	Nil
PSPMNGT602 B	Manage resources	Nil
PSPMNGT603 B	Facilitate people management	Nil
PSPMNGT604 B	Manage change	Nil
PSPMNGT605 B	Manage diversity	Nil
PSPMNGT606 B	Manage quality client service	Nil
PSPMNGT607 B	Develop a business case	Nil
PSPMNGT608 B	Manage risk	Nil
PSPMNGT609 B	Formulate business strategies	Nil
PSPMNGT610 A	Manage public sector financial resources	Nil
PSPMNGT611 A	Manage evaluations	Nil
PSPMNGT612 A	Review and improve business performance	Nil
PSPMNGT613 A	Develop partnering arrangements	Nil
PSPMNGT614 A	Facilitate knowledge management	Nil
PSPMNGT615 A	Influence workforce effectiveness	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPMNGT701 B	Provide strategic direction	Nil
PSPMNGT702 A	Influence and shape diversity management	Nil
PSPMNGT703 A	Lead and influence change	Nil
PSPMNGT704 A	Undertake enterprise risk management	Nil
PSPPA501A	Provide public affairs writing and editorial services	Nil
PSPPA502A	Coordinate public affairs events and activities	Nil
PSPPA601A	Manage public affairs	Nil
PSPPA602A	Provide public affairs advisory service	Nil
PSPPA603A	Manage media relationships	Nil
PSPPM401B	Design simple projects	Nil
PSPPM402B	Manage simple projects	Nil
PSPPM403B	Close simple projects	Nil
PSPPM404A	Carry out simple project activities	Nil
PSPPM405A	Administer simple projects	Nil
PSPPM501B	Design complex projects	Nil
PSPPM502B	Manage complex projects	Nil
PSPPM503B	Close complex projects	Nil
PSPPM504A	Carry out complex project activities	Nil
PSPPM601B	Direct complex project activities	Nil
PSPPOL401A	Contribute to policy development	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPPOL402A	Assist with specialist policy development	Nil
PSPPOL403A	Give and receive policy information	Nil
PSPPOL404A	Support policy implementation	Nil
PSPPOL405A	Implement e-correspondence policies	Nil
PSPPOL501A	Develop organisation policy	Nil
PSPPOL502A	Advise on organisation policy	Nil
PSPPOL601A	Develop public policy	Nil
PSPPOL602A	Provide policy advice	Nil
PSPPOL603A	Manage policy implementation	Nil
PSPPOL701A	Influence strategic policy	Nil
PSPPROC303 A	Carry out basic procurement	Nil
PSPPROC405 C	Dispose of assets	Nil
PSPPROC406 B	Procure goods and services	Nil
PSPPROC411 A	Plan procurement	Nil
PSPPROC412 A	Develop and distribute requests for offers	Nil
PSPPROC413 A	Select providers and develop contracts	Nil
PSPPROC414 A	Manage contracts	Nil
PSPPROC503 B	Manage contract performance	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPPROC504 B	Finalise contracts	Nil
PSPPROC505 A	Manage procurement risk	Nil
PSPPROC506 A	Plan to manage a contract	Nil
PSPPROC507 A	Plan procurement outcomes	Nil
PSPPROC508 A	Make procurement decisions	Nil
PSPPROC509 A	Participate in budget and procurement review processes	Nil
PSPPROC510 A	Conduct and manage coordinated procurement	Nil
PSPPROC603 C	Divest strategic assets	Nil
PSPPROC604 B	Plan for strategic procurement	Nil
PSPPROC605 B	Coordinate strategic procurement	Nil
PSPPROC606 B	Negotiate strategic procurement	Nil
PSPPROC607 A	Manage strategic contracts	Nil
PSPPROC704 A	Influence and define strategic procurement direction	Nil
PSPPROC705 A	Establish the strategic procurement context	Nil
PSPPROC706 A	Evaluate and improve strategic procurement performance	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPRAD701A	Work safely in a radiation environment	Nil
PSPRAD702A	Work safely with radioactive ores and minerals	Nil
PSPRAD703A	Perform basic radiation measurements	Nil
PSPRAD704A	Consign radioactive material	Nil
PSPRAD705A	Handle and transport radioactive material	Nil
PSPRAD706A	Work safely with radiation sealed source equipment	Nil
PSPRAD707A	Monitor radiation	Nil
PSPRAD708A	Coordinate radiation safety	Nil
PSPRAD709A	Select, commission and maintain radiation measuring instruments	Nil
PSPRAD710A	Apply radiation safety knowledge to develop and implement ionising radiation management plans	Nil
PSPRAIL501A	Operate within the regulatory framework for rail safety	Nil
PSPRAIL502A	Assess and administer accreditation and registration applications	Nil
PSPRAIL503A	Receive and act on industry safety information and intelligence	Nil
PSPRAIL504A	Review and promote safety culture	Nil
PSPRAIL505A	Review training arrangements	Nil
PSPRAIL601A	Coordinate audit or inspection programs	Nil
PSPREG201A	Carry out inspections and monitoring under guidance	Nil
PSPREG301A	Undertake routine inspections and monitoring	Nil
PSPREG401C	Exercise regulatory powers	Nil
PSPREG402C	Promote client compliance	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPREG403B	Assess compliance	Nil
PSPREG404C	Investigate non-compliance	Nil
PSPREG405B	Act on non-compliance	Nil
PSPREG406C	Make arrests	Nil
PSPREG407B	Produce formal record of interview	Nil
PSPREG408C	Conduct search and seizure	Nil
PSPREG409B	Prepare a brief of evidence	Nil
PSPREG410B	Give evidence	Nil
PSPREG411A	Gather information through interviews	Nil
PSPREG412A	Gather and manage evidence	Nil
PSPREG413A	Undertake inspections and monitoring	Nil
PSPREG414A	Conduct surveillance	Nil
PSPREG415A	Receive and validate data	Nil
PSPREG416A	Conduct data analysis	Nil
PSPREG417A	Undertake compliance audits	Nil
PSPREG418A	Advise on progress of investigations	Nil
PSPREG419A	Finalise and report on investigations	Nil
PSPREG420A	Plan and implement recovery action	Nil
PSPREG421A	Take custody of and store weapons	Nil
PSPREG501B	Conduct prosecutions	Nil
PSPREG502A	Coordinate investigation processes	Nil
PSPREG503A	Supervise and carry out complex inspections and monitoring	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPREG504A	Manage plant movement health risk	Nil
PSPREG505A	Conduct measurement licensee audit	Nil
PSPREG601B	Manage regulatory compliance	Nil
PSPREG602B	Evaluate regulatory compliance	Nil
PSPREG603A	Manage and lead inspection and monitoring programs	Nil
PSPREG701A	Manage investigations program	Nil
PSPREV401A	Identify and apply statute law	Nil
PSPREV402A	Undertake legislative decision making	Nil
PSPREV403A	Manage information on legal entities, relationships and property	Nil
PSPREV404A	Interpret and assess contracts	Nil
PSPREV405A	Assess applications for grants, subsidies and rebates	Nil
PSPREV406A	Evaluate returns-based taxes	Nil
PSPREV407A	Determine land tax liability	Nil
PSPREV408A	Determine stamp duties	Nil
PSPREV409A	Administer levies, fines and other taxes	Nil
PSPSCI201A	Contribute to the provision of scientific technical support	Nil
PSPSCI301A	Assist with scientific technical support	Nil
PSPSCI302A	Support innovation and change through extension	Nil
PSPSCI303A	Undertake scientific/technological research	Nil
PSPSCI401A	Provide scientific technical support	Nil
PSPSCI402A	Promote innovation and change through extension	Nil
PSPSCI403A	Organise and undertake scientific/technological research	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPSCI501A	Provide high-level scientific technical support	Nil
PSPSCI502A	Facilitate innovation and change through extension	Nil
PSPSCI503A	Develop and undertake scientific/technological research	Nil
PSPSCI601A	Manage the provision of high-level scientific technical support	Nil
PSPSCI602A	Influence innovation and change through extension	Nil
PSPSCI603A	Initiate and conduct scientific/technological research	Nil
PSPSCI701A	Create innovation and change through extension	Nil
PSPSCI702A	Initiate and lead sophisticated scientific/technological research	Nil
PSPSEC301A	Secure government assets	Nil
PSPSEC302A	Respond to government security incidents	Nil
PSPSEC303A	Conduct security awareness sessions	Nil
PSPSEC304A	Undertake information technology security audits	Nil
PSPSEC401A	Undertake government security risk analysis	Nil
PSPSEC402A	Implement security risk treatments	Nil
PSPSEC403A	Develop and advise on government security procedures	Nil
PSPSEC404A	Conduct personnel security assessments	Nil
PSPSEC405A	Handle security classified information	Nil
PSPSEC406A	Provide government security briefings	Nil
PSPSEC501A	Assess security risks	Nil
PSPSEC502A	Develop security risk management plans	Nil
PSPSEC503A	Implement and monitor security risk management plans	Nil
PSPSEC504A	Coordinate protective security	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPSEC505A	Protect security classified information	Nil
PSPSEC506A	Communicate security awareness	Nil
PSPSEC601A	Define information systems framework	Nil
PSPSEC602A	Manage security awareness	Nil
PSPSOHS401 A	Contribute to the implementation of a systematic approach to managing OHS	Nil
PSPSOHS402 A	Contribute to the implementation of the OHS consultation process	Nil
PSPSOHS403 A	Identify hazards and assess OHS risks	Nil
PSPSOHS404 A	Contribute to the implementation of strategies to control OHS risk	Nil
PSPSOHS405 A	Contribute to the implementation of emergency procedures	Nil
PSPSOHS406 A	Use equipment to conduct workplace monitoring	Nil
PSPSOHS501 A	Participate in the coordination and maintenance of a systematic approach to managing OHS	Nil
PSPSOHS502 A	Participate in the management of the OHS information and data systems	Nil
PSPSOHS503 A	Assist in the design and development of OHS participative arrangements	Nil
PSPSOHS504 A	Apply principles of OHS risk management	Nil
PSPSOHS505 A	Manage hazards in the work environment	Nil
PSPSOHS506 A	Monitor and facilitate the management of hazards associated with plant	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPSOHS507 A	Facilitate the application of principles of occupational health to control OHS risk	Nil
PSPSOHS508 A	Participate in the investigation of incidents	Nil
PSPSOHS601 A	Develop a systematic approach to managing OHS including OHS management systems (OHSMS)	Nil
PSPSOHS602 A	Develop OHS information and data analysis and reporting and recording processes	Nil
PSPSOHS603 A	Analyse and evaluate OHS risk	Nil
PSPSOHS604 A	Apply ergonomic principles to control OHS risk	Nil
PSPSOHS605 A	Apply occupational hygiene principles to control OHS risk	Nil
PSPSOHS606 A	Develop and implement crisis management processes	Nil
PSPSOHS607 A	Advise on application of safe design to control OHS risk	Nil
PSPSOHS608 A	Conduct an OHS audit	Nil
PSPSOHS609 A	Evaluate an organisation's OHS performance	Nil
PSPTIS501A	Negotiate translating and interpreting assignments	Nil
PSPTIS502A	Prepare to translate and interpret	Nil
PSPTIS503A	Apply codes and standards to ethical practice	Nil
PSPTIS504A	Maintain and enhance professional practice	Nil
PSPTIS505A	Translate general purpose texts from English to LOTE	Nil
PSPTIS506A	Interpret in general dialogue settings (LOTE)	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPTIS507A	Manage discourses in general settings	Nil
PSPTIS508A	Analyse texts to be translated (LOTE)	Nil
PSPTIS509A	Interpret in general monologue settings (LOTE)	Nil
PSPTIS510A	Analyse, recall and reproduce source messages (LOTE)	Nil
PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts	Nil
PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts	Nil
PSPTIS513A	Translate general purpose texts from LOTE to English	Nil
PSPTIS601A	Translate special purpose texts from English to LOTE	Nil
PSPTIS602A	Quality assure translations	Nil
PSPTIS603A	Apply codes and standards to professional judgement	Nil
PSPTIS604A	Translate multimedia source material	Nil
PSPTIS605A	Interpret in complex dialogue settings (LOTE)	Nil
PSPTIS606A	Interpret in complex monologue settings (LOTE)	Nil
PSPTIS607A	Interpret as part of a team	Nil
PSPTIS608A	Interpret using communication media	Nil
PSPTIS609A	Prepare translated scripts	Nil
PSPTIS610A	Manage discourses in complex settings	Nil
PSPTIS611A	Translate special purpose texts from LOTE to English	Nil
PSPTIS612A	Use translation technology	Nil
PSPTIS613A	Sight translate (LOTE)	Nil
PSPTIS614A	Apply theories to describe and review work assignments	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPTRAN401 A	Inspect vehicles	Nil
PSPTRAN402 A	Assess driver compliance	Nil
PSPTRAN403 A	Assess vehicle compliance	Nil
PSPTRAN404 A	Conduct detailed vehicle examination	Nil
PSPTRAN405 A	Operate weighbridges	Nil
PSPTRAN501 A	Provide specialist vehicle technical advice	Nil
PSPWPI501B	Evaluate workplace legislative compliance	Nil
PSPWPI502B	Facilitate improvement in workplace legislative performance	Nil
PSPWPI503C	Investigate possible breaches of workplace legislation	Nil
PSPWPI601B	Improve compliance through industry partnerships	Nil
PSPWPI602B	Investigate complex issues	Nil
PSPWPI603B	Manage emerging issues	Nil
PSPWPI604B	Represent and promote the organisation	Nil
PSPWPI605B	Audit management systems	Nil
PSPWPI606B	Contribute to the development and revision of legislation and related documents	Nil
PSPWPR401A	Process incoming workplace relations queries	Nil
PSPWPR402A	Respond to general workplace relations enquiries	Nil
PSPWPR403A	Support the provision of workplace relations information	Nil
PSPWPR501A	Provide advice on complex workplace relations issues	Nil

Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
PSPWPR502A	Manage compliance with workplace relations legislation	Nil
PSPWPR503A	Apply workplace relations dispute resolution procedures	Nil
PSPWPR504A	Support resolution of complaints relating to workplace relations processes or outcomes	Nil

Imported Units of Competency in PSP04 Public Sector Training Package and their Prerequisite Requirements		
Code	Title	Prerequisite
BSB07: Business Services Training Package		
BSBADM301B	Produce texts from shorthand notes	No
BSBADM302B	Produce texts from notes	No
BSBADM303B	Produce texts from audio transcription	No
BSBADM311A	Maintain business resources	No
BSBADM405B	Organise meetings	No
BSBADM506B	Manage business document design and development	No
BSBATSIW417B	Select and utilise technology	No
BSBAUD503B	Lead a quality audit	No
BSBCCO301A	Use multiple information systems	No
BSBCCO401A	Administer customer contact telecommunications technology	No
BSBCMM301A	Process customer complaints	No
BSBCMM401A	Make a presentation	No
BSBCMN411A	Monitor a safe workplace	No
BSBCUS201A	Deliver a service to customers	No

BSBCUS401A	Coordinate implementation of customer service strategies	No
BSBEBU401A	Review and maintain a website	No
BSBEBU501A	Investigate and design e-business solutions	No
BSBFIA301A	Maintain financial records	No
BSBFIA302A	Process payroll	No
BSBFIA303A	Process accounts payable and receivable	No
BSBFIA304A	Maintain a general ledger	No
BSBFIA401A	Prepare financial reports	No
BSBFIA402A	Report on financial activity	No
BSBFIM501A	Manage budgets and financial plans	No
BSBFIM502A	Manage payroll	No
BSBFIM701A	Manage financial resources	No
BSBFLM305C	Support operational plan	No
BSBFLM309C	Support continuous improvement systems and processes	No
BSBFLM311C	Support a workplace learning environment	No
BSBHRM401A	Review human resources functions	No
BSBHRM402A	Recruit, select and induct staff	No
BSBHRM501A	Manage human resources services	No
BSBIND101A	Work effectively in a contact centre environment	No
BSBINM202A	Handle mail	No
BSBINM401A	Implement workplace information system	No
BSBINM501A	Manage an information or knowledge management system	No
BSBINM601A	Manage knowledge and information	No

BSBINN301A	Promote innovation in a team environment	No
BSBINN801A	Lead innovative thinking and practice	No
BSBITA401A	Design databases	No
BSBITS401A	Maintain business technology	No
BSBITU201A	Produce simple word processed documents	No
BSBITU202A	Create and use spreadsheets	No
BSBITU203A	Communicate electronically	No
BSBITU301A	Create and use databases	No
BSBITU302A	Create electronic presentations	No
BSBITU305A	Conduct online transactions	No
BSBITU309A	Produce desktop published documents	
BSBITU402A	Develop and use complex spreadsheets	No
BSBITU404A	Produce complex desktop published documents	No
BSBLED301A	Undertake elearning	No
BSBLED401A	Develop teams and individuals	No
BSBLED501A	Develop a workplace learning environment	No
BSBMGT402A	Implement operational plan	No
BSBMGT502B	Manage people performance	No
BSBMGT515A	Manage operational plan	No
BSBMGT516A	Facilitate continuous improvement	No
BSBMKG401B	Profile the market	No
BSBMKG402B	Analyse consumer behaviour for specific markets	No
BSBMKG408B	Conduct market research	No
BSBMKG413A	Promote products and services	No
BSBMKG501B	Identify and evaluate marketing opportunities	No

BSBMKG502B	Establish and adjust the marketing mix	No
BSBMKG506B	Plan market research	No
BSBMKG507A	Interpret market trends and developments	No
BSBMKG514A	Implement and monitor marketing activities	No
BSBMKG603B	Manage the marketing process	No
BSBMKG605B	Evaluate international marketing opportunities	No
BSBMKG606B	Manage international marketing programs	No
BSBMKG608A	Develop organisational marketing objectives	No
BSBMKG609A	Develop a marketing plan	No
BSBMKG610A	Develop, implement and monitor a marketing campaign	No
BSBOHS504B	Apply principles of OHS risk management	No
BSBPMG401A	Apply project scope management techniques	No
BSBPMG402A	Apply time management techniques	No
BSBPMG403A	Apply cost management techniques	No
BSBPMG404A	Apply quality management techniques	No
BSBPMG405A	Apply human resources management approaches	No
BSBPMG406A	Apply communications management techniques	No
BSBPMG407A	Apply risk management techniques	No
BSBPMG408A	Apply contract and procurement procedures	No
BSBPMG501A	Manage application of project integrative processes	No
BSBPMG502A	Manage project scope	No
BSBPMG503A	Manage project time	No
BSBPMG504A	Manage project costs	No
BSBPMG505A	Manage project quality	No

BSBPMG506A	Manage project human resources	No
BSBPMG507A	Manage project communications	No
BSBPMG508A	Manage project risk	No
BSBPMG509A	Manage project procurement	No
BSBPMG510A	Manage projects	No
BSBPUR504B	Manage a supply chain	No
BSBREL402A	Build client relationships and business networks	No
BSBREL701A	Develop and cultivate collaborative partnerships and relationships	No
BSBRES401A	Analyse and present research information	No
BSBRES402A	Research, locate and provide legal and other information in response to requests	No
BSBRKG301B	Control records	No
BSBRKG302B	Undertake disposal	No
BSBRKG303B	Retrieve information from records	No
BSBRKG304B	Maintain business records	No
BSBRKG401B	Review the status of a record	No
BSBRKG402B	Provide information from and about records	No
BSBRKG403B	Set up a business or records system for a small office	No
BSBRKG404A	Monitor and maintain records in an online environment	No
BSBSMB404A	Undertake small business planning	No
BSBSMB406A	Manage small business finances	No
BSBSMB407A	Manage a small team	No
BSBSUS201A	Participate in environmentally sustainable work practices	No
BSBWOR401A	Establish effective workplace relationships	No

BSBWOR402A	Promote team effectiveness	No
BSBWOR404A	Develop work priorities	No
BSBWOR501A	Manage personal work priorities and professional development	No
CHC08: Community Services Training Package		
CHCADMIN305D	Work within the administration protocols of the organisation	No
CHCCD307C	Support community resources	No
CHCCD401D	Support community participation	No
CHCCD402A	Develop and provide community education projects	No
CHCCD404D	Develop and implement community programs	No
CHCCD413D	Work within specific communities	No
CHCCD505D	Develop community resources	No
CHCCD508C	Support community action	No
CHCCD509C	Support community leadership	No
CHCCD514A	Implement community development strategies	No
CHCCD615A	Develop and implement community development strategies	No
CHCCD619B	Establish and maintain community, government and business partnerships	No
CHCCM503C	Develop, facilitate and monitor all aspects of case management	No
CHCCM504C	Promote high quality case management	No
CHCDIS301A	Work effectively with people with a disability	No
CHCEDS301A	Comply with legislative, policy and industrial requirements in the education environment	No
CHCEDS310A	Support learning for students with disabilities	No
CHCEDS315B	Support students with additional needs in the	No

	classroom	
CHCIC301D	Interact effectively with children	No
CHCICS301A	Provide support to meet personal care needs	No
CHCICS305A	Provide behaviour support in the context of individualised plans	No
CHCICS404A	Plan and provide advanced behaviour support	No
CHCLEG411A	Use relevant legislation in response to client needs	No
CHCMED414A	Facilitate mediation processes	No
CHCMED415A	Facilitate interaction between parties in mediation	No
CHCMED416B	Consolidate and conclude the mediation process	No
CHCMED419C	Facilitate alternative dispute resolution processes	No
CHCORG525C	Recruit and coordinate volunteers	No
CHCRF301D	Work effectively with families to care for the child	No
CPP07: Property Services Training Package		
CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction	No
CPPSEC2004A	Respond to security risk situation	No
CPPSEC3003A	Determine response to security risk situation	No
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	No
CSC07: Correctional Service Training Package		
CSCSAS201A	Maintain security	No
CSCSAS205A	Contain incidents that jeopardise safety and security	No
CSCSAS303A	Conduct searches	No
CSCSAS304A	Monitor control room operations	No
CSCSAS306A	Manage conflict through negotiation	No
CSCSAS402A	Manage threatening behaviour	No

CSCSAS502A	Determine response to security risks	No
CSCTRA201A	Maintain security during escort	No
CSCTRA401A	Plan and monitor escorts	No
CUL04: Museum and Library/Information Services Training Package		
CULLB002B	Obtain information from external and networked sources to meet customer needs	No
CULLB004B	Process information resource orders	No
CULLB203C	Develop and use information literacy skills	No
CULLB205C	Process and maintain information resources	No
CULLB206C	Assist with circulation services	No
CULLB302C	Use cataloguing tools	No
CULLB307C	Use multimedia	No
CULLB401C	Assist customers to access information	No
CULLB412C	Undertake cataloguing activities	No
CULMS207C	Assist with the presentation of public activities and events	No
CUF07: Screen and Media Training Package		
CUFWRT301A	Write content for a range of media	No
CUFWRT401A	Edit Texts	No
FNS04: Financial Services Training Package		
FNSACCT401B	Process business tax requirements	No
FNSACCT403B	Prepare operational budgets	No
FNSACCT405B	Prepare financial statements	No
FNSACCT406B	Maintain asset and inventory records	No
FNSACCT501B	Provide financial and business performance information	No

FNSACCT503B	Manage budgets and forecasts	No
FNSACCT505B	Establish and maintain accounting information systems	No
FNSACCT506B	Implement and maintain internal control procedures	No
FNSACCT507B	Provide management accounting information	No
FNSACCT601B	Prepare complex tax returns and lodgements	No
FNSACCT602B	Audit and report on financial systems and records	No
FNSACCT603B	Implement tax plans and evaluate tax compliance	No
FNSACCT604B	Monitor corporate governance activities	No
FNSACCT605B	Implement organisational improvement programs	No
FNSACCT606B	Conduct internal audit	No
FNSACCT607B	Evaluate business performance	No
FNSACCT608B	Evaluate organisation's financial performance	No
FNSACCT609B	Evaluate financial risk	No
FNSACCT610B	Develop and implement financial strategies	No
FNSACCT613B	Prepare and analyse management accounting information	No
FNSACCT614B	Prepare complex corporate financial reports	No
FNSICACC305B	Process payment documentation	No
FNSICACC306B	Process journal entries	No
FNSICACC307B	Reconcile and monitor accounts receivable	No
FNSICACC401B	Evaluate and authorise payment requests	No
FNSICGEN501B	Produce research reports and make presentations	No
FNSICORG302A	Prepare reports for management	No
FNSICORG506B	Develop and monitor policy and procedures	No
FNSICORG509B	Maintain integrity of financial systems	No

FNSICORG519B	Analyse and comment on management reports	No
FPI05: Forest and Forest Products Training Package		
FPICOT2204B	Maintain chainsaws	No
FPICOT2206B	Cross cut materials with a hand-held chainsaw	No
FPICOT2233A	Navigate in forest areas	No
ICA05: Information and Communications Training Package		
ICAI3020B	Install and optimise operating system software	No
ICAI3110C	Implement system software changes	ICAI3020B Install and optimise operating system software
ICAI4030B	Install software to networked computers	No
ICAS3024B	Provide basic system administration	No
ICAS3031B	Provide advice to clients	No
ICAS3115B	Maintain equipment and software in working order	No
ICAS4108B	Complete database back-up and recovery	No
ICAS4113C	Identify and resolve common database performance problems	No
ICAS4114B	Implement maintenance procedures	ICAT3025B Run standard diagnostic tests
ICAS4125B	Monitor and administer a database	ICAS3024B Provide basic system administration
ICAS4127B	Support system software	ICAI3020B Install and optimise operating system software
ICAS4134C	Provide first-level remote help desk support	ICAS3031B Provide advice to clients
ICAS4191B	Maintain website performance	No

ICAT3025B	Run standard diagnostic tests	No
ICAU3019B	Migrate to new technology	No
ICP05: Printing and Graphic Arts Training Package		
ICPMM321B	Capture a digital image	No
LGA04: Local Government Training Package		
LGAGOVA301B	Assist customers with rate enquiries	No
MSA07: Manufacturing Training Package		
MSATMINS301A	Inspect a range of simple measures	No
MSATMINS302A	Inspect a range of simple measuring instruments	No
MSATMINS401A	Inspect a range of weighing instruments	No
MSATMINS402A	Inspect a range of liquid measuring instruments using volume measures	No
MSATMINS403A	Inspect a range of trading practices	No
MSATMINS404A	Inspect a range of pre-packaged products	No
MSATMINS501A	Inspect a range of complex measuring instruments	No
MSATMREF301A	Use and maintain reference standards	No
MSATMVER403A	Verify inspector's class reference standards	No
MSL09: Laboratory Operations Training Package		
MSL904001A	Perform standard calibrations	No
MSL924001A	Process and interpret data	No
MSL924002A	Use laboratory application software	No
MSL925002A	Analyse measurements and estimate uncertainties	MSL924001 A Process and interpret data
MSL933001A	Maintain the laboratory/field workplace fit for purpose	No
MSL933002A	Contribute to the achievement of quality objectives	No

MSL934002A	Apply quality system and continuous improvement processes	No
MSL934003A	Maintain and control stocks	No
MSL943001A	Work safely with instruments that emit ionising radiation	No
MSL943002A	Participate in laboratory/field workplace safety	No
MSL944001A	Maintain laboratory/field workplace safety	No
MSL952002A	Handle and transport samples or equipment	No
MSL953001A	Receive and prepare samples for testing	No
MSL963001A	Operate basic handblowing equipment	No
MSL963002A	Repair glass apparatus using simple glassblowing equipment	MSL963001 Operate basic handblowing equipment
MSL973001A	Perform basic tests	No
MSL973002A	Prepare working solutions	No
MSL973003A	Prepare culture media	No
MSL973004A	Perform aseptic techniques	No
MSL973005A	Assist with fieldwork	No
MSL973006A	Prepare trial batches for evaluation	No
MSL973007A	Perform microscopic examination	No
MSL974001A	Prepare, standardise and use solutions	No
MSL974003A	Perform chemical tests and procedures	No
MSL974005A	Perform physical tests	No
NWP07: Water Training Package		
NWP229B	Repair minor structures	No
PUA00: Public Safety Training Package		

PUAOPE002B	Operate communications systems and equipment	No
PUAOPE003B	Navigate in urban and rural environments	No
PUAPOL001B	Maintain operational safety	No
PUAPOL005B	Use and maintain operational equipment	No
PUAPOL007B	Manage persons in care or custody or in need of assistance	No
PUAPOL010B	Perform administrative duties	No
PUAPOL013B	Create, maintain and enhance productive working relationships	No
PUAPOL023B	Manage investigations	No
PUAPOL024B	Conduct investigations	No
PUAPOL028B	Manage investigation information processes	No
PUAPOL029B	Coordinate multi-agency investigations	No
PUAPOL030B	Review and evaluate major investigations	No
PUAPOL031B	Confiscate assets	No
PUAPOL032B	Plan intelligence activities	No
PUAPOL033B	Manage intelligence information processes	No
PUAPOL034B	Analyse information	No
PUAPOL035B	Disseminate outputs from the intelligence process	No
PUAVEH001B	Drive vehicles under operational conditions	No

PUAWER001B	Identify, prevent and report potential workplace emergency situations	No
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented	No
PUAWER003B	Manage and monitor workplace emergency procedures, equipment and other resources	No
PUAWER004B	Respond to workplace emergencies	No

PUAWER005B	Operate as part of an emergency control organisation	No
PUAWER007B	Manage an emergency control organisation	No
PUAWER008B	Confine small workplace emergencies	No
PUAWER009B	Participate as a member of a workplace emergency initial response team	No
PUAWER010B	Lead a workplace emergency initial response team	PUAWER009B Participate as a member of a workplace emergency initial response team
PUAWER011B	Manage workplace emergency initial response teams	No
RII09: Resources and Infrastructure Training Package		
RIISAM203A	Use hand and power tools	No
RTD02: Conservation And Land Management Training Package		
RTC2304A	Operate and maintain chainsaws	No
RTC3218A	Undertake a site assessment	No
RTC5504A	Develop a management plan for a designated area	No
SIT07: Tourism, Hospitality and Events		
SITHACS006A	Clean premises and equipment	No
SITHACS007A	Launder linen and guest clothes	SITXOHS002A Follow workplace hygiene procedures
SITHCCC001A	Organise and prepare food	SITXOHS002A Follow workplace hygiene procedures
SITHCCC002A	Present food	SITXOHS002A Follow workplace hygiene procedures
SITHCCC003A	Receive and store kitchen supplies	SITXOHS002A Follow workplace hygiene procedures

SITHCCC004A	Clean and maintain kitchen premises	SITXOHS002A Follow workplace hygiene procedures
SITHCCC005A	Use basic methods of cookery	SITXOHS002A Follow workplace hygiene procedures SITHCCC001A Organise and prepare food SITHCCC002A Present food

SITHCCC008A	Prepare stocks, sauces and soups	SITXOHS002A Follow workplace hygiene procedures SITHCCC001A Organise and prepare food SITHCCC002A Present food SITHCCC005A Use basic methods of cookery
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	SITXOHS002A Follow workplace hygiene procedures SITHCCC001A Organise and prepare food SITHCCC002A Present food SITHCCC005A Use basic methods of cookery
SITHCCC016A	Develop cost-effective menus	No
SITHCCC030A	Package prepared foodstuffs	SITXOHS002A Follow workplace hygiene procedures SITXFSA001A Implement food safety procedures
SITHCCC033A	Apply catering control principles	SITHCCC005A Use basic methods of cookery SITHCCC016A Develop cost-effective menus
SITXFSA001A	Implement food safety procedures	SITXOHS002A Follow workplace hygiene procedures
SITXFSA003A	Transport and store food in a safe and hygienic manner	SITXOHS002A Follow workplace hygiene procedures SITXFSA001A Implement food safety procedures
SITXICT001A	Build and launch a website for a small business	No
SITXOHS002A	Follow workplace hygiene procedures	No

SRC04: Community Recreation Industry Training Package		
SRCAQU001B	Monitor pool water quality	No
SRCAQU004B	Maintain pool water quality	No
TAA04: Training and Assessment Training Package		
TAADEL501B	Facilitate e-learning	No
TAADES501B	Design and develop learning strategies	No
TLI07: Transport and Logistics Training Package		
TLIA2207C	Participate in stocktakes	No
TLID107C	Shift materials safely using manual handling methods	No
TLID307E	Handle dangerous goods/hazardous substances	No

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency

N = Not Equivalent E = Equivalent

Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
PSPCRT301A	Audio record court proceedings	E	PSPCRT301B	Audio record court proceedings	Reviewed and updated
PSPCRT401B	Carry out court orderly functions	E	PSPCRT401C	Carry out court orderly functions	Reviewed and updated
PSPCRT402B	Manage witnesses	E	PSPCRT402C	Manage witnesses	Reviewed and updated
PSPCRT403B	Handle exhibits and documents tendered	E	PSPCRT403C	Handle exhibits and documents tendered	Reviewed and updated
PSPCRT404B	Serve process	E	PSPCRT404C	Serve process	Reviewed and updated

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
PSPCRT405B	Handle monies received in satisfaction of warrants or orders	E	PSPCRT405C	Handle monies received in satisfaction of warrants or orders	Reviewed and updated
PSPCRT406B	Compile and use official notes	E	PSPCRT406C	Compile and use official notes	Reviewed and updated
PSPCRT407A	Undertake court listings	E	PSPCRT407B	Undertake court listings	Reviewed and updated
PSPCRT408A	Provide court registry and information services	E	PSPCRT408B	Provide court registry and information services	Reviewed and updated
PSPCRT409A	Administer court fines and debt management	E	PSPCRT409B	Administer court fines and debt management	Reviewed and updated
PSPCRT410A	Provide court support to Indigenous clients	E	PSPCRT410B	Provide court support to Indigenous clients	Reviewed and updated
PSPCRT411A	Audio record complex court proceedings	E	PSPCRT411B	Audio record complex court proceedings	Reviewed and updated
PSPCRT412A	Record court proceedings	E	PSPCRT412B	Record court proceedings	Reviewed and updated
			PSPCRT413A	Contribute to delivery	New unit

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
				of an integrated service delivery program	
			PSPCRT414A	Administer court legislation	New unit
			PSPCRT415A	Administer alternative dispute resolution proceedings	New unit
			PSPCRT416A	Provide support to self represented litigants	New unit
PSPCRT501B	Perform court duties	E	PSPCRT501C	Perform court duties	Reviewed and updated
PSPCRT502B	Manage jurors	E	PSPCRT502C	Manage jurors	Reviewed and updated
PSPCRT503B	Execute process	E	PSPCRT503C	Execute process	Reviewed and updated
PSPCRT504B	Carry out possessions/evictions	E	PSPCRT504C	Carry out possessions and evictions	Reviewed and updated
PSPCRT505A	Undertake senior court listing activities	E	PSPCRT505B	Undertake senior court listing activities	Reviewed and updated
PSPCRT506A	Perform quasi-	E	PSPCRT506B	Perform	Reviewed and

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
	judicial functions			quasi-judicial functions	updated
PSPCRT507A	Record complex court proceedings	E	PSPCRT507B	Record complex court proceedings	Reviewed and updated
PSPCRT601A	Manage court practice and process	E	PSPCRT601B	Manage court practice and process	Reviewed and updated
PSPEA501A	Use an enterprise architecture framework				Deleted
PSPEA502A	Demonstrate compliance with an enterprise architecture framework				Deleted
PSPEA503A	Use enterprise architecture tools				Deleted
PSPEA601A	Develop an enterprise architecture framework				Deleted
PSPEA602A	Create an enterprise architecture compliance matrix				Deleted
PSPEA603A	Conduct an enterprise architecture framework audit				Deleted

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
PSPEA604A	Provide guidance and support for an enterprise architecture framework				Deleted
PSPEA605A	Evaluate and select enterprise architecture tools				Deleted
			PSPWPR401A	Process incoming workplace relations queries	New unit
			PSPWPR402A	Respond to general workplace relations enquiries	New unit
			PSPWPR403A	Support the provision of workplace relations information	New unit
			PSPWPR501A	Provide advice on complex workplace relations issues	New unit
			PSPWPR502A	Manage compliance with workplace relations legislation	New unit

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
			PSPWPR503A	Apply workplace relations dispute resolution procedures	New unit
			PSPWPR504A	Support resolution of complaints relating to workplace relations processes or outcomes	New unit
		E	PSPPOL405A	Implement e-correspondence policies	New Unit - Rebadged from BSBEBUS402A Implement e-correspondence policies.
PSPPROC302A	Undertake basic procurement	N	PSPPROC303A	Carry out basic procurement	New unit based on PSPPROC302A, revised to include environmental, sustainability and corporate social responsibility principles, and use of organisational financial systems and government credit cards. This unit is equivalent to BSBPUR301A Purchase goods

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
					and services, from the Business Services Training Package.
PSPPROC405B	Dispose of assets	E	PSPPROC405C	Dispose of assets	Revised to include environmental, sustainability and corporate social responsibility principles.
PSPPROC406A	Procure goods and services	E	PSPPROC406B	Procure goods and services	Revised to include environmental, sustainability and corporate social responsibility principles.
PSPPROC407A	Establish procurement need	N	PSPPROC411A	Plan procurement	New unit based on PSPPROC407A. Multi-unit equivalence with the combination of PSPPROC401A and PSPPROC402A and PSPPROC403A or the combination of PSPPROC407A and PSPPROC408A.
PSPPROC408A	Develop requests for offers	N	PSPPROC412A	Develop and distribute	New unit based on

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
				requests for offers	PSPPROC408A. Multi-unit equivalence with the combination of PSPPROC401A and PSPPROC402A and PSPPROC403A or the combination of PSPPROC407A and PSPPROC408A and PSPPROC409A.
PSPPROC409A	Receive and select offers	N	PSPPROC413A	Select providers and develop contracts	New unit based on PSPPROC409A.
PSPPROC410A	Administer contracts	N	PSPPROC414A	Manage contracts	New unit to replace PSPPROC410A.
PSPPROC501A	Manage contract risk	N	PSPPROC505A	Manage procurement risk	New unit based on PSPPROC501A. The unit has been broadened to include management of risks at all stages of the procurement cycle.
PSPPROC502A	Establish contract management arrangements	N	PSPPROC506A	Plan to manage a contract	New unit based on PSPPROC502A.

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
					This unit includes significantly more detail on stakeholder management and engagement.
PSPPROC503A	Manage contract performance	E	PSPPROC503B	Manage contract performance	Revised to include environmental, sustainability and corporate social responsibility principles.
PSPPROC504A	Finalise contracts	E	PSPPROC504B	Finalise contracts	Revised to include environmental, sustainability and corporate social responsibility principles.
			PSPPROC507A	Plan procurement outcomes	New unit
			PSPPROC508A	Make procurement decisions	New unit
			PSPPROC509A	Participate in budget and procurement review processes	New unit
			PSPPROC510A	Conduct and manage coordinated procurement	New unit

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
PSPPROC602B	Direct the management of contracts	N	PSPPROC607A	Manage strategic contracts	New unit based on PSPPROC602B
PSPPROC603B	Divest strategic assets	E	PSPPROC603C	Divest strategic assets	Revised to include environmental, sustainability and corporate social responsibility principles.
PSPPROC604A	Plan for strategic procurement	E	PSPPROC604B	Plan for strategic procurement	Revised to include environmental, sustainability and corporate social responsibility principles.
PSPPROC605A	Coordinate strategic procurement	E	PSPPROC605B	Coordinate strategic procurement	Revised to include environmental, sustainability and corporate social responsibility principles.
PSPPROC606A	Negotiate strategic procurement	E	PSPPROC606B	Negotiate strategic procurement	Revised to include environmental, sustainability and corporate social responsibility principles.
PSPPROC701B	Establish strategic procurement directions	N	PSPPROC704A	Influence and define strategic procurement direction	New unit based on PSPPROC701B. The unit has been broadened to include

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency					
N = Not Equivalent E = Equivalent					
Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
					consideration of the government agenda for strategic procurement.
PSPPROC702B	Establish the procurement context	N	PSPPROC705A	Establish the strategic procurement context	New unit based on PSPPROC702B. The unit has been broadened to include consideration of the government agenda for strategic procurement.
PSPPROC703B	Evaluate and improve procurement performance	N	PSPPROC706A	Evaluate and improve strategic procurement performance	New unit based on PSPPROC703B. The unit has been broadened to include consideration of the government agenda for strategic procurement.
			PSPREG505A	Conduct measurement license audit	New unit
			PSPRAD701A	Work safely in a radiation environment	New unit
			PSPRAD702A	Work safely with	New unit

Summary Mapping of PSP04 Version 4 to PSP04 Version 3 Units of Competency**N = Not Equivalent E = Equivalent**

Version 3 Code	Version 3 Title	N/ E	Version 4 Code	Version 4 Title	Comments
				radioactive ores and minerals	
			PSPRAD703A	Perform basic radiation measurements	New unit
			PSPRAD704A	Consign radioactive material	New unit
			PSPRAD705A	Handle and transport radioactive material	New unit
			PSPRAD706A	Work safely with radiation sealed source equipment	New unit
			PSPRAD707A	Monitor radiation	New unit
			PSPRAD708A	Coordinate radiation safety	New unit
			PSPRAD709A	Select, commission and maintain radiation measuring instruments	New unit

			PSPRAD710A	Apply radiation safety knowledge to develop and implement ionising radiation management plans	New unit
			PSPREG505A	Conduct measurement licensee audit	New unit
			PSPTIS501A	Negotiate translating and interpreting assignments	New unit
			PSPTIS502A	Prepare to translate and interpret	New Unit
			PSPTIS503A	Apply codes and standards to ethical practice	New Unit
			PSPTIS504A	Maintain and enhance professional practice	New Unit
			PSPTIS505A	Translate general purpose texts from English to LOTE	New Unit
			PSPTIS506A	Interpret in general dialogue setting (LOTE)	New Unit
			PSPTIS507A	Manage	

				discourses in general settings.	
			PSPTIS508A	Analyse texts to be translated (LOTE).	New Unit
			PSPTIS509A	Interpret in general monologue settings (LOTE).	New Unit
			PSPTIS510A	Analyse, recall and reproduce source messages (LOTE).	New Unit
			PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts.	New Unit
			PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts.	New Unit
			PSPTIS513A	Translate general purpose texts from LOTE to English.	New Unit
			PSPTIS601A	Translate special purpose texts English to	New Unit

				LOTE from	
			PSPTIS602A	Quality assure translations.	New Unit
			PSPTIS603A	Apply codes and standards to professional judgement.	New Unit
			PSPTIS604A	Translate multimedia source material.	New Unit
			PSPTIS605A	Interpret in complex dialogue settings (LOTE).	New Unit
			PSPTIS606A	Interpret in complex monologue settings (LOTE).	New Unit
			PSPTIS607A	Interpret as part of a team.	New Unit
			PSPTIS608A	Interpret using communication media	New Unit
			PSPTIS609A	Prepare translated transcripts.	New Unit
			PSPTIS610A	Manage complex discourse setting.	New Unit
			PSPTIS611A	Translate special	New Unit

				purpose texts from LOTE to English.	
			PSPTIS612A	Use translation technology.	New Unit
			PSPTIS613A	Sight translate (LOTE)	New Unit
			PSPTIS614A	Apply theories to translating and interpreting work practice.	New Unit
		N	PSPTRAN405 A	Operate weighbridges	New unit - rebadged and revised from TLID2207C Conduct weighbridge operations
PSPWPI503B	Investigate possible breaches of workplace legislation	E	PSPWPI503C	Investigate possible breaches of workplace legislation	Revised
Summary Mapping of PSP04 Imported Units of Competency					

Code	Title	Comments	Source
RIISAM203A	Use hand and power tools	New version of imported unit	BCC03 V3
BSBADM301 B	Produce texts from shorthand notes	New version of imported unit	BSB07 V2
BSBADM302 B	Produce texts from notes	New version of imported unit	BSB07 V2

BSBADM303 B	Produce texts from audio transcription	New version of imported unit	BSB07 V2
BSBADM311 A	Maintain business resources	New version of imported unit	BSB07 V2
BSBADM401 B	Produce complex texts from shorthand notes	New version of imported unit	BSB07 V2
BSBADM405 B	Organise meetings	New version of imported unit	BSB07 V2
BSBADM506 B	Manage business document design and development	New imported unit	BSB07 V2
BSBATSIW41 7B	Select and utilise technology	New imported unit	BSB07 V2
BSBAUD503B	Lead a quality audit	Imported in PSP04 Version 3	BSB07 V2
BSBCCO301A	Use multiple information systems	New version of imported unit	BSB07 V2
BSBCCO401A	Administer customer contact telecommunications technology	New version of imported unit	BSB07 V2
BSBCMM301 A	Process customer complaints	New imported unit	BSB07 V2
BSBCMM401 A	Make a presentation	New version of imported unit	BSB07 V2
BSBCUS201A	Deliver a service to customers	New imported unit	BSB07 V2
BSBCUS401A	Coordinate implementation of customer service strategies	New imported unit	BSB07 V2
BSBDIV301A	Work effectively with diversity	New imported unit	BSB07 V2
BSBEBU401A	Review and maintain a website	New version of imported unit	BSB07 V2

BSBEBU501A	Investigate and design e-business solutions	New imported unit	BSB07 V2
BSBFIA301A	Maintain financial records	New version of imported unit	BSB07 V2
BSBFIA302A	Process payroll	New version of imported unit	BSB07 V2
BSBFIA303A	Process accounts payable and receivable	New version of imported unit	BSB07 V2
BSBFIA304A	Maintain a general ledger	New version of imported unit	BSB07 V2
BSBFIA401A	Prepare financial reports	New version of imported unit	BSB07 V2
BSBFIA402A	Report on financial activity	New version of imported unit	BSB07 V2
BSBFIM501A	Manage budgets and financial plans	New version of imported unit	BSB07 V2
BSBFIM502A	Manage payroll	New version of imported unit	BSB07 V2
BSBFIM701A	Manage financial resources	New imported unit	BSB07 V2
BSBFML305C	Support operational plan	New version of imported unit	BSB07 V2
BSBFML309C	Support continuous improvement systems and processes	New version of imported unit	BSB07 V2
BSBFML311C	Support a workplace learning environment	New version of imported unit	BSB07 V2
BSBHRM401A	Review human resources functions	New imported unit	BSB07 V2
BSBHRM402A	Recruit, select and induct staff	New imported unit	BSB07 V2
BSBHRM501A	Manage human resources services	New imported unit	BSB07 V2
BSBIND101A	Work effectively in a contact centre environment	New version of imported unit	BSB07 V2
BSBINM202A	Handle mail	New version of imported unit	BSB07 V2

BSBINM401A	Implement workplace information system	New version of imported unit	BSB07 V2
BSBINM501A	Manage an information or knowledge management system	New imported unit	BSB07 V2
BSBINM601A	Manage knowledge and information	New imported unit	BSB07 V2
BSBINN301A	Promote innovation in a team environment	New imported unit	BSB07 V2
BSBINN801A	Lead innovative thinking and practice	New imported unit	BSB07 V2
BSBITA401A	Design databases	New imported unit	BSB07 V2
BSBITS401A	Maintain business technology	New version of imported unit	BSB07 V2
BSBITU201A	Produce simple word processed documents	New version of imported unit	BSB07 V2
BSBITU202A	Create and use spreadsheets	New version of imported unit	BSB07 V2
BSBITU203A	Communicate electronically	New imported unit	BSB07 V2
BSBITU301A	Create and use databases	New version of imported unit	BSB07 V2
BSBITU302A	Create electronic presentations	New version of imported unit	BSB07 V2
BSBITU305A	Conduct online transactions	New imported unit	BSB07 V2
BSBITU309A	Produce desktop published documents	New imported unit	BSB07 V2
BSBITU402A	Develop and use complex spreadsheets	New version of imported unit	BSB07 V2
BSBITU404A	Produce complex desktop published documents	New imported unit	BSB07 V2
BSBLED301A	Undertake elearning	New version of imported unit	BSB07 V2

BSBLED401A	Develop teams and individuals	New version of imported unit	BSB07 V2
BSBLED501A	Develop a workplace learning environment	New version of imported unit	BSB07 V2
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment	New imported unit	BSB07 V2
BSBLEG305A	Use legal terminology in order to carry out tasks	New imported unit	BSB07 V2
BSBLEG401A	Prepare and produce complex legal documents	New imported units	BSB07 V2
BSBMED301 B	Interpret and apply medical terminology appropriately	New imported units	BSB07 V2
BSBMGT402 A	Implement operational plan	New version of imported unit	BSB07 V2
BSBMGT502 B	Manage people performance	New imported unit	BSB07 V2
BSBMGT515 A	Manage operational plan	New version of imported unit	BSB07 V2
BSBMGT516 A	Facilitate continuous improvement	New version of imported unit	BSB07 V2
BSBMKG401 B	Profile the market	New version of imported unit	BSB07 V2
BSBMKG402 B	Analyse consumer behaviour for specific markets	New version of imported unit	BSB07 V2
BSBMKG408 B	Conduct market research	New imported unit	BSB07 V2
BSBMKG413 A	Promote products and services	New version of imported unit	BSB07 V2
BSBMKG501	Identify and evaluate	New version of imported unit	BSB07 V2

B	marketing opportunities		
BSBMKG502 B	Establish and adjust the marketing mix	New version of imported unit	BSB07 V2
BSBMKG506 B	Plan market research	New imported unit	BSB07 V2
BSBMKG507 A	Interpret market trends and developments	New imported unit	BSB07 V2
BSBMKG514 A	Implement and monitor marketing activities	New imported unit	BSB07 V2
BSBMKG603 B	Manage the marketing process	New version of imported unit	BSB07 V2
BSBMKG605 B	Evaluate international marketing opportunities	New version of imported unit	BSB07 V2
BSBMKG606 B	Manage international marketing programs	New version of imported unit	BSB07 V2
BSBMKG608 A	Develop organisational marketing objectives	New imported unit	BSB07 V2
BSBMKG609 A	Develop a marketing plan	New imported unit	BSB07 V2
BSBMKG610 A	Develop, implement and monitor a marketing campaign	New imported unit	BSB07 V2
BSBOHS303 B	Contribute to OHS hazard identification and risk assessment	New imported unit	BSB07 V2
BSBOHS504 B	Apply principles of OHS risk management	New version of imported unit	BSB07 V2
BSBPMG401 A	Apply project scope management techniques	New version of imported unit	BSB07 V2
BSBPMG402 A	Apply time management techniques	New version of imported unit	BSB07 V2
BSBPMG403 A	Apply cost management techniques	New version of imported unit	BSB07 V2
BSBPMG404	Apply quality	New version of imported unit	BSB07 V2

A	management techniques		
BSBPMG405 A	Apply human resources management approaches	New version of imported unit	BSB07 V2
BSBPMG406 A	Apply communications management techniques	New version of imported unit	BSB07 V2
BSBPMG407 A	Apply risk management techniques	New version of imported unit	BSB07 V2
BSBPMG408 A	Apply contract and procurement procedures	New version of imported unit	BSB07 V2
BSBPMG501 A	Manage application of project integrative processes	New version of imported unit	BSB07 V2
BSBPMG502 A	Manage project scope	New version of imported unit	BSB07 V2
BSBPMG503 A	Manage project time	New version of imported unit	BSB07 V2
BSBPMG504 A	Manage project costs	New version of imported unit	BSB07 V2
BSBPMG505 A	Manage project quality	New version of imported unit	BSB07 V2
BSBPMG506 A	Manage project human resources	New version of imported unit	BSB07 V2
BSBPMG507 A	Manage project communications	New version of imported unit	BSB07 V2
BSBPMG508 A	Manage project risk	New version of imported unit	BSB07 V2
BSBPMG509 A	Manage project procurement	New version of imported unit	BSB07 V2
BSBPMG510 A	Manage projects	New imported unit	BSB07 V2
BSBPUR504 B	Manage a supply chain	New imported unit	BSB07 V2
BSBRE402 A	Build client relationships and business networks	New imported unit	BSB07 V2

BSBREL701 A	Develop and cultivate collaborative partnerships and relationships	New imported unit	BSB07 V2
BSBRES401A	Analyse and present research information	New imported unit	BSB07 V2
BSBRES402A	Research, locate and provide legal and other information in response to requests	New imported unit	BSB07 V2
BSBRES403A	Research legal processes	New imported unit	BSB07 V2
BSBRKG301 B	Control records	New version of imported unit	BSB07 V2
BSBRKG302 B	Undertake disposal	New version of imported unit	BSB07 V2
BSBRKG303 B	Retrieve information from records	New version of imported unit	BSB07 V2
BSBRKG304 B	Maintain business records	New version of imported unit	BSB07 V2
BSBRKG401 B	Review the status of a record	New version of imported unit	BSB07 V2
BSBRKG402 B	Provide information from and about records	New version of imported unit	BSB07 V2
BSBRKG403 B	Set up a business or records system for a small office	New version of imported unit	BSB07 V2
BSBRKG404 A	Monitor and maintain records in an online environment	New version of imported unit	BSB07 V2
BSBRSK401 A	Identify risk and apply risk management process	New imported unit	BSB07 V2
BSBSMB401 A	Establish and risk management requirements of small business	New imported unit	BSB07 V2

BSBSMB404 A	Undertake small business planning	New version of imported unit	BSB07 V2
BSBSMB405 A	Monitor and manage small business operations	New imported unit	BSB07 V2
BSBSMB406 A	Manage small business finances	New version of imported unit	BSB07 V2
BSBSMB407 A	Manage a small team	New version of imported unit	BSB07 V2
BSBSMB408 B	Manage personal, family, cultural and business obligations	New imported unit	BSB07 V2
BSBSUS201A	Participate in environmentally sustainable work practices	New imported unit	BSB07 V2
BSBWOR401 A	Establish effective workplace relationships	New version of imported unit	BSB07 V2
BSBWOR402 A	Promote team effectiveness	New version of imported unit	BSB07 V2
BSBWOR404 A	Develop work priorities	New version of imported unit	BSB07 V2
BSBWOR501 A	Manage personal work priorities and professional development	New version of imported unit	BSB07 V2
BSBWRT401 A	Write complex documents	New imported unit	BSB07 V2
CHCADMIN3 05D	Work within the administration protocols of the organisation	New imported unit appearing in the core of PSP42010	CHC08 V1.1
CHCCD307C	Support community resources	New version of imported unit	CHC08 V1.1
CHCCD401D	Support community participation	New version of imported unit	CHC08 V1.1

CHCCD402A	Develop and provide community education projects	New imported unit	CHC08 V1.1
CHCCD404D	Develop and implement community programs	New version of imported unit	CHC08 V1.1
CHCCD413D	Work within specific communities	New version of imported unit	CHC08 V1.1
CHCCD505D	Develop community resources	New version of imported unit	CHC08 V1.1
CHCCD508C	Support community action	New version of imported unit	CHC08 V1.1
CHCCD509C	Support community leadership	New version of imported unit	CHC08 V1.1
CHCCD514A	Implement community development strategies	New imported unit	CHC08 V1.1
CHCCD615A	Develop and implement community development strategies	New imported unit	CHC08 V1.1
CHCCD619B	Establish and maintain community, government and business partnerships	New version of imported unit	CHC08 V1.1
CHCCM503C	Develop, facilitate and monitor all aspects of case management	New version of imported unit	CHC08 V1.1
CHCCM504C	Promote high quality case management	New version of imported unit	CHC08 V1.1
CHCDIS301A	Work effectively with people with a disability	New imported unit	CHC08 V1.1
CHCEDS301 A	Comply with legislative, policy and industrial requirements in the education environment	New imported unit	CHC08 V1.1
CHCEDS310 A	Support learning for students with disabilities	New imported unit	CHC08 V1.1

CHCEDS315 B	Support students with additional needs in the classroom	New version of imported unit	CHC08 V1.1
CHCIC301D	Interact effectively with children	New version of imported unit	CHC08 V1.1
CHCICS301A	Provide support to meet personal care needs	New imported unit	CHC08 V1.1
CHCICS305A	Provide behaviour support in the context of individualised plans	New imported unit	CHC08 V1.1
CHCICS404A	Plan and provide advanced behaviour support	New imported unit	CHC08 V1.1
CHCLEG411 A	Use relevant legislation in response to client needs	New imported unit appearing in the core of PSP42010	CHC08 V1.1
CHCMED414 A	Facilitate mediation processes	New imported unit	CHC08 V1.1
CHCMED415 A	Facilitate interaction between parties in mediation	New imported unit	CHC08 V1.1
CHCMED416 B	Consolidate and conclude the mediation process	New version of imported unit	CHC08 V1.1
CHCMED419 C	Facilitate alternative dispute resolution processes	New version of imported unit	CHC08 V1.1
CHCORG525 C	Recruit and coordinate volunteers	New version of imported unit	CHC08 V1.1
CHCORG627 B	Provide mentoring support to colleagues	New version of imported unit	CHC08 V1.1
CHCRF301D	Work effectively with families to care for the child	New version of imported unit	CHC08 V1.1
CPPDSM4038 A	Conduct goods, chattels or equipment clearing	New imported unit	CPP07 V5

	sale or auction		
CPPSEC2004 A	Respond to security risk situation	New version of imported unit	CPP07 V5
CPPSEC3003 A	Determine response to security risk situation	New version of imported unit	CPP07 V5
CPPSEC4005 A	Facilitate workplace briefing and debriefing processes	New imported unit	CPP07 V5
CSCSAS201A	Maintain security	New imported unit	CSC07 V1
CSCSAS205A	Contain incidents that jeopardise safety and security	New version of imported unit	CSC07 V1
CSCSAS303A	Conduct searches	New version of imported unit	CSC07 V1
CSCSAS304A	Monitor control room operations	New version of imported unit	CSC07 V1
CSCSAS306A	Manage conflict through negotiation	New version of imported unit	CSC07 V1
CSCSAS402A	Manage threatening behaviour	New version of imported unit	CSC07 V1
CSCSAS502A	Determine response to security risks	New version of imported unit	CSC07 V1
CSCTRA201 A	Maintain security during escort	New version of imported unit	CSC07 V1
CSCTRA401 A	Plan and monitor escorts	New version of imported unit	CSC07 V1
CUFWRT301 A	Write content for a range of media	New imported unit	CUF
CUFWRT401 A	Edit texts	New imported unit	CUF
CULLB002B	Obtain information from external and networked sources to meet customer needs	New imported unit	CUL04 V2
CULLB004B	Process information	New imported unit	CUL04 V2

	resource orders		
CULLB203C	Develop and use information literacy skills	New version of imported unit	CUL04 V2
CULLB205C	Process and maintain information resources	New version of imported unit	CUL04 V2
CULLB206C	Assist with circulation services	New imported unit	CUL04 V2
CULLB302C	Use cataloguing tools	New version of imported unit	CUL04 V2
CULLB307C	Use multimedia	New version of imported unit	CUL04 V2
CULLB401C	Assist customers to access information	New version of imported unit	CUL04 V2
CULLB412C	Undertake cataloguing activities	New version of imported unit	CUL04 V2
CULMS207C	Assist with the presentation of public activities and events	New imported unit	CUL04 V2
FNSACCT40 1B	Process business tax requirements	New version of imported unit	FNS04 V2
FNSACCT40 3B	Prepare operational budgets	New version of imported unit	FNS04 V2
FNSACCT40 5B	Prepare financial statements	New version of imported unit	FNS04 V2
FNSACCT40 6B	Maintain asset and inventory records	New version of imported unit	FNS04 V2
FNSACCT50 1B	Provide financial and business performance information	New version of imported unit	FNS04 V2
FNSACCT50 3B	Manage budgets and forecasts	New version of imported unit	FNS04 V2
FNSACCT50 5B	Establish and maintain accounting information systems	New version of imported unit	FNS04 V2
FNSACCT50	Implement and maintain	New version of imported unit	FNS04 V2

6B	internal control procedures		
FNSACCT50 7B	Provide management accounting information	New version of imported unit	FNS04 V2
FNSACCT60 1B	Prepare complex tax returns and lodgements	New version of imported unit	FNS04 V2
FNSACCT60 2B	Audit and report on financial systems and records	New version of imported unit	FNS04 V2
FNSACCT60 3B	Implement tax plans and evaluate tax compliance	New version of imported unit	FNS04 V2
FNSACCT60 4B	Monitor corporate governance activities	New version of imported unit	FNS04 V2
FNSACCT60 5B	Implement organisational improvement programs	New version of imported unit	FNS04 V2
FNSACCT60 6B	Conduct internal audit	New version of imported unit	FNS04 V2
FNSACCT60 7B	Evaluate business performance	New version of imported unit	FNS04 V2
FNSACCT60 8B	Evaluate organisation's financial performance	New version of imported unit	FNS04 V2
FNSACCT60 9B	Evaluate financial risk	New version of imported unit	FNS04 V2
FNSACCT61 0B	Develop and implement financial strategies	New version of imported unit	FNS04 V2
FNSACCT61 3B	Prepare and analyse management accounting information	New version of imported unit	FNS04 V2
FNSACCT61 4B	Prepare complex corporate financial reports	New version of imported unit	FNS04 V2
FNSICACC30 5B	Process payment documentation	New version of imported unit	FNS04 V2
FNSICACC30	Process journal entries	New version of imported unit	FNS04 V2

6B

FNSICACC30 7B	Reconcile and monitor accounts receivable	New version of imported unit	FNS04 V2
FNSICACC40 1B	Evaluate and authorise payment requests	New version of imported unit	FNS04 V2
FNSICGEN50 1B	Produce research reports and make presentations	New imported unit	FNS04 V2
FNSICORG30 2B	Prepare reports for management	New version of imported unit	FNS04 V2
FNSICORG50 6B	Develop and monitor policy and procedures	New imported unit	FNS04 V2
FNSICORG50 9B	Maintain integrity of financial systems	New version of imported unit	FNS04 V2
FNSICORG51 9B	Analyse and comment on management reports	New version of imported unit	FNS04 V2
FPICOT2204 B	Maintain chainsaws	New version of imported unit	FPI05 V1
FPICOT2206 B	Cross cut materials with a hand-held chainsaw	New version of imported unit	FPI05 V1
FPICOT2233 A	Navigate in forest areas	New imported unit	FPI05 V1
ICAD4217B	Create technical documentation	New imported unit	ICA05 V3
ICAI3020B	Install and optimise operating system software	New imported unit	ICA05 V3
ICAI3110C	Implement system software changes	New version of imported unit	ICA05 V3
ICAI4030B	Install software to networked computers	New version of imported unit	ICA05 V3
ICAS3024B	Provide basic system administration	New version of imported unit	ICA05 V3
ICAS3031B	Provide advice to clients	New imported unit	ICA05 V3

ICAS3115B	Maintain equipment and software in working order	New version of imported unit	ICA05 V3
ICAS4108B	Complete database back-up and recovery	New version of imported unit	ICA05 V3
ICAS4113C	Identify and resolve common database performance problems	New version of imported unit	ICA05 V3
ICAS4114B	Implement maintenance procedures	New version of imported unit	ICA05 V3
ICAS4125B	Monitor and administer a database	New version of imported unit	ICA05 V3
ICAS4127B	Support system software	New version of imported unit	ICA05 V3
ICAS4134C	Provide first-level remote help desk support	New version of imported unit	ICA05 V3
ICAS4191B	Maintain website performance	New version of imported unit	ICA05 V3
ICAT3025B	Run standard diagnostic tests	New imported unit	ICA05 V3
ICAU4006B	Operate computing packages	New imported unit	ICA05 V3
ICAU3019B	Migrate to new technology	New imported unit	ICA05 V3
ICAU3126B	Use advanced features of computer applications	New imported unit	ICA05 V3
ICPMM321C	Capture a digital image	New version of imported unit	ICP05 V2
BSBIND101A	Work effectively in a contact centre environment	New imported unit	ICT02 V3
BSBCC0301A	Use multiple information systems	New imported unit	ICT02 V3
BSBCC0401A	Implement customer service strategies in a contact centre	New imported unit	ICT02 V3

LGAGOVA30 1B	Assist customers with rate enquiries	Imported in PSP04 Version 3	LGA04 V2
MSATMINS3 01A	Inspect a range of simple measures	New imported unit	MSA07 V5
MSATMINS3 02A	Inspect a range of simple measuring instruments	New imported unit	MSA07 V5
MSATMINS4 01A	Inspect a range of weighing instruments	New imported unit	MSA07 V5
MSATMINS4 02A	Inspect a range of liquid measuring instruments using volume measures	New imported unit	MSA07 V5
MSATMINS4 03A	Inspect a range of trading practices	New imported unit	MSA07 V5
MSATMINS4 04A	Inspect a range of pre-packaged products	New imported unit	MSA07 V5
MSATMINS5 01A	Inspect a range of complex measuring instruments	New imported unit	MSA07 V5
MSATMREF 301A	Use and maintain reference standards	New imported unit	MSA07 V5
MSATMVER 403A	Verify inspector's class reference standards	New imported unit	MSA07 V5
MSL904001A	Perform standard calibrations	New version of imported unit	MSL09 V1
MSL924001A	Process and interpret data	New version of imported unit	MSL09 V1
MSL924002A	Use laboratory application software	New version of imported unit	MSL09 V1
MSL925002A	Analyse measurements and estimate uncertainties	New imported unit	MSL09 V1
MSL933001A	Maintain the laboratory/field workplace fit for purpose	New version of imported unit	MSL09 V1

MSL933002A	Contribute to the achievement of quality objectives	New version of imported unit	MSL09 V1
MSL934002A	Apply quality system and continuous improvement processes	New version of imported unit	MSL09 V1
MSL934003A	Maintain and control stocks	New version of imported unit	MSL09 V1
MSL943001A	Work safely with instruments that emit ionising radiation	New version of imported unit	MSL09 V1
MSL943002A	Participate in laboratory/field workplace safety	New imported unit	MSL09 V1
MSL952002A	Handle and transport samples or equipment	New version of imported unit	MSL09 V1
MSL953001A	Receive and prepare samples for testing	New version of imported unit	MSL09 V1
MSL963001A	Operate basic handblowing equipment	New version of imported unit	MSL09 V1
MSL963002A	Repair glass apparatus using simple glassblowing equipment	New version of imported unit	MSL09 V1
MSL973001A	Perform basic tests	New version of imported unit	MSL09 V1
MSL973002A	Prepare working solutions	New version of imported unit	MSL09 V1
MSL973003A	Prepare culture media	New version of imported unit	MSL09 V1
MSL973004A	Perform aseptic techniques	New version of imported unit	MSL09 V1
MSL973005A	Assist with fieldwork	New version of imported unit	MSL09 V1
MSL973006A	Prepare trial batches for evaluation	New version of imported unit	MSL09 V1
MSL973007A	Perform microscopic examination	New version of imported unit	MSL09 V1

MSL974001A	Prepare, standardise and use solutions	New version of imported unit	MSL09 V1
MSL974003A	Perform chemical tests and procedures	New version of imported unit	MSL09 V1
MSL974005A	Perform physical tests	New version of imported unit	MSL09 V1
NWP229B	Repair minor structures	New version of imported unit	NWP07 V1
PUAOPE002 B	Operate communications systems and equipment	New version of imported unit	PUA00 V7
PUAOPE003 B	Navigate in urban and rural environments	New version of imported unit	PUA00 V7
PUAPOL001 B	Maintain operational safety	New version of imported unit	PUA00 V7
PUAPOL005 B	Use and maintain operational equipment	New version of imported unit	PUA00 V7
PUAPOL007 B	Manage persons in care or custody or in need of assistance	New version of imported unit	PUA00 V7
PUAPOL010 B	Perform administrative duties	New version of imported unit	PUA00 V7
PUAPOL013 B	Create, maintain and enhance productive working relationships	New version of imported unit	PUA00 V7
PUAPOL023 B	Manage investigations	New version of imported unit	PUA00 V7
PUAPOL024 B	Conduct investigations	New version of imported unit	PUA00 V7
PUAPOL028 B	Manage investigation information processes	New version of imported unit	PUA00 V7
PUAPOL029 B	Coordinate multi-agency investigations	New version of imported unit	PUA00 V7
PUAPOL030 B	Review and evaluate major investigations	New version of imported unit	PUA00 V7
PUAPOL031	Confiscate assets	New version of imported unit	PUA00 V7

B

PUAPOL032 B	Plan intelligence activities	New version of imported unit	PUA00 V7
PUAPOL033 B	Manage intelligence information processes	New version of imported unit	PUA00 V7
PUAPOL034 B	Analyse information	New version of imported unit	PUA00 V7
PUAPOL035 B	Disseminate outputs from the intelligence process	New version of imported unit	PUA00 V7
PUAVEH001 B	Drive vehicles under operational conditions	New version of imported unit	PUA00 V7
PUAWER001 B	Identify, prevent and report potential workplace emergency situations	New version of imported unit	PUA00 V7
PUAWER002 B	Ensure workplace emergency prevention procedures, systems and processes are implemented	New version of imported unit	PUA00 V7
PUAWER003 B	Manage and monitor workplace emergency procedures, equipment and other resources	New version of imported unit	PUA00 V7
PUAWER004 B	Respond to workplace emergencies	New version of imported unit	PUA00 V7
PUAWER005 B	Operate as part of an emergency control organisation	New version of imported unit	PUA00 V7
PUAWER007 B	Manage an emergency control organisation	New version of imported unit	PUA00 V7
PUAWER008 B	Confine small workplace emergencies	New version of imported unit	PUA00 V7
PUAWER009 B	Participate as a member of a workplace emergency initial	New version of imported unit	PUA00 V7

	response team		
PUAWER010 B	Lead a workplace emergency initial response team	New version of imported unit	PUA00 V7
PUAWER011 B	Manage workplace emergency initial response teams	New version of imported unit	PUA00 V7
RTC2304A	Operate and maintain chainsaws	Imported in PSP04 Version 3	RTD02 V1
RIISAM203A	Use hand and power tools	Imported in PSP04 Version 3	RTD02 V1
RTC3218A	Undertake a site assessment	Imported in PSP04 Version 3	RTD02 V1
RTC5504A	Develop a management plan for a designated area	Imported in PSP04 Version 3	RTD02 V1
SITHACS006 A	Clean premises and equipment	New version of imported unit	SIT07 V1
SITHACS007 A	Laundry linen and guest clothes	New version of imported unit	SIT07 V1
SITHCCC001 A	Organise and prepare food	New version of imported unit	SIT07 V1
SITHCCC002 A	Present food	New version of imported unit	SIT07 V1
SITHCCC003 A	Receive and store kitchen supplies	New version of imported unit	SIT07 V1
SITHCCC004 A	Clean and maintain kitchen premises	New version of imported unit	SIT07 V1
SITHCCC005 A	Use basic methods of cookery	New version of imported unit	SIT07 V1
SITHCCC008 A	Prepare stocks, sauces and soups	New version of imported unit	SIT07 V1
SITHCCC009 A	Prepare vegetables, fruit, eggs and farinaceous dishes	New version of imported unit	SIT07 V1

SITHCCC016 A	Develop cost-effective menus	New imported unit	SIT07 V1
SITHCCC030 A	Package prepared foodstuffs	New version of imported unit	SIT07 V1
SITHCCC033 A	Apply catering control principles	New version of imported unit	SIT07 V1
SITXFSA001 A	Implement food safety procedures	New imported unit	SIT07 V1
SITXFSA003 A	Transport and store food in a safe and hygienic manner	New version of imported unit	SIT07 V1
SITXICT001 A	Build and launch a website for a small business	New imported unit	SIT07 V1
SITXOHS002 A	Follow workplace hygiene procedures	New imported unit	SIT07 V1
SRCAQU001 B	Monitor pool water quality	New version of imported unit	SRC04 V2
SRCAQU004 B	Maintain pool water quality	New version of imported unit	SRC04 V2
TAADEL501 B	Facilitate e-learning	New imported unit	TAA04 V2.1
TAADES501 B	Design and develop learning strategies	New imported unit	TAA04 V2.1
TLIA2207C	Participate in stocktakes	New version of imported unit	TLI07 V3
TLID107C	Shift materials safely using manual handling methods	New imported unit	TLI07 V3
TLID307E	Handle dangerous goods/hazardous substances	New version of imported unit	TLI07 V3

Summary Mapping of PSP04 Qualifications				
Version 3 Code	Version 3 Title	Version 4.1 Code	Version 4.1 Title	Comments
PSP20104	Certificate II in Government	PSP20104	Certificate II in Government	No change
PSP30104	Certificate III in Government	PSP30104	Certificate III in Government	No change
PSP30204	Certificate III in Government (Border Protection)	PSP30204	Certificate III in Government (Border Protection)	No change
PSP30304	Certificate III in Government (Court Compliance)	PSP30304	Certificate III in Government (Court Compliance)	PSPCRT units revised and updated
PSP30404	Certificate III in Government (Land Administration)	PSP30404	Certificate III in Government (Land Administration)	No change
PSP30504	Certificate III in Government (Security)	PSP30504	Certificate III in Government (Security)	No change
PSP30604	Certificate III in Government (School Support Services)	PSP30604	Certificate III in Government (School Support Services)	Updated Procurement unit PSPPROC303A
PSP30704	Certificate III in School Support Services	PSP30704	Certificate III in School Support Services	No change
PSP40104	Certificate IV in Government	PSP40104	Certificate IV in Government	No change
PSP40204	Certificate IV in Government (Border Protection)	PSP40204	Certificate IV in Government (Border Protection)	No change
PSP40304	Certificate IV in Government (Court Compliance)	PSP40304	Certificate IV in Government (Court Compliance)	PSPCRT units revised and updated
PSP40404	Certificate IV in Government (Court Services)	PSP40404	Certificate IV in Government (Court Services)	PSPCRT units revised and updated Four new PSPCRT

				electives added
PSP40504	Certificate IV in Government (Financial Services)	PSP40504	Certificate IV in Government (Financial Services)	No change
PSP40604	Certificate IV in Government (Fraud Control)	PSP40604	Certificate IV in Government (Fraud Control)	No change
PSP40704	Certificate IV in Government (Service Delivery)	PSP40704	Certificate IV in Government (Service Delivery)	No change
PSP40804	Certificate IV in Government (Injury Claims Administration)	PSP40804	Certificate IV in Government (Injury Claims Administration)	No change
PSP40904	Certificate IV in Government (Injury Rehabilitation Management)	PSP40904	Certificate IV in Government (Injury Rehabilitation Management)	No change
PSP41004	Certificate IV in Government (Land Administration)	PSP41004	Certificate IV in Government (Land Administration)	No change
PSP41104	Certificate IV in Government (Occupational Health & Safety)	PSP41104	Certificate IV in Government (Occupational Health & Safety)	No change
PSP41204	Certificate IV in Government (Project Management)	PSP41204	Certificate IV in Government (Project Management)	No change
PSP41304	Certificate IV in Government (Procurement)			Deleted and replaced by PSP42410 Certificate IV in Government (Procurement and Contracting)
PSP41404	Certificate IV in Government (Statutory Compliance)	PSP41404	Certificate IV in Government (Statutory Compliance)	No change

PSP41504	Certificate IV in Government (Investigation)	PSP41504	Certificate IV in Government (Investigation)	No change
PSP41604	Certificate IV in Government (Security)	PSP41604	Certificate IV in Government (Security)	No change
PSP41704	Certificate IV in Government (Personnel Security)	PSP41704	Certificate IV in Government (Personnel Security)	No change
PSP41804	Certificate IV in Government (Road Transport Compliance)	PSP41804	Certificate IV in Government (Road Transport Compliance)	Updated PSPCRT unit.
PSP41904	Certificate IV in Government (School Support Services)	PSP41904	Certificate IV in Government (School Support Services)	Updated PSPPROC406B
PSP42004	Certificate IV in School Support Services	PSP42010	Certificate IV in School Support Services	Updated imported unit Updated PSPPROC406B
PSP42108	Certificate IV in Government (Revenue Administration)	PSP42108	Certificate IV in Government (Revenue Administration)	No change
		PSP42210	Certificate IV in Government (Workplace Relations)	New qualification
		PSP42310	Certificate IV in Government (Trade Measurement)	New qualification
		PSP42410	Certificate IV in Government (Procurement and Contracting)	New qualification
PSP50104	Diploma of Government	PSP50104	Diploma of Government	No change
PSP50204	Diploma of Government (Community Capacity)	PSP50204	Diploma of Government (Community Capacity)	No change

PSP50304	Diploma of Government (Court Services)	PSP50304	Diploma of Government (Court Services)	PSPCRT units revised and updated
PSP50404	Diploma of Government (Enterprise Architecture)			Deleted
PSP50504	Diploma of Government (Financial Services)	PSP50504	Diploma of Government (Financial Services)	No change
PSP50604	Diploma of Government (Fraud Control)	PSP50604	Diploma of Government (Fraud Control)	No change
PSP50804	Diploma of Government (Human Resources)	PSP50804	Diploma of Government (Human Resources)	No change
PSP50904	Diploma of Government (Injury Management)	PSP50904	Diploma of Government (Injury Management)	No change
PSP51004	Diploma of Government (Land Administration)	PSP51004	Diploma of Government (Land Administration)	No change
PSP51104	Diploma of Government (Management)	PSP51104	Diploma of Government (Management)	No change
PSP51204	Diploma of Government (Occupational Health & Safety)	PSP51204	Diploma of Government (Occupational Health & Safety)	No change
PSP51304	Diploma of Government (Project Management)	PSP51304	Diploma of Government (Project Management)	No change
PSP51404	Diploma of Government (Policy Development)	PSP51404	Diploma of Government (Policy Development)	No change
PSP51504	Diploma of Government (Contract			Deleted and replaced by PSP52510 Diploma

	Management)			of Government (Procurement and Contracting)
PSP51604	Diploma of Government (Recordkeeping)			Deleted
PSP51704	Diploma of Government (Investigation)	PSP51704	Diploma of Government (Investigation)	No change
PSP51804	Diploma of Government (Security)	PSP51804	Diploma of Government (Security)	No change
PSP51904	Diploma of Government (Workplace Inspection)	PSP51904	Diploma of Government (Workplace Inspection)	Updated PSPWPI503C
PSP52008	Diploma of Government (Rail Safety Regulation)	PSP52008	Diploma of Government (Rail Safety Regulation)	Updated PSPWPI503C
		PSP52110	Diploma of Government (Workplace Relations)	New qualification
		PSP52210	Diploma of Government (Trade Measurement)	New qualification
		PSP52510	Diploma of Government (Procurement and Contracting)	New qualification
PSP60104	Advanced Diploma of Government	PSP60104	Advanced Diploma of Government	No change
PSP60204	Advanced Diploma of Government (Enterprise Architecture)			Deleted
PSP60304	Advanced Diploma of Government (Financial Management)	PSP60304	Advanced Diploma of Government (Financial Management)	No change

PSP60404	Advanced Diploma of Government (Human Resources)	PSP60404	Advanced Diploma of Government (Human Resources)	No change
PSP60504	Advanced Diploma of Government (Management)	PSP60504	Advanced Diploma of Government (Management)	No change
PSP60604	Advanced Diploma of Government (Occupational Health & Safety)	PSP60604	Advanced Diploma of Government (Occupational Health & Safety)	Updated PSPPROC units.
PSP60704	Advanced Diploma of Government (Strategic Procurement)			Deleted and replaced by PSP61210 Advanced Diploma of Government (Procurement and Contracting)
PSP60804	Advanced Diploma of Government (Recordkeeping)			Deleted
PSP60904	Advanced Diploma of Government (Workplace Inspection)	PSP60904	Advanced Diploma of Government (Workplace Inspection)	No change
		PSP61210	Advanced Diploma of Government (Procurement and Contracting)	New qualification
		PSP70110	Vocational Graduate Certificate in Government (Strategic Procurement)	New qualification
		PSP70210	Vocational Graduate Certificate in Radiation Safety	New qualification

Overview of Training Packages

Overview of Training Packages

What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials;
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies;
- encourages the development and delivery of flexible training which suits individual and industry requirements; and
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Skills Framework?

The National Skills Framework applies nationally, is endorsed by the Ministerial Council for Vocational and Technical Education, and comprises the Australian Quality Training Framework (AQTF), and Training Packages endorsed by the National Quality Council (NQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

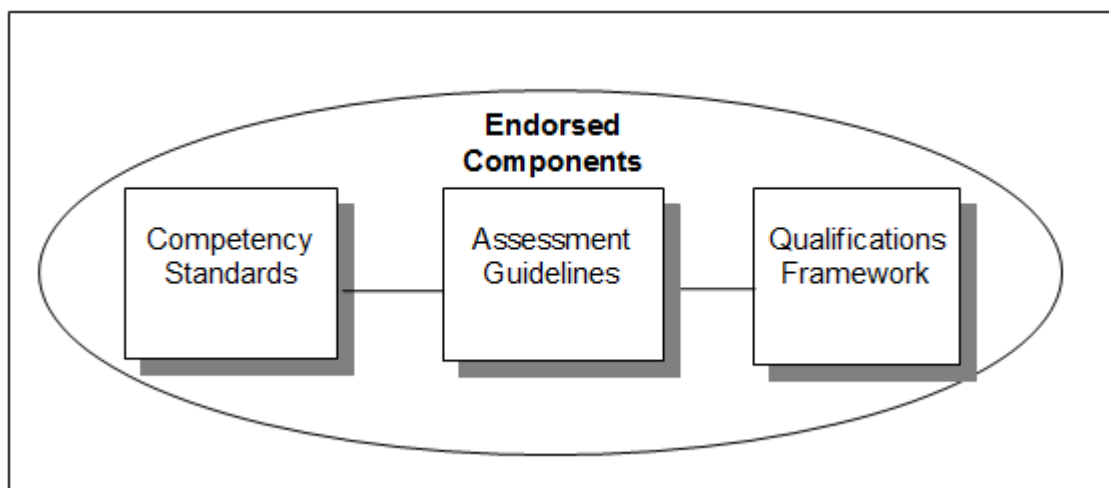
Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO as specified in the AQTF 2007.

Training Package Components

Training Packages are made up of mandatory components endorsed by the NQC, and optional support materials.

Training Package Endorsed Components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.



Competency Standards

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the AQTF 2010. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

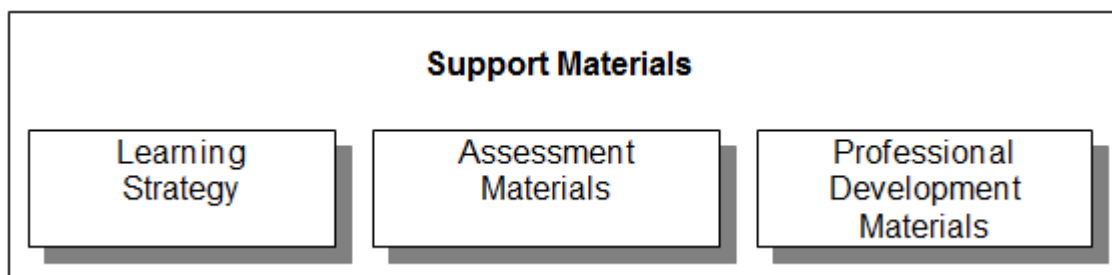
Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package Support Materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.



Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, **and with the code always before the title.**

Training Package Codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example PSP04. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example PSP20104. Qualification codes are developed as follows:

the first three letters identify the Training Package;

the first number identifies the qualification level (noting that in qualification titles themselves, arabic numbers are **not** used);

the next two numbers identify the position in the sequence of the qualifications at that level; and

the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

Unit of Competency Codes

Within each Training Package, each unit of competency has a unique code. Unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package. Unit codes are developed as follows:

a typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in PSPGOV201A;

the first three characters signify the Training Package and up to eight characters, relating to an industry sector, function or skill area, follow;

the last character is always a letter and identifies the unit of competency version. An 'A' in the example above indicates that this is the original unit of competency. 'B' or another incremented version identifier usually means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent;

where changes are made that alter the outcome, a new code is assigned and the title is changed.

Training Package, Qualification and Unit of Competency Titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Package's broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

first, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate or Vocational Graduate Diploma;

this is followed by the words 'in' for Certificates I to IV and Vocational Graduate Certificate, and 'of' for Diploma, Advanced Diploma, and Vocational Graduate Diploma;

then, the industry descriptor follows, for example Telecommunications; and then, if applicable, the occupational or functional stream follows in brackets, for example (Computer Systems).

For example:

PSP40104 Certificate IV in Government

PSP51704 Diploma of Government (Investigation).

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example:

PSPHR603B Provide advisory and mediation services

PSPGOV422A Apply government processes.

Introduction to PSP04 Public Sector Training Package

Introduction to PSP04 Public Sector Training Package

Context

The review and re-development of the Public Sector Training Package has occurred within the context of a strong history of public sector skills development and ongoing reform of the vocational education and training system. Australia is committed to a system of vocational education and training which recognises and responds to industry needs. The aim is to increase the competitiveness and productivity of Australian industry.

A cooperative national approach is enabling Australian industries to identify the competency requirements of their workplaces, and to provide benchmarks for training and development, and qualifications which are nationally consistent and nationally recognised.

A national focus for vocational education and training means that people's qualifications and skills are portable across industries and across states. Industry competency requirements are determined as part of the development of industry Training Packages and most industries are currently engaged in developing or implementing their own Training Packages developed by various approved industry bodies.

The Public Sector Industry

The public sector is a major industry by any standards, including size, geographical spread, economic impact and products and services. The public sector:

- is a major employer, with over 1.3 million employees, representing 18% of the total Australian workforce;
- occupies a highly significant and pivotal position in Australian society generally and particularly in relation to vocational education and training, with diverse roles and responsibilities, with a very wide variety of services and facilities that impact on every aspect of the lives of Australian people, and which require employees with a very wide range of up to date knowledge and skills;
- contributes significantly to the development and maintenance of Australia's skill levels in both cities and in rural and regional areas through a widely dispersed workforce across Australia and overseas;
- shares a number of characteristics with private sector enterprises and has some common industry/occupational groups but has significantly different roles and responsibilities, structures and complexity of decision-making and accountability, which result in additional skill issues and the need for different responses;
- pays employees gross earnings in excess of \$60 billion per annum;
- consists of a very diverse range and size of agencies;
- intersects with a wide range of industries, but chiefly government administration and defence, education and health and community services, so the VET Plans for other related industries need to be considered in conjunction with the public sector one to get a better picture of skill issues, needs and responses across government employment;
- employs a wide range of occupational groups with different and changing skill needs;

The public sector has undergone major change in the last 20 years and continues to experience increased and changing demands for services, as well as employment changes which impact on skill needs. Substantial down-sizing has occurred and the Commonwealth public sector continues to decline while State/Territory jurisdictions remain stable or with minor increases mainly in education and health and community services. Changes in employment include reduced level of permanent/ongoing employment, increases in contract, part-time and casual employment, and significantly reduced numbers of young employees, base grade positions and traditional apprenticeships, ageing of the workforce, higher turnover rates, more flexible working arrangements and more flexible employment conditions including work/life balance arrangements.

Structural change has occurred through greater contestability of public services, privatisation, asset sales, corporatisation, outsourcing and changes in machinery of government through frequent restructuring of portfolio and agency arrangements and responsibilities. Changes in workplace culture and organisation include devolved responsibilities for financial and human resource management, replacement of strong central control with frameworks, advisory, consultancy, support and monitoring approaches, increased focus on outputs and outcomes, a shift from EEO to a broader concept of diversity in employment, greater emphasis on efficient, ethical, accountable and customer service cultures, more contract management of outsourced arrangements, a growing focus on whole-of-government, integrated services and partnerships in the approach to complex issues and community demands and very significant increased use of information and communications technology.

The trends of the last 10 years are likely to continue, with minimal increases in employment at a State/Territory level in education and health and community services. Of increasing importance will be flexible and fluid working arrangements related to structural change, legislative and policy demands across a wide range of areas (e.g. ethics, financial management and accountability and privacy), demands for new and improved services (e.g. for an ageing population, and in regional and rural areas), projects, partnerships, whole-of-government and integrated services across levels of government. There will be greater demands on employees to be multi-skilled, flexible, adaptable, open to change, performance driven, customer-focussed and with technological skills.

The PSP99 Public Services Training Package, first developed in 1999 has now been reviewed, revised and substantially redeveloped into the current publication, PSP04 Public Sector Training Package to take account of the changes outlined above. This current Version 4.1 of the PSP04 Public Sector Training Package is the result of several changes as outlined in the Modification History. Version 3 saw the inclusion of a new qualification for Rail Safety Regulation. In the development of version 2, a review for Employability Skills and the inclusion of a new qualification for Government Revenue Officers took place. The Certificate I in Business was also removed from the Training Package at that time.

Cross Industry qualifications have been introduced in Version 4.1 and cover the fields of Radiation Safety and Translating and Interpreting.

Qualifications Framework

Qualifications Framework

The Australian Qualifications Framework

What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF, see the AQF Implementation Handbook.

<http://www.aqf.edu.au/Portals/0/Documents/Handbook/AQF_Handbook_07.pdf>

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate in ...
- Vocational Graduate Diploma of ...

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the *AQF Implementation Handbook* and the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). Issuance of Statements of Attainment must comply with the advice provided in the current AQF Implementation Handbook and the AQTF 2010 Essential Standards for Initial and Continuing Registration.

Under the AQTF 2010, RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

Certificate I***Characteristics of Learning Outcomes***

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:
demonstrate knowledge by recall in a narrow range of areas;
demonstrate basic practical skills, such as the use of relevant tools;
perform a sequence of routine tasks given clear direction; and
receive and pass on messages/information.

Certificate II***Characteristics of Learning Outcomes***

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:
demonstrate basic operational knowledge in a moderate range of areas;
apply a defined range of skills;
apply known solutions to a limited range of predictable problems;
perform a range of tasks where choice between a limited range of options is required;
assess and record information from varied sources; and
take limited responsibility for own outputs in work and learning.

Certificate III***Characteristics of Learning Outcomes***

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team coordination may be involved.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

demonstrate some relevant theoretical knowledge;

apply a range of well-developed skills;

apply known solutions to a variety of predictable problems;

perform processes that require a range of well-developed skills where some discretion and judgement is required;

interpret available information, using discretion and judgement;

take responsibility for own outputs in work and learning; and

take limited responsibility for the output of others.

Certificate IV***Characteristics of Learning Outcomes***

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature. Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills.

Applications involve responsibility for, and limited organisation of, others.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

demonstrate understanding of a broad knowledge base incorporating some theoretical concepts;

apply solutions to a defined range of unpredictable problems;

identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas;

identify, analyse and evaluate information from a variety of sources;

take responsibility for own outputs in relation to specified quality standards; and

take limited responsibility for the quantity and quality of the output of others.

Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination. The self-directed application of knowledge and skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to: demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas;

analyse and plan approaches to technical problems or management requirements;

transfer and apply theoretical concepts and/or technical or creative skills to a range of situations;

evaluate information, using it to forecast for planning or research purposes;

take responsibility for own outputs in relation to broad quantity and quality parameters; and

take some responsibility for the achievement of group outcomes.

Advanced Diploma***Characteristics of Learning Outcomes***

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgment in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to: demonstrate understanding of specialised knowledge with depth in some areas;

analyse, diagnose, design and execute judgments across a broad range of technical or management functions;

generate ideas through the analysis of information and concepts at an abstract level;

demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills;

demonstrate accountability for personal outputs within broad parameters; and

demonstrate accountability for personal and group outcomes within broad parameters.

Vocational Graduate Certificate

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and management functions in highly varied and highly specialised contexts.
- Applications involve making significant, high-level, independent judgements in major broad or planning, design, operational, technical and management functions in highly varied and specialised contexts. They may include responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major broad or technical and management functions in highly varied and highly specialised contexts.
- Generate and evaluate ideas through the analysis of information and concepts at an abstract level.
- Demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in complex contexts.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.

Vocational Graduate Diploma

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of major functions, both broad and highly specialised, in highly varied and highly specialised contexts.
- Further specialisation within a systematic and coherent body of knowledge.
- Applications involve making high-level, fully independent, complex judgements in broad planning, design, operational, technical and management functions in highly varied and highly specialised contexts. They may include full responsibility and accountability for all aspects of work and functions of others, including planning, budgeting and strategy development.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and highly specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major functions, both broad and within highly varied and highly specialised contexts.
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level.
- Demonstrate an expert command of wide-ranging, highly specialised, technical, creative or conceptual skills in complex and highly specialised or varied contexts.
- Demonstrate full responsibility and accountability for personal outputs.
- Demonstrate full responsibility and accountability for all aspects of the work or functions of others, including planning, budgeting and strategy.

PSP04 Public Sector Training Package Qualifications by Competency Field

GENERALIST QUALIFICATIONS

PSP20104	Certificate II in Government
PSP30104	Certificate III in Government
PSP40104	Certificate IV in Government

PSP50104 Diploma of Government

PSP60104 Advanced Diploma of Government

SPECIALISATIONS

BORDER PROTECTION

PSP30204 Certificate IV in Government (Border Protection)

PSP40204 Certificate IV in Government (Border Protection)

COMMUNITY ENGAGEMENT

PSP50204 Diploma of Government (Community Capacity)

TRANSLATING AND INTERPRETING

PSP52310 Diploma of Translating

PSP52410 Diploma of Interpreting

PSP61010 Advanced Diploma of Translating

PSP61110 Advanced Diploma of Interpreting

COURTS

PSP30304 Certificate III in Government (Court Compliance)

PSP40304 Certificate IV in Government (Court Compliance)

PSP40404 Certificate IV in Government (Court Services)

PSP50304 Diploma of Government (Court Services)

FINANCIAL SERVICES

PSP40504 Certificate IV in Government (Financial Services)

PSP50504 Diploma of Government (Financial Services)

PSP60304 Advanced Diploma of Government (Financial Management)

FRAUD CONTROL

PSP40604 Certificate IV in Government (Fraud Control)

PSP50604 Diploma of Government (Fraud Control)

GOVERNMENT SERVICE DELIVERY

PSP40704 Certificate IV in Government (Service Delivery)

HUMAN RESOURCE MANAGEMENT

PSP50804 Diploma of Government (Human Resources)

PSP60404 Advanced Diploma of Government (Human Resources)

WORKPLACE RELATIONS

PSP42210 Certificate IV in Government (Workplace Relations)

PSP52110 Diploma of Government (Workplace Relations)

INJURY MANAGEMENT

PSP40804 Certificate IV in Government (Injury Claims Administration)

PSP40904 Certificate IV in Government (Injury Rehabilitation Management)

PSP50904 Diploma of Government (Injury Management)

PUBLIC LAND ADMINISTRATION

PSP30404 Certificate III in Government (Land Administration)

PSP41004 Certificate IV in Government (Land Administration)

PSP51004 Diploma of Government (Land Administration)

MANAGEMENT

PSP51104 Diploma of Government (Management)

PSP60504 Advanced Diploma of Government (Management)

SPECIALIST OCCUPATIONAL HEALTH & SAFETY

PSP41104 Certificate IV in Government (Occupational Health & Safety)

PSP51204 Diploma of Government (Occupational Health & Safety)

PSP60604 Advanced Diploma of Government (Occupational Health & Safety)

PROJECT MANAGEMENT

PSP41204 Certificate IV in Government (Project Management)

PSP51304 Diploma of Government (Project Management)

POLICY

PSP51404 Diploma of Government (Policy Development)

PROCUREMENT and CONTRACT MANAGEMENT

PSP42410 Certificate IV in Government (Procurement and Contracting)

PSP52510 Diploma of Government (Procurement and Contracting)

PSP61210 Advanced Diploma of Government (Procurement and Contracting)

PSP70110 Vocational Graduate Certificate in Government (Strategic Procurement)

REGULATORY

PSP41404 Certificate IV in Government (Statutory Compliance)

PSP41504 Certificate IV in Government (Investigation)

PSP51704 Diploma of Government (Investigation)

TRADE MEASUREMENT

PSP42310 Certificate IV in Government (Trade Measurement)

PSP52210 Diploma of Government (Trade Measurement)

RAIL SAFETY REGULATION

PSP52008 Diploma of Government (Rail Safety Regulation)

GOVERNMENT SECURITY MANAGEMENT

PSP30504 Certificate III in Government (Security)

PSP41604 Certificate IV in Government (Security)

PSP41704 Certificate IV in Government (Personnel Security)

PSP51804 Diploma of Government (Security)

RADIATION SAFETY

PSP70210 Vocational Graduate Certificate in Radiation Protection and Safety

ROAD TRANSPORT COMPLIANCE

PSP41804 Certificate IV in Government (Road Transport Compliance)

WORKPLACE INSPECTION

PSP51904 Diploma of Government (Workplace Inspection)

PSP60904 Advanced Diploma of Government (Workplace Inspection)

SCHOOL SUPPORT SERVICES

PSP30604 Certificate III in Government (School Support Services)

PSP41904 Certificate IV in Government (School Support Services)

PSP30704 Certificate III in School Support Services

PSP42010 Certificate IV in School Support Services

REVENUE ADMINISTRATION

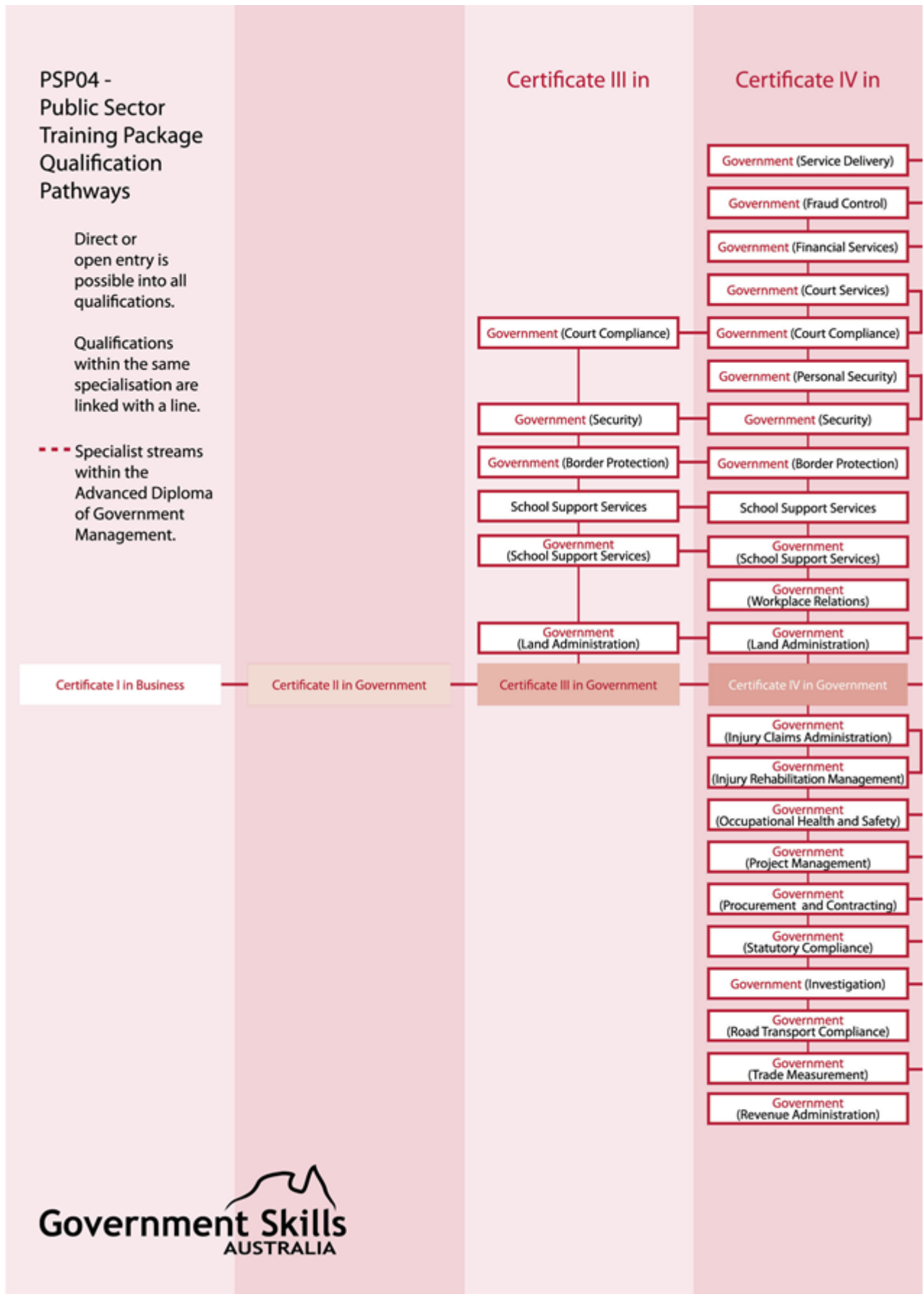
PSP42108 Certificate IV in Government (Revenue Administration)

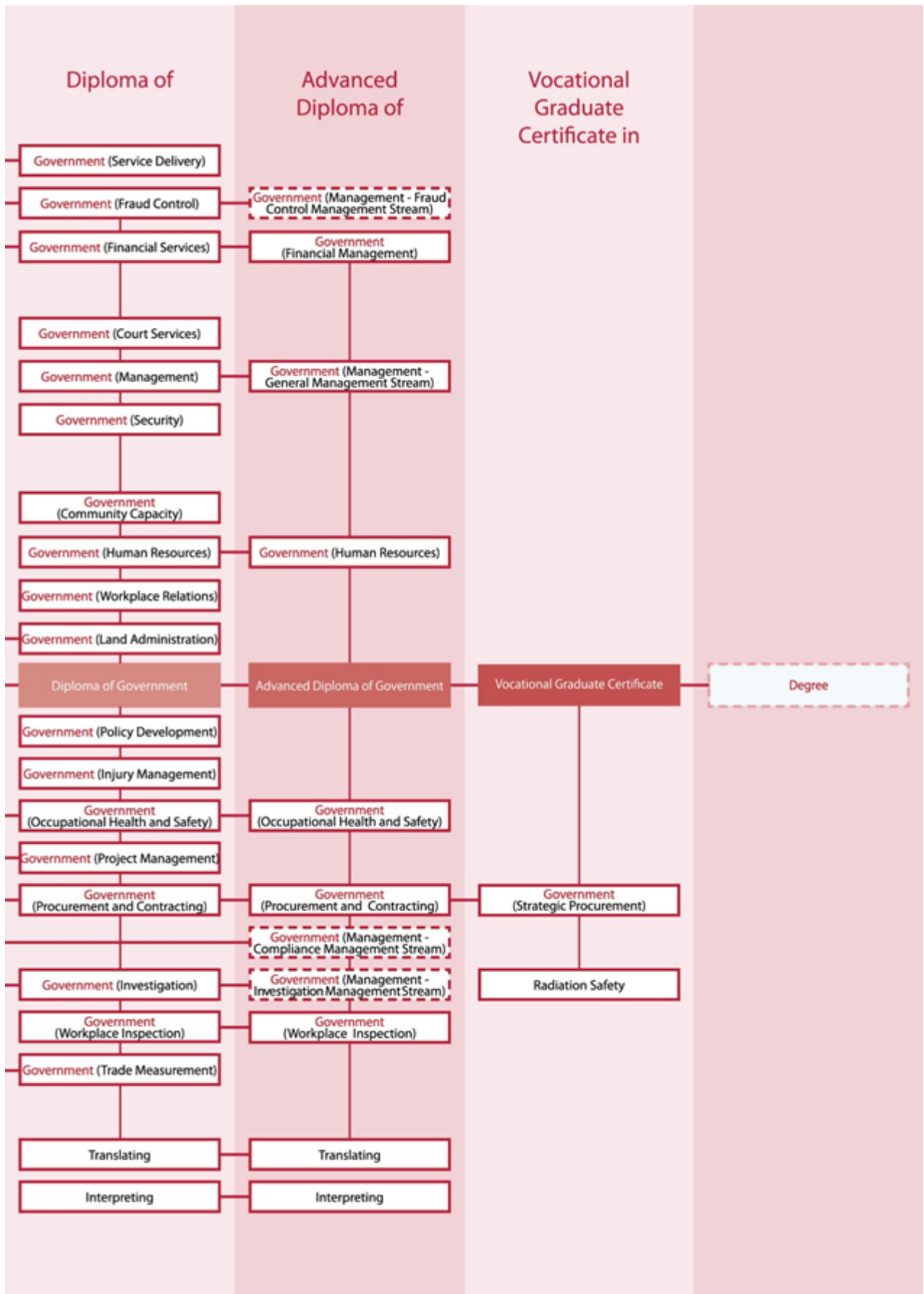
CLERICAL ADMINISTRATION

For trainees unable to meet the performance criteria at the Certificate II level, BSB10107 Certificate I in Business is recommended and can be found in the Business Services Training Package.

Public Sector Training Package Qualification Pathways

The following pathways are provided to show the types of pathways into and from qualifications that are possible with this Training Package. For more information about qualifications and pathways, contact Government Skills Australia <www.governmentskills.com.au>





Skill Sets

Definition

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill sets are not qualifications.

Where skill sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording 'these competencies meet [insert skill set title or identified industry area] need' on the Statement of Attainment. This wording applies only to skill sets that are formally identified as such in the endorsed Training Package. See the 2010 edition of the AQF Implementation Handbook for advice on wording on Statements of Attainment.

<http://www.aqf.edu.au/Portals/0/Documents/Handbook/AQF_Handbook_07.pdf>.

Skill sets in this Training Package

This section provides information on Skill Sets within this Training Package, with the following important disclaimer: Readers should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Where this section is blank, nationally recognised Skill Sets have yet to be identified in this industry.

Customer Service

Customer Service Skill Set

Executive Management

Foundation Executive Management Skill Set

Procurement

Basic Procurement Skill Set
Procurement Delegation Skill Set
Foundation Procurement Skill Set

Trade Measurement

Trade Measurement Inspection Skill Set

Radiation Safety

Radiation Environment Safety Skill Set
Radiation Sealed Sources Safety Skill Set
Radiation Technician Safety Skill Set
Direct Workplace Emergency Initial Response Skill Set

Road Transport Compliance

Weighbridge Operations Skill Set

Workplace Relations

Workplace Relations Information Skill Set
Operate in Customer Contact Environment Skill Set
Prepare for Workplace Inspections Skill Set
Workplace Relations Guidance Skill Set
Workplace Coaching Skill Set
Workplace Relations Inspection and Investigation Supervision Skill Set

Writing in Government

Writing in a Politically Sensitive Context in Government Skill Set

Introduction**Introduction**

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the Australian Quality Training Framework (AQTF) Essential Standards for Initial and Continuing Registration. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

Guiding Principles for Assessment in the Public Sector**Guiding Principles for Assessment in the Public Sector**

The principles underpinning assessment in the public sector take account of a number of unique features of the industry. These include:

- a widely dispersed workforce
- a substantial group of very experienced (and competent) workers who have not had their competencies formally recognised
- substantial mobility between agencies and jurisdictions
- work that often also draws upon a number of specialist areas (social work, accounting, agriculture, ...)
- an extremely diverse range of jobs and roles within and between agencies and jurisdictions
- a highly interactive, client based, service delivery orientation
- well-defined organisational structures.

The guiding principles that underpin assessment in the public sector include:

- assessment is a transparent, empowering process that engages assesseees through encouraging self-assessment, free consent to assessment and responsibility
- opportunities to demonstrate the achievement of public sector competencies through assessment or recognition processes are available to employees working in any agency (including those in remote locations and small agencies), and to prospective employees not yet employed in the public sector
- where possible, the workplace will be used as the context for assessment, using current work activities, work placement or work experience
- assessment in the workplace is structured to minimise any interference with the normal working of the agency and its services to clients, either through the activities of assesseees or the assignment of assessors or technical experts to assessment responsibilities
- assessments provide constructive feedback to assesseees that supports further competency development

assesseees are made aware that assessment provides only the declaration of competency observed at the time(s) of assessment and is not a guarantee of enduring competence

- as the outcomes of the assessment process are profoundly important for assesseees and their employers, the design of assessment resources and the conduct of assessments must be carried out in accordance with these guidelines.

Assessment System Overview

Assessment System Overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF requirements; licensing and registration requirements; and assessment pathways.

Quality assessment underpins the credibility of the vocational education and training sector. The Assessment Guidelines of a Training Package are an important tool in supporting quality assessment.

Assessment within the National Skills Framework is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

Assessment must be carried out in accordance with the:

- benchmarks for assessment
- principles of assessment
- rules of evidence
- assessment requirements set out in the AQTF

Benchmarks for Assessment

The endorsed units of competency in this Training Package are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Principles of Assessment

All assessments carried out by RTOs are required to demonstrate compliance with the principles of assessment:

- validity
- reliability
- flexibility
- fairness
- sufficiency

These principles must be addressed in the:

- design, establishment and management of the assessment system for this Training Package
- development of assessment tools, and
- the conduct of assessment.

Validity

Assessment is valid when the process is sound and assesses what it claims to assess. Validity requires that:

- (a) assessment against the units of competency must cover the broad range of skills and knowledge that are essential to competent performance
- (b) assessment of knowledge and skills must be integrated with their practical application
- (c) judgement of competence must be based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods). The specific evidence requirements of each unit of competency provide advice on sufficiency

Reliability

Reliability refers to the degree to which evidence presented for assessment is consistently interpreted and results in consistent assessment outcomes. Reliability requires the assessor to have the required competencies in assessment and relevant vocational competencies (or to assess in conjunction with someone who has the vocational competencies). It can only be achieved when assessors share a common interpretation of the assessment requirements of the unit(s) being assessed.

Flexibility

To be flexible, assessment should reflect the candidate's needs; provide for recognition of competencies no matter how, where or when they have been acquired; draw on a range of methods appropriate to the context, competency and the candidate; and support continuous competency development.

Fairness

Fairness in assessment requires consideration of the individual candidate's needs and characteristics, and any reasonable adjustments that need to be applied to take account of them. It requires clear communication between the assessor and the candidate to ensure that the candidate is fully informed about, understands and is able to participate in, the assessment process, and agrees that the process is appropriate. It also includes an opportunity for the person being assessed to challenge the result of the assessment and to be reassessed if necessary.

Sufficiency

Sufficiency relates to the quality and quantity of evidence assessed. It requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency. Sufficiency is also one of the rules of evidence.

Rules of Evidence

The rules of evidence guide the collection of evidence that address the principles of validity and reliability, guiding the collection of evidence to ensure that it is valid, sufficient, current and authentic.

Valid

Valid evidence must relate directly to the requirements of the unit of competency. In ensuring evidence is valid, assessors must ensure that the evidence collected supports demonstration of the outcomes and performance requirements of the unit of competency together with the knowledge and skills necessary for competent performance. Valid evidence must encapsulate the breadth and depth of the unit of competency, which will necessitate using a number of different assessment methods.

Sufficient

Sufficiency relates to the quality and quantity of evidence assessed. It requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency.

Current

In assessment, currency relates to the age of the evidence presented by a candidate to demonstrate that they are still competent. Competency requires demonstration of current performance, so the evidence collected must be from either the present or the very recent past.

Authentic

To accept evidence as authentic, an assessor must be assured that the evidence presented for assessment is the candidate's own work.

Assessment Requirements of the Australian Quality Training Framework

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the AQTF 2010 Essential Standards for Registration.

The AQTF 2010 Essential Standards for Initial and Continuing Registration can be downloaded from www.training.com.au.

The following points summarise the assessment requirements:

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering Body in accordance with the AQTF. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

Quality Training and Assessment

Each RTO must provide quality training and assessment across all its operations. See the AQTF 2010 Essential Standards for Initial and Continuing Registration, Standard 1.

Assessor Competency Requirements

Each person involved in training and assessment must be competent for the functions they perform. See the AQTF 2010 Essential Standards for Initial and Continuing Registration, Standard 1 for assessor (and trainer) competency requirements. See also the AQTF 2010 Users' Guide to the Essential Standards for Registration – Appendix 2.

Assessment Requirements

The RTOs assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2010 Essential Standards for Initial and Continuing Registration.

Assessment Strategies

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2010 Essential Standards for Initial and Continuing Registration.

National Recognition

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2010 Essential Standards for Initial and Continuing Registration.

Access and Equity and Client Outcomes

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2010 Essential Standards for Initial and Continuing Registration.

Monitoring Assessments

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the AQTF 2010 Essential Standards for Initial and Continuing Registration.

Recording Assessment Outcomes

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2010 Essential Standards for Initial and Continuing Registration.

Issuing AQF Qualifications and Statements of Attainment

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current AQF Implementation Handbook and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s). See the AQTF and the edition of the AQF Implementation Handbook—available on the AQF Council website <www.aqf.edu.au>.

Licensing/Registration Requirements

This section provides information on licensing/registration requirements for this Training Package, with the following important disclaimer:

Government Skills Australia (GSA) and DEEWR consider that no licensing or registration requirements apply to RTOs, assessors or candidates with respect to this Training Package. Contact the relevant State or Territory Department(s) to check if there are any licensing or registration requirements with which you must comply. For further information on this topic contact GSA <www.governmentskills.com.au>.

Requirements for Assessors

In order to conduct assessment for statutory licensing or other industry registration requirements, assessors must meet the requirements outlined in the following chart, in addition to the AQTF requirements.

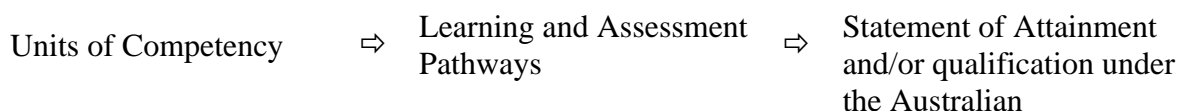
LICENCE/REGISTRATION	JURISDICTION	REQUIREMENTS
N/A		

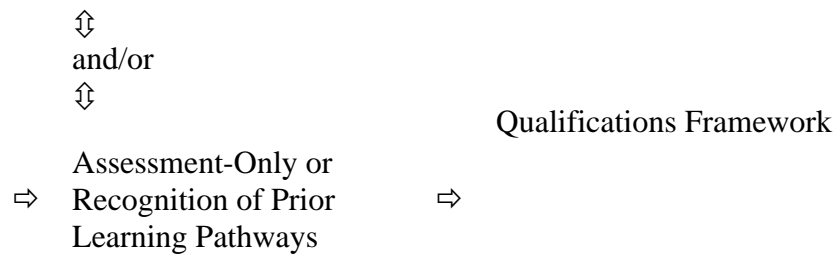
Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.





Each of these assessment pathways leads to full recognition of competencies held – the critical issue is that the candidate is competent, not how the competency was acquired.

Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package and the AQTF 2007.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with evidence being collected and feedback provided to the candidate at any time throughout the learning and assessment process.

Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

Learning and assessment pathways to suit Australian Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Credit Pathways

Credit is the value assigned for the recognition of equivalence in content between different types of learning and/or qualifications which reduces the volume of learning required to achieve a qualification.

Credit arrangements must be offered by all RTOs that offer Training Package qualifications. Each RTO must have a systematic institutional approach with clear, accessible and transparent policies and procedures.

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were acquired, provided that the learning is relevant to the unit of competency outcomes.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process which determines the credit outcomes of an individual application for credit.

The availability of Recognition of Prior Learning (RPL) provides all potential learners with access to credit opportunities.

The recognition of prior learning pathway is appropriate for candidates who have previously attained skills and knowledge and who, when enrolling in qualifications, seek to shorten the duration of their training and either continue or commence working. This may include the following groups of people:

- existing workers;
- individuals with overseas qualifications;
- recent migrants with established work histories;
- people returning to the workplace; and
- people with disabilities or injuries requiring a change in career.

As with all assessment, RPL assessment should be undertaken by academic or teaching staff with expertise in the subject, content of skills area, as well as knowledge of and expertise in RPL assessment policies and procedures.

Assessment methods used for RPL should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit.

These might include:

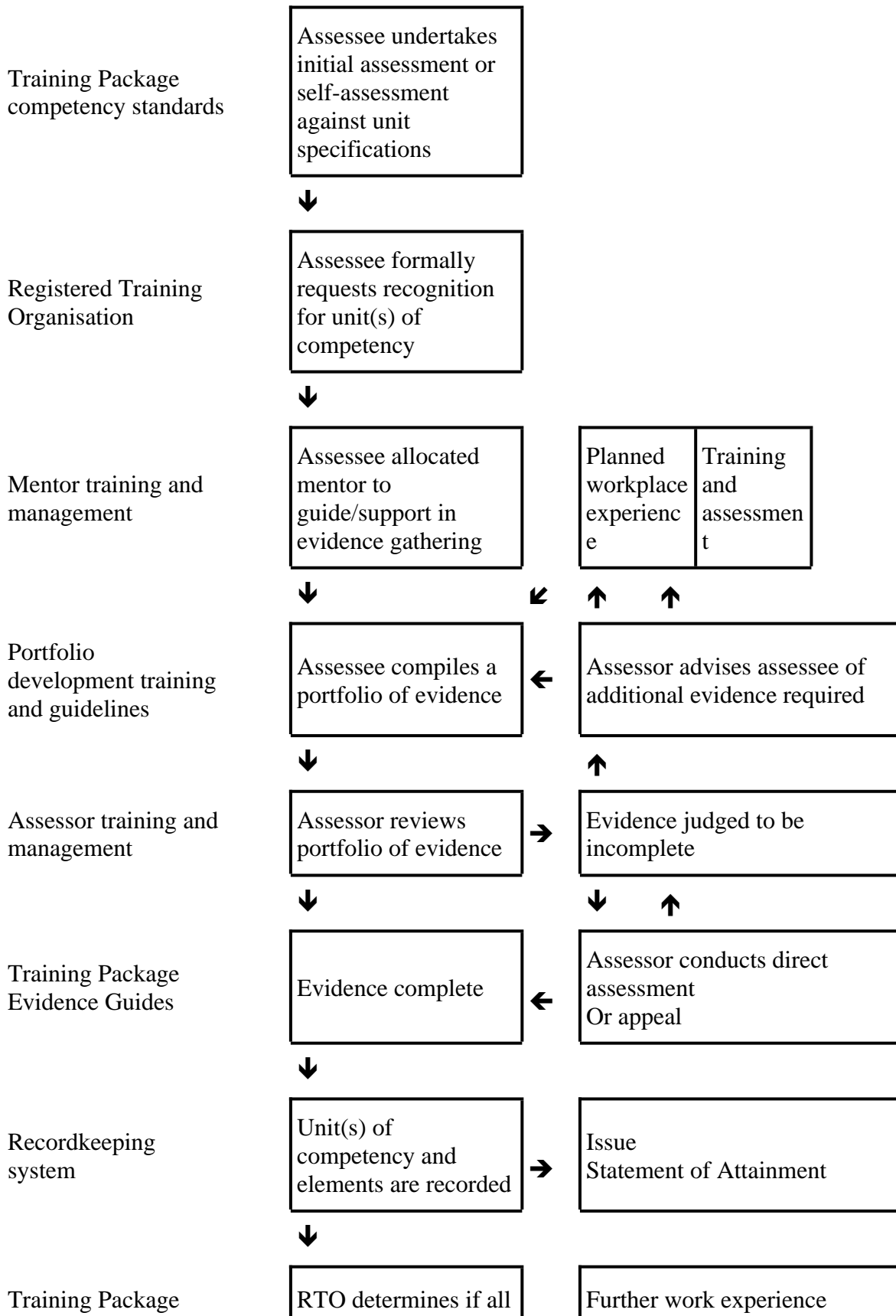
- questioning (oral or written)
- consideration of a portfolio and review of contents
- consideration of third party reports and/or other documentation such as documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
- mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
- observation of performance, and
- participation in structured assessment activities the individual would normally be required to undertake if they were enrolled in the qualification component/s.

In a Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of the AQTF must be met.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, work samples and/or observation of the candidate. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work);
- valid (directly related to the current version of the relevant endorsed unit of competency);
- reliable (shows that the candidate consistently meets the endorsed unit of competency);
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency); and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

Sample Public Sector Recognition Process



qualifications
packaging

units of competency
required for a
qualification have
been attained



or
further formal training



Registered Training
Organisation

Award qualification

Credit Transfer

Credit transfer is a process which provides learners with agreed and consistent credit outcomes based on equivalences in content between matched qualifications.

This process involves education institutions:

- mapping, comparing and evaluating the extent to which the defined learning outcomes and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes and assessment requirements of the individual components of another qualification
- making an educational judgment of the credit outcomes to be assigned between the matched components of the two qualifications
- setting out the agreed credit outcomes in a documented arrangement or agreement, and
- publicising the arrangement/agreement and credit available.

Combination of Pathways

Credit may be awarded on the basis of a combination of credit transfer plus an individual RPL assessment for additional learning. Once credit has been awarded on the basis of RPL, subsequent credit transfer based on these learning outcomes should not include revisiting the RPL assessment but should be based on credit transfer or articulation or other arrangements between providers.

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the specific requirements on the vocational competence and experience for assessors, to ensure that they meet the needs of industry and their obligations under AQTF, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

The AQTF specifies mandatory competency requirements for assessors. For information, Element 1.4 from the AQTF 2007 Essential Standards for Registration follows:

- 1.4 Training and assessment are conducted by trainers and assessors who:
- a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and
 - b) have the relevant vocational competencies at least to the level being delivered or assessed, and
 - c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and
 - d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

* See AQTF 2010 Users' Guide to the Essential Standards for Registration – Appendix 2

Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of Assessment Tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgements about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using Prepared Assessment Tools

If using prepared assessment tools, assessors should ensure these relate to the current version of the relevant unit of competency. The current unit of competency can be checked on the National Register <www.ntis.gov.au>.

Developing Assessment Tools

When developing their own assessment tools, assessors must ensure that the tools:

are benchmarked against the relevant unit or units of competency;

are reviewed as part of the validation of assessment strategies required under the AQTF; and meet the assessment requirements expressed in the AQTF 2010 Essential Standards for Initial and Continuing Registration.

A key reference for assessors developing assessment tools is TAE10 Training and Education Training Package.

Language, Literacy and Numeracy

The design of assessment tools must reflect the language, literacy and numeracy competencies required for the performance of a task in the workplace and not exceed these expectations.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

Mandatory Assessment Requirements

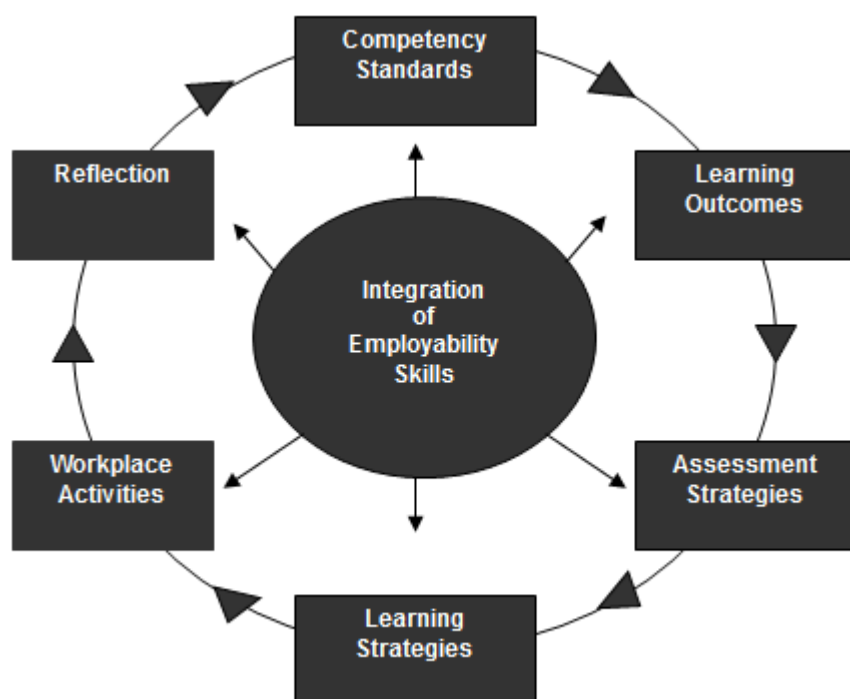
Assessments must meet the criteria set out in the *AQTF 2007 Essential Standards for Registration*.

For information, the mandatory assessment requirements from Standard 1 from the *AQTF 2007 Essential Standards for Registration* are as follows:

- 1.5 Assessment, including Recognition of Prior Learning (RPL):
- a) meets the requirements of the relevant Training Package or accredited course
 - b) is conducted in accordance with the principles of assessment and the rules of evidence
 - c) meets workplace and, where relevant, regulatory requirements.

Assessment of Employability Skills

Employability skills are integral to workplace competency and, as such, must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.



Employability Skills are embedded and explicit within each unit of competency. Training providers must use Employability Skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

- reviewing unit(s) of competency to locate relevant Employability Skills and determine how they are applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry/workplace contexts and the application of Employability Skills at that qualification outcome
- designing training and assessment to address Employability Skills requirements.

The National Quality Council has endorsed a model for assessing and reporting Employability Skills, which contains further suggestions about good practice strategies in teaching, assessing, learning and reporting Employability Skills. The model is available from <http://www.training.com.au/>.

The endorsed approach includes learners downloading qualification specific Employability Skills Summaries for Training Package qualifications from an online repository at <http://employabilityskills.training.com.au>

For more information on Employability Skills in Government Skills Australia Training Packages go to the Government Skills Australia website at www.governmentskills.com.au. Employability Skills are reported on each qualification using the following statement on the qualification testamur: "A summary of the Employability Skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>."

Employability Skills in Generalist and Specialist Qualifications

The Public Sector Training Package includes generalist qualifications that use the title Certificate in Government or Diploma of Government. These qualifications contain a set of required units that are considered to be general requirements for all applications at each qualification level. These required units reflect the employability skills and their facets that are considered essential for a qualification.

The specialist qualifications at each qualification level share the same coverage of required units as the generalist units of competency at the same level. Therefore, the Employability Skills Summary for each level of the generalist qualifications applies to the specialist qualifications at the same level. The Employability Skills Summaries are not duplicated for the specialist qualifications.

In designing training and assessment resources for the specialist qualifications, the employability skills for the qualifications will be found in the equivalent qualification level of the generalist qualifications. Some customisation may be required to include the specific references from the specialist units of competency.

For more information on employability skills in Government Skills Australia Training Packages go to the Government Skills Australia website at www.governmentskills.com.au.

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.

Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

Reasonable adjustments

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the Disability Standards for Education 2005, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While 'reasonable adjustment' and 'unjustifiable hardship' are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

The Training Package Guidelines provides more information on reasonable adjustment, including examples of adjustments. Go to <http://www.deewr.gov.au/tpdh/Pages/home.aspx>.

Further Sources of Information

Further Sources of Information

This section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing assessments against the Public Sector Training Package.

Contacts

<p>Government Skills Australia Ltd Level 2, 47-49 Waymouth Street ADELAIDE SA 5000 GPO Box 2146 Adelaide. 5001 Phone: (08) 8410 3455 Fax: (08) 8410 2842 Email: info@governmentskills.com.au Web: www.governmentskills.com.au</p>	<p>Technical and Vocational Education and Training (TVET) Australia Limited Level 21, 390 St Kilda Road, Melbourne VIC 3150 PO Box 12211, A'Beckett Street Post Office Melbourne Victoria 8006 Ph: +61 3 9832 8100 Fax: + 61 3 9832 8198 Email: sales@tvetaustralia.com.au Web: www.tvetaustralia.com.au</p>
<p>For information on the <i>TAA04 Training and Assessment Training Package</i> contact: Innovation and Business Skills Australia</p> <p>Telephone: (03) 9815 7000 Facsimile: (03) 9815 7001 Email: virtual@ibsa.org.au Web: www.ibsa.org.au</p>	

General Resources

Refer to <http://antapubs.dest.gov.au/publications/search.asp> to locate the following publications.

AQF Implementation Handbook, Third Edition. Australian Qualifications Framework Advisory Board, 2002 <www.aqf.edu.au>

Australian Quality Training Framework (AQTF) - for general information go to <www.dest.gov.au/sectors>

Australian Quality Training Framework (AQTF) - for resources and information go to <www.dest.gov.au>

Australian Quality Training Framework Standards for Registered Training Organisations, Australian National Training Authority, Melbourne, 2005, and from 1 July 2007, the AQTF 2007. Available in hard copy from State and Territory Training Authorities or can be downloaded from <www.dest.gov.au>

TAA04 Training and Assessment Training Package. This is available from the Innovation and Innovation & Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS).

National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses - <www.ntis.gov.au>

Style Guide for Training Package Support Materials, Australian National Training Authority, Melbourne, 2003. Can be downloaded from <www.dest.gov.au>

Training Package Development Handbook (DEEWR, September 2007). Can be downloaded from <www.tpdh.deewr.gov.au>

Assessment Resources

Registered training organisations (RTOs) are at the forefront of vocational education and training (VET) in Australia. They translate the needs of industry into relevant, quality, client-focussed training and assessment.

RTOs should strive for innovation in VET teaching and learning practices and develop highly flexible approaches to assessment which take cognisance of specific needs of learners, in order to improve delivery and outcomes of training.

Resources can be purchased or accessed from:

Printed and CD ROM versions of the Guides can be purchased from Technical and Vocational Education and Training Australia Limited (TVET). The resource includes the following guides:

1. Training Package Assessment Materials Kit
2. Assessing Competencies in Higher Qualifications
3. Recognition Resource
4. Kit to Support Assessor Training
5. Candidate's Kit: Guide to Assessment in Australian Apprenticeships
6. Assessment Approaches for Small Workplaces
7. Assessment Using Partnership Arrangements
8. Strategies for ensuring Consistency in Assessment
9. Networking for Assessors
10. Quality Assurance Guide for Assessment

An additional guide, 'Delivery and Assessment Strategies' has been developed to

complement these resources.

Assessment Tool Design and Conducting Assessment

VETASSESS & Western Australian Department of Training and Employment 2000, *Designing Tests – Guidelines for designing knowledge based tests for Training Packages*.

Vocational Education and Assessment Centre 1997, *Designing Workplace Assessment Tools, A self-directed learning program*, NSW TAFE.

Manufacturing Learning Australia 2000, *Assessment Solutions*, Australian Training Products, Melbourne.

Rumsey, David 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra.

Assessor Training

Australian Committee on Training Curriculum (ACTRAC) 1994, *Assessor training program – learning materials*, Australian Training Products, Melbourne.

Australian National Training Authority, *A Guide for Professional Development*, ANTA, Brisbane.

Australian Training Products Ltd *Assessment and Workplace Training, Training Package – Toolbox*, ATPL Melbourne (available from TVET).

Green, M, et al. 1997, *Key competencies professional development Package*, Department for Education and Children's Services, South Australia.

Victorian TAFE Association 2000, *The professional development CD: A learning tool*, VTA, Melbourne.

Assessment System Design and Management

Office of Training and Further Education 1998, *Demonstrating best practice in VET project – assessment systems and processes*, OTFE Victoria.

Toop, L., Gibb, J. & Worsnop, P. *Assessment system designs*, Australian Government Publishing Service, Canberra.

Western Australia Department of Training and VETASSESS 1998, *Kit for Skills Recognition Organisations*, WADOT, Perth

Access and Equity Resources

For supporting resources, regularly check DEEWR Training & Skills section publications (which may include ANTA publications):

http://www.dest.gov.au/sectors/training_skills/publications_resources

Resources developed to support training and assessment for learners from equity groups or with special needs can be located via the VOCED website <http://www.voced.edu.au>

Legislation

Racial Discrimination Act 1975 <http://scaleplus.law.gov.au/html/pasteact/0/47/top.htm>

Disability Discrimination Act 1992 (DDA)

<http://scaleplus.law.gov.au/html/pasteact/0/311/top.htm>

Human Rights and Equal Opportunity Commission www.hreoc.gov.au

Working with Diversity – AQTF supporting resources

Working with Diversity: A Guide to Equity and the AQTF

Working with Diversity: Quality Training for People with a Disability

Working with Diversity: Quality Training for Indigenous Australians

Language & Literacy

Adult literacy www.literacynet.deewr.gov.au

Indigenous

Australian Government Indigenous Portal www.indigenous.gov.au

Indigenous Education Online <https://indigo.dest.gov.au/>

Indigenous Education Consultative Bodies (IECB): contact State & Territory Training Authorities or Telephone 1800 800 821, or go to http://www.dest.gov.au/sectors/indigenous_education/organisation_contacts

Partners in a Learning Culture - National Strategy and Blueprint for Implementation available from DEST (ANTA publication)

www.dest.gov.au/sectors/training_skills/publications_resources/profiles/anta/profile/partners_in_a_learning_culture_final_report.htm

Disability

Australian Disability Clearinghouse on Education and Training (ADCET) www.adcet.edu.au

Disability employment agencies: contact State & Territory offices of Department of Family & Community Services for details of local disability employment agencies – or go to <http://www.facs.gov.au/internet/facsinternet.nsf/disabilities/nav.htm>

Women

Women: Shaping Our Future

www.dest.gov.au/sectors/training_skills/publications_resources/profiles/anta/profile/women_shaping_our_future.htm

Equal Opportunity in the Workplace Agency (EOWA). www.eowa.gov.au

Competency Standards

Competency Standards

What is Competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency, Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

Contextualisation of Units of Competency by RTOs

Registered Training Organisation (RTOs) may contextualise units of competency in this endorsed Training Package to reflect required local outcomes. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this Training Package must be within the bounds of the following advice:

RTOs must not remove or add to the number and content of elements and performance criteria.

RTOs can include specific industry terminology in the range statement.

Any amendments and additions to the range statement made by RTOs must not diminish the breadth of application of the competency, or reduce its portability.

RTOs may add detail to the evidence guide in areas such as the critical aspects of evidence or required resources and infrastructure – but only where these expand the breadth of the competency and do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Title

The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

Unit Descriptor

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

Employability Skills statement

The sub-section contains a statement that the unit contains Employability Skills.

Prerequisite Units (optional)

If there are any units of competency that must be completed before the unit, these will be listed.

Application of the Unit

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

Competency Field (Optional)

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

Sector (optional)

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. *Knowledge* identifies what a person needs to know to perform the work in an informed and effective manner. *Skills* describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Range Statement

The range statement provides a context for the unit of competency, describing essential operating conditions that may be present with training and assessment, depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the Registered Training Organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the assessor to make determinations, and by providing the assessment context. The evidence guide describes:

- conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment;
- relationships with the assessment of any other units of competency;
- suitable methodologies for conducting assessment including the potential for workplace simulation;
- resource implications, for example access to particular equipment, infrastructure or situations;
- how consistency in performance can be assessed over time, various contexts and with a range of evidence; and
- the required underpinning knowledge and skills.

Employability Skills in units of competency

The detail and application of Employability Skills facets will vary according to the job-role requirements of each industry. In developing Training Packages, industry stakeholders are consulted to identify appropriate facets of Employability Skills which are incorporated into the relevant units of competency and qualifications.

Employability Skills are not a discrete requirement contained in units of competency (as was the case with Key Competencies). Employability Skills are specifically expressed in the context of the work outcomes described in units of competency and will appear in elements, performance criteria, range statements and evidence guides. As a result, users of Training Packages are required to review the entire unit of competency in order to accurately determine Employability Skills requirements.

How Employability Skills relate to the Key Competencies

The eight nationally agreed Employability Skills now replace the seven Key Competencies in Training Packages. Trainers and assessors who have used Training Packages prior to the introduction of Employability Skills may find the following comparison useful.

Employability Skills	Mayer Key Competencies
Communication	Communicating ideas and information
Teamwork	Working with others and in teams
Problem solving	Solving problems Using mathematical ideas and techniques
Initiative and enterprise	
Planning and organising	Collecting, analysing and organising information Planning and organising activities
Self-management	
Learning	