PSP12 Public Sector Training Package

Release: 1.0

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Modification History

Version	Release Date	Comments
1	30 October 2012	First release.

Imprint

PSP12 Public Sector Training Package

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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 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 or replaced.

Version modification history

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	Release Date	Comments
1	30 October 2012	First release.

Summary of AQF qualifications in Public Sector Training Package

Code	Title
PSP20112	Certificate II in Government
PSP30112	Certificate III in Government
PSP30212	Certificate III in Government (Border Protection)
PSP30312	Certificate III in Government (Court Compliance)
PSP30412	Certificate III in Government (Land Administration)
PSP30512	Certificate III in Government (Security)
PSP30612	Certificate III in Government (School Support Services)
PSP30712	Certificate III in School Support Services
PSP40112	Certificate IV in Government
PSP40212	Certificate IV in Government (Border Protection)
PSP40312	Certificate IV in Government (Court Compliance)
PSP40412	Certificate IV in Government (Court Services)

PSP40512	Certificate IV in Government (Financial Services)
PSP40612	Certificate IV in Government (Fraud Control)
PSP41112	Certificate IV in Government (Occupational Health & Safety)
PSP41212	Certificate IV in Government (Project Management)
PSP41412	Certificate IV in Government (Statutory Compliance)
PSP41512	Certificate IV in Government (Investigation)
PSP41612	Certificate IV in Government (Security)
PSP41712	Certificate IV in Government (Personnel Security)
PSP41812	Certificate IV in Government (Road Transport Compliance)
PSP41912	Certificate IV in Government (School Support Services)
PSP42012	Certificate IV in School Support Services
PSP42112	Certificate IV in Government (Revenue Administration)
PSP42212	Certificate IV in Government (Workplace Relations)
PSP42312	Certificate IV in Government (Trade Measurement)
PSP42412	Certificate IV in Government (Procurement and Contracting)
PSP50112	Diploma of Government
PSP50212	Diploma of Government (Community Capacity)
PSP50312	Diploma of Government (Court Services)
PSP50512	Diploma of Government (Financial Services)
PSP50612	Diploma of Government (Fraud Control)
PSP50812	Diploma of Government (Human Resources)
PSP50912	Diploma of Government (Injury Management)
PSP51012	Diploma of Government (Land Administration)
PSP51112	Diploma of Government (Management)
PSP51212	Diploma of Government (Occupational Health & Safety)

PSP51312	Diploma of Government (Project Management)
PSP51412	Diploma of Government (Policy Development)
PSP51712	Diploma of Government (Investigation)
PSP51812	Diploma of Government (Security)
PSP51912	Diploma of Government (Workplace Inspection)
PSP52012	Diploma of Government (Rail Safety Regulation)
PSP52112	Diploma of Government (Workplace Relations)
PSP52212	Diploma of Government (Trade Measurement)
PSP52312	Diploma of Translating
PSP52412	Diploma of Interpreting
PSP52512	Diploma of Government (Procurement and Contracting)
PSP52612	Diploma of Government (Road Transport Compliance)
PSP60112	Advanced Diploma of Government
PSP60312	Advanced Diploma of Government (Financial Management)
PSP60412	Advanced Diploma of Government (Human Resources)
PSP60512	Advanced Diploma of Government (Management)
PSP60612	Advanced Diploma of Government (Occupational Health & Safety)
PSP60912	Advanced Diploma of Government (Workplace Inspection)
PSP61012	Advanced Diploma of Translating
PSP61112	Advanced Diploma of Interpreting
PSP61212	Advanced Diploma of Government (Procurement and Contracting)
PSP61312	Advanced Diploma of Government (Road Transport Compliance)
PSP80112	Vocational Graduate Certificate in Government (Strategic Procurement)
PSP80212	Vocational Graduate Certificate in Radiation Safety

Summary of Units of Competency in PSP12 Public Sector Training Package and their Prerequisite Requirements

Code	Title	Prerequisite
PSPETHC301B	Uphold the values and principles of public service	Nil
PSPETHC401A	Uphold and support the values and principles of public service	Nil
PSPETHC501B	Promote the values and ethos of public service	Nil
PSPETHC601B	Maintain and enhance confidence in public service	Nil
PSPETHC701A	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
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

Code	Title	Prerequisite
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
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

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Code	Title	Prerequisite
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
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

Code	Title	Prerequisite
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
PSPGOV604A	Foster leadership and innovation	Nil
PSPGOV605A	Persuade and influence opinion	Nil
PSPGOV606A	Prepare high-level/sensitive written materials	Nil
PSPLEGN301B	Comply with legislation in the public sector	Nil
PSPLEGN401A	Encourage compliance with legislation in the public sector	Nil
PSPLEGN501B	Promote compliance with legislation in the public sector	Nil
PSPLEGN601B	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

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Code	Title	Prerequisite
PSPOHS602A	Manage workplace safety	Nil
PSPBORD301A	Conduct patrols	Nil
PSPBORD302A	Use border protection technology equipment	Nil
PSPBORD303A	Deploy detector dog	Nil
PSPBORD304A	Maintain detector dog proficiency	Nil
PSPBORD305A	Calculate taxes, fees and charges	Nil
PSPBORD401A	Create and maintain profiles	Nil
PSPBORD402A	Develop surveillance flight routes	Nil
PSPBORD403A	Review operational schedules	Nil
PSPBORD404A	Analyse surveillance products	Nil
PSPBORD405A	Develop operational effectiveness of detector dog teams	Nil
PSPBORD406A	Conduct detector dog team training	Nil
PSPBORD407A	Command operational groups	Nil
PSPBORD408A	Examine and test firearms	Nil
PSPBORD501A	Command operational forces	Nil
PSPBORD601A	Manage operations	Nil

Code	Title	Prerequisite
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
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

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Code	Title	Prerequisite
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
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
PSPFRAU401B	Monitor data for indicators of fraud	Nil
PSPFRAU407B	Conduct fraud control awareness sessions	Nil
PSPFRAU501B	Communicate fraud control awareness	Nil
PSPFRAU502B	Anticipate and detect possible fraud activity	Nil
PSPFRAU504B	Conduct fraud risk assessments	Nil
PSPFRAU505B	Develop fraud control plans	Nil
PSPFRAU506B	Implement fraud control activities	Nil
PSPFRAU507B	Coordinate development and implementation of fraud information systems	Nil
PSPFRAU601B	Develop fraud control strategy	Nil

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Code	Title	Prerequisite
PSPFRAU602 B	Manage fraud risk assessment and action plan	Nil
PSPFRAU603 B	Manage fraud control awareness	Nil
PSPFRAU605 B	Review fraud control activities	Nil
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

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Code	Title	Prerequisite
PSPHR507A	Coordinate employee support	Nil
PSPHR508A	Coordinate career development	Nil
PSPHR603B	Provide advisory and mediation services	Nil
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

Code	Title	Prerequisite
PSPIM408A	Monitor and review injury management cases	Nil
PSPIM409A	Maintain injury management case files	Nil
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
PSPLAND301A	Collect land revenue	Nil
PSPLAND302A	Investigate tenure and land use history	Nil
PSPLAND303A	Administer public land tenures	Nil
PSPLAND304A	Provide administrative support for public reserves	Nil
PSPLAND305A	Provide administrative support for reserve management bodies	Nil
PSPLAND306A	Dispose of public land	Nil
PSPLAND307A	Assist in processing Aboriginal land claims/applications	Nil
PSPLAND308A	Compile and check survey plans	Nil
PSPLAND309A	Administer roads	Nil
PSPLAND401A	Assess Crown land	Nil
PSPLAND402A	Undertake native title assessments	Nil
PSPLAND403	Prepare and lodge non-claimant native title applications	Nil

Code	Title	Prerequisite
A		
PSPLAND404A	Investigate tenure applications	Nil
PSPLAND405A	Administer public reserves	Nil
PSPLAND406A	Monitor reserves management	Nil
PSPLAND407A	Coordinate land board sittings	Nil
PSPLAND408A	Investigate Aboriginal land claims/applications	Nil
PSPLAND409A	Handle compensation claims	Nil
PSPLAND501A	Review planning documents and environmental assessments	Nil
PSPLAND502A	Develop and market public land	Nil
PSPLAND503A	Manage native title future act processes	Nil
PSPLAND504A	Manage public land tenures and applications	Nil
PSPLAND505A	Provide technical expertise	Nil
PSPLAND506A	Identify and manage contaminated sites	Nil
PSPLAND507A	Undertake land acquisitions/withdrawals	Nil
PSPLAND508A	Coordinate Aboriginal land claims/applications	Nil
PSPLAND509A	Negotiate/mediate public land business agreements	Nil

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Code	Title	Prerequisite
PSPLAND601A	Manage unallocated land	Nil
PSPMNGT602B	Manage resources	Nil
PSPMNGT603B	Facilitate people management	Nil
PSPMNGT604B	Manage change	Nil
PSPMNGT605B	Manage diversity	Nil
PSPMNGT606B	Manage quality client service	Nil
PSPMNGT607B	Develop a business case	Nil
PSPMNGT608B	Manage risk	Nil
PSPMNGT609B	Formulate business strategies	Nil
PSPMNGT610A	Manage public sector financial resources	Nil
PSPMNGT611A	Manage evaluations	Nil
PSPMNGT612A	Review and improve business performance	Nil
PSPMNGT613A	Develop partnering arrangements	Nil
PSPMNGT614A	Facilitate knowledge management	Nil
PSPMNGT615A	Influence workforce effectiveness	Nil
PSPMNGT701	Provide strategic direction	Nil

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Code	Title	Prerequisite
B		
PSPMNGT702A	Influence and shape diversity management	Nil
PSPMNGT703A	Lead and influence change	Nil
PSPMNGT704A	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
PSPPOL402A	Assist with specialist policy development	Nil
PSPPOL403A	Give and receive policy information	Nil

Code	Title	Prerequisite
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
PSPPROC303A	Carry out basic procurement	Nil
PSPPROC405C	Dispose of assets	Nil
PSPPROC406B	Procure goods and services	Nil
PSPPROC411A	Plan procurement	Nil
PSPPROC412A	Develop and distribute requests for offers	Nil
PSPPROC413A	Select providers and develop contracts	Nil
PSPPROC414A	Manage contracts	Nil
PSPPROC503B	Manage contract performance	Nil
PSPPROC504B	Finalise contracts	Nil
PSPPROC505A	Manage procurement risk	Nil

Code	Title	Prerequisite
PSPPROC506A	Plan to manage a contract	Nil
PSPPROC507A	Plan for procurement outcomes	Nil
PSPPROC508A	Make procurement decisions	Nil
PSPPROC509A	Participate in budget and procurement review processes	Nil
PSPPROC510A	Conduct and manage coordinated procurement	Nil
PSPPROC511	Plan and implement strategic sourcing	Nil
PSPPROC512	Plan and implement procurement category management	Nil
PSPPROC513	Conduct demand and procurement spend analysis	Nil
PSPPROC603C	Divest strategic assets	Nil
PSPPROC604B	Plan for strategic procurement	Nil
PSPPROC605B	Coordinate strategic procurement	Nil
PSPPROC606B	Negotiate strategic procurement	Nil
PSPPROC607A	Manage strategic contracts	Nil
PSPPROC608	Manage fundamental aspects of supply chain	Nil
PSPPROC704A	Influence and define strategic procurement direction	Nil
PSPPROC705A	Establish the strategic procurement context	Nil
PSPPROC706A	Evaluate and improve strategic procurement performance	Nil

Code	Title	Prerequisite
PSPRAD201	Work safely in a radiation environment	Nil
PSPRAD202	Work safely with radioactive ores and minerals	Nil
PSPRAD301	Perform basic radiation measurements	Nil
PSPRAD302	Consign radioactive material	Nil
PSPRAD303	Handle and transport radioactive material	Nil
PSPRAD304	Work safely with radiation-sealed source equipment	Nil
PSPRAD401	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
PSPREG403B	Assess compliance	Nil
PSPREG404C	Investigate non-compliance	Nil

Code	Title	Prerequisite
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
PSPREG422	Produce texts from recordings	Nil
PSPREG423	Maintain operational safety	Nil
PSPREG424	Record and use official notes	Nil
PSPREG425	Conduct investigations	Nil
PSPREG501B	Conduct prosecutions	Nil
PSPREG502A	Coordinate investigation processes	Nil

Code	Title	Prerequisite
PSPREG503A	Supervise and carry out complex inspections and monitoring	Nil
PSPREG504A	Manage plant movement health risk	Nil
PSPREG505A	Conduct measurement licensee audit	Nil
PSPREG506	Manage investigation information processes	Nil
PSPREG507	Manage investigations	Nil
PSPREG508	Review and evaluate investigations	Nil
PSPREG601B	Manage regulatory compliance	Nil
PSPREG602B	Evaluate regulatory compliance	Nil
PSPREG603A	Manage and lead inspection and monitoring programs	Nil
PSPREG604	Coordinate multi-agency investigations	Nil
PSPREG605	Manage major investigations	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

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Code	Title	Prerequisite
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
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

Code	Title	Prerequisite
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
PSPSEC505A	Protect security classified information	Nil
PSPSEC506A	Communicate security awareness	Nil
PSPSEC601A	Define information systems framework	Nil
PSPSEC602A	Manage security awareness	Nil
PSPSOHS401A	Contribute to the implementation of a systematic approach to managing OHS	Nil
PSPSOHS402A	Contribute to the implementation of the OHS consultation process	Nil
PSPSOHS403A	Identify hazards and assess OHS risks	Nil
PSPSOHS404A	Contribute to the implementation of strategies to control OHS risk	Nil
PSPSOHS405A	Contribute to the implementation of emergency procedures	Nil
PSPSOHS406A	Use equipment to conduct workplace monitoring	Nil
PSPSOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	Nil
PSPSOHS502A	Participate in the management of the OHS information and data systems	Nil
PSPSOHS503A	Assist in the design and development of OHS participative arrangements	Nil
PSPSOHS504A	Apply principles of OHS risk management	Nil

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Code	Title	Prerequisite
PSPSOHS505A	Manage hazards in the work environment	Nil
PSPSOHS506A	Monitor and facilitate the management of hazards associated with plant	Nil
PSPSOHS507A	Facilitate the application of principles of occupational health to control OHS risk	Nil
PSPSOHS508A	Participate in the investigation of incidents	Nil
PSPSOHS601A	Develop a systematic approach to managing OHS	Nil
PSPSOHS602A	Develop OHS information and data analysis and reporting and recording processes	Nil
PSPSOHS603A	Analyse and evaluate OHS risk	Nil
PSPSOHS604A	Apply ergonomic principles to control OHS risk	Nil
PSPSOHS605A	Apply occupational hygiene principles to control OHS risk	Nil
PSPSOHS606A	Develop and implement crisis management processes	Nil
PSPSOHS607A	Advise on application of safe design to control OHS risk	Nil
PSPSOHS608A	Conduct an OHS audit	Nil
PSPSOHS609A	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

Code	Title	Prerequisite
PSPTIS505A	Translate general purpose texts from English to LOTE	Nil
PSPTIS506A	Interpret in general dialogue settings (LOTE)	Nil
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 complex discourse settings	Nil
PSPTIS611A	Translate special purpose texts from LOTE to English	Nil
PSPTIS612A	Use translation technology	Nil
PSPTIS613A	Sight translate (LOTE)	Nil

Public Skills Australia

Code	Title	Prerequisite
PSPTIS614A	Apply theories to describe and review work assignments	Nil
PSPTRAN401A	Inspect vehicles	Nil
PSPTRAN402A	Assess driver compliance	Nil
PSPTRAN403A	Assess vehicle compliance	Nil
PSPTRAN404A	Conduct detailed vehicle examination	Nil
PSPTRAN405A	Operate weighbridges	Nil
PSPTRAN406	Intercept and inspect vehicles	Nil
PSPTRAN407	Intercept vehicles and assess driver compliance	Nil
PSPTRAN408	Conduct detailed vehicle inspections	Nil
PSPTRAN409	Pilot or escort oversize and-or over-mass vehicles	Nil
PSPTRAN410	Undertake access assessments and approvals	Nil
PSPTRAN411	Provide information on vehicle configuration compliance	Nil
PSPTRAN501A	Provide specialist vehicle technical advice	Nil
PSPTRAN502	Operate within the regulatory framework for road transport compliance	Nil
PSPTRAN503	Plan and resource operational activities	Nil
PSPTRAN504	Provide vehicle technical advice	Nil
PSPTRAN601	Manage network access	Nil
PSPWPI501B	Evaluate workplace legislative compliance	Nil
PSPWPI502B	Facilitate improvement in workplace legislative performance	Nil
PSPWPI503C	Investigate possible breaches of workplace legislation	Nil

Public Skills Australia

Code	Title	Prerequisite
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
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	Nil

Summary of Imported Units of Competency in PSP12 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

Public Skills Australia

BSBADM405B	Organise meetings	No
BSBADM506B	Manage business document design and development	No
BSBAUD501B	Initiate a quality audit	No
BSBAUD503B	Lead a quality audit	No
BSBAUD504B	Report on a quality audit	No
BSBCCO301B	Use multiple information systems	No
BSBCCO407A	Administer customer contact technology	No
BSBCMM301B	Process customer complaints	No
BSBCMM401A	Make a presentation	No
BSBCOM502B	Evaluate and review compliance	No
BSBDIV301A	Work effectively with diversity	No
BSBEMS403B	Develop and provide employment management services to candidates.	No
BSBOHS407A	Monitor a safe workplace	No
BSBCUS201B	Deliver a service to customers	No
BSBCUS401B	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
BSBCCO205A	Prepare for work in a customer contact 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
BSBITS401B	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
BSBITU302B	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 e-learning	No
BSBLED401A	Develop teams and individuals	No
BSBLED501A	Develop a workplace learning environment	No
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment	No
BSBLEG305A	Use legal terminology in order to carry out tasks	No
BSBLEG507A	Attend pretrial negotiations	No
BSBMED301B	Interpret and apply medical terminology appropriately	No
BSBMGT402A	Implement operational plan	No
BSBMGT502B	Manage people performance	No
BSBMGT515A	Manage operational plan	No
BSBMGT516C	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
BSBOHS303B	Contribute to OHS hazard identification and risk assessment	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
BSBRES403A	Research legal processes	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
BSBRKG403C	Set up a business or records system for a small office	No
BSBRKG404A	Monitor and maintain records in an online environment	No
BSBRSK401A	Identify risk and apply risk management processes	No
BSBSMB404A	Undertake small business planning	No
BSBSMB405B	Monitor and manage small business operations	No
BSBSMB406A	Manage small business finances	No
BSBSMB408B	Manage personal, family, cultural and business obligations	No
BSBSMB407A	Manage a small team	No
BSBSUS201A	Participate in environmentally sustainable work practices	No
BSBSUS301A	Implement and monitor environmentally sustainable work practices	No

BSBSUS501A	Develop workplace policy and procedures for sustainability	No
BSBWOR401A	Establish effective workplace relationships	No
BSBWOR402A	Promote team effectiveness	No
BSBWOR404B	Develop work priorities	No
BSBWOR501B	Manage personal work priorities and professional development	No
BSBWRK410A	Implement industrial relations procedures	No
BSBWRT401A	Write complex documents	No
CHC08: Community Services Training Package		
CHCADMIN305F	Work within the administration protocols of the organisation	No
CHCCD307D	Support community resources	No
CHCCD401E	Support community participation	No
CHCCD402B	Develop and provide community education projects	No
CHCCD404E	Develop and implement community programs	No
CHCCD413E	Work within specific communities	No
CHCCD505E	Develop community resources	No
CHCCD508D	Support community action	No
CHCCD509C	Support community leadership	No
CHCCD514B	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
CHCCM504D	Promote high quality case management	No

CHCDIS301C	Work effectively with people with a disability	No
CHCEDS301B	Comply with legislative, policy and industrial requirements in the education environment	No
CHCEDS330B	Support learning for students with disabilities in a classroom environment	No
CHCEDS315B	Support students with additional needs in the classroom	No
CHCIC301E	Interact effectively with children	No
CHCICS301B	Provide support to meet personal care needs	No
CHCICS305B	Provide behaviour support in the context of individualised plans	No
CHCICS404B	Plan and provide advanced behaviour support	No
CHCLEG411A	Use relevant legislation in response to client needs	No
CHCMED413B	Manage communication processes to define the dispute	No
CHCMED414A	Facilitate mediation processes	No
CHCMED415A	Facilitate interaction between parties in mediation	No
CHCMED416C	Consolidate and conclude the mediation process	No
CHCMED417B	Reflect and improve upon professional mediation practice	No
CHCMED419C	Facilitate alternative dispute resolution processes	No
CHCORG525D	Recruit and coordinate volunteers	No
CHCORG627B	Provide mentoring support to colleagues	No
CHCRF301E	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
CPPSEC2004B	Respond to security risk situation	No
CPPSEC3003A	Determine response to security risk situation	No

CPPSEC4005A	Facilitate workplace briefing and debriefing processes	No
CPPSIS4006A	Read and interpret basic image data	No
CPPSIS4015A	Apply GIS software to problem solving techniques	No
CSC12: Correctional Services 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
CSCSAS402B	Manage threatening behaviour	No
CSCSAS502A	Determine response to security risks	No
CSCTRA201A	Maintain security during escort	No
CSCTRA401A	Plan and monitor escorts	No
CUL11: Library, Information and Cultural Services Training Package		
CULDMT301A	Provide multimedia support	No
CULEVP201A	Assist with the presentation of public activities and events	No
CULINL301A	Develop and use information literacy skills	No
CULINM301A	Use established cataloguing tools	No
CULINM401A	Complete a range of cataloguing activities	No
CULINS201A	Assist with circulation services	No
CULINS202A	Process information resource orders	No
CULINS301A	Process and maintain information resources	No
CULINS401A	Assist customers to access information	No
CULINS402A	Obtain information from external and networked sources	No

CUF07: Screen and Media Training Package		
CUFWRT301A	Write content for a range of media	No
CUFWRT401A	Edit Texts	No
FNS10: Financial Services Training Package		
FNSACC301A	Process financial transaction and extract interim reports	No
FNSACC302A	Administer subsidiary accounts and ledgers	No
FNSACC402A	Prepare operational budgets	No
FNSACC404A	Prepare financial statements for non-reporting entities	No
FNSACC405A	Maintain inventory records	No
FNSACC407A	Produce job costing information	No
FNSACC501A	Provide financial and business performance information	No
FNSACC503A	Manage budgets and forecasts	No
FNSACC505A	Establish and maintain accounting information systems	No
FNSACC506A	Implement and maintain internal control procedures	No
FNSACC507A	Provide management accounting information	No
FNSACC602A	Audit and report on financial systems and records	No
FNSACC603A	Implement tax plans and evaluate tax compliance	No
FNSACC604A	Monitor corporate governance activities	No
FNSACC605A	Implement organisational improvement programs	No
FNSACC606A	Conduct internal audit	No
FNSACC607A	Evaluate business performance	No
FNSACC608A	Evaluate organisation's financial performance	No
FNSACC609A	Evaluate financial risk	No
FNSACC610A	Develop and implement financial strategies	No

FNSACC613A	Prepare and analyse management accounting information	No
FNSACC614A	Prepare complex corporate financial reports	No
FNSACM303A	Process payment documentation	No
FNSACM401A	Evaluate and authorise payment requests	No
FNSCRD302A	Monitor and control accounts receivable	No
FNSFMK401A	Reconcile financial transactions	No
FNSORG508A	Analyse and comment on management reports	No
FNSINC602A	Interpret and use financial statistics and tools	No
FNSORG502A	Develop and monitor policy and procedures	No
FNSORG503A	Develop a resource plan	No
FNSORG505A	Prepare financial reports to meet statutory requirements	No

FPI11: Forest and Forest Products Training Package

FPICOT2233B	Navigate in forest areas	No

ICA11: Information and Communications Training Package

ICADBS402A	Complete database back-up and restore	No
ICADBS404A	Identify and resolve common database performance problems	No
ICADBS409A	Monitor and administer a database	ICASAS303A Provide basic system administration
ICAICT203A	Operate application software packages	No
ICAICT210A	Operate database applications	No
ICAICT302A	Install and optimise operating system software	No
ICAICT304A	Implement system software changes	ICAICT302A Install and optimise operating system software

ICAICT306A	Migrate to new technology	No
ICAICT308A	Use advanced features of computer applications	No
ICAICT408A	Create technical documentation	No
ICANWK411A	Deploy software to networked computers	No
ICASAS301A	Run standard diagnostic tests	No
ICASAS303A	Provide basic system administration	No
ICASAS305A	Provide IT advice to clients	No
ICASAS306A	Maintain equipment and software	No
ICASAS416A	Implement maintenance procedures	ICASAS301A Run standard diagnostic tests
ICASAS419A	Support system software	ICAICT302A Install and optimise operating system software
ICASAS420A	Provide first-level remote help-desk support	ICASAS305A Provide IT advice to clients
ICAWEB404A	Maintain website performance	No

ICP10: Printing and Graphic Arts Training Package

ICPMM321C	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	MSL924001A 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		
PUAEMR010B	Undertake emergency training	No
PUALAW004B	Represent the organisation in a judicial or quasi-judicial setting	No
PUAOPE002B	Operate communications systems and equipment	No
PUAOPE003B	Navigate in urban and rural environments	No
PUAPOLGD001A	Maintain police operational safety	No
PUAPOLGD007A	Manage persons in care or custody	No
PUAPOLGD013A	Develop productive working relationships	No
PUAPOL029B	Coordinate multi-agency 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 Industry Training Package		
RIISAM203B	Use hand and power tools	No
AHC10: Agriculture, Horticulture and Conservation and Land Management Training Package		
AHCARB205A	Operate and maintain chainsaws	No
AHCWRK311A	Conduct site inspections	No

AHCLPW501A	Develop a management plan for a designated area		No
SFI11 Seafood Industry Training Package			
SFICOMP503C	Undertake the prosecution in a trial		No
SIT07: Tourism, Hospitality and Events			
SITHACS006B	Clean premises and equipment	No	
SITHACS007B	Launder linen and guest clothes	SITXOHS002A Follow workplace hygiene procedures	
SITHCCC001B	Organise and prepare food	SITXOHS002A Follow workplace hygiene procedures	
SITHCCC002A	Present food	SITXOHS002A Follow workplace hygiene procedures	
SITHCCC003B	Receive and store kitchen supplies	SITXOHS002A Follow workplace hygiene procedures	
SITHCCC004B	Clean and maintain kitchen premises	SITXOHS002A Follow workplace hygiene procedures	
SITHCCC005A	Use basic methods of cookery	SITXOHS002A Follow workplace hygiene procedures SITHCCC001B Organise and prepare food SITHCCC002A Present food	
SITHCCC008A	Prepare stocks, sauces and soups	SITXOHS002A Follow workplace hygiene procedures SITHCCC001B 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 SITHCCC001B 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	

SITHCCC033B	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
SIS10 Sport, Fitness and Recreation Training Package		
SISCAQU201A	Monitor pool water quality	No
SISCAQU304A	Maintain pool water quality	No
TAE10: Training and Education Training Package		
TAEDEL501A	Facilitate e-learning	No
TAEDES501A	Design and develop learning strategies	No
TLI10: Transport and Logistics Training Package		
TLIA2022A	Participate in stocktakes	No
TLID1001A	Shift materials safely using manual handling methods	No

Summary mapping of AQF qualifications in PSP12 version 1

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
PSP20104	Certificate II in Government	E	PSP20112	Certificate II in Government	Units added to elective list.

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
PSP30104	Certificate III in Government	E	PSP30112	Certificate III in Government	Units added to elective list.
PSP30204	Certificate III in Government (Border Protection)	E	PSP30212	Certificate III in Government (Border Protection)	Unchanged.
PSP30304	Certificate III in Government (Court Compliance)	E	PSP30312	Certificate III in Government (Court Compliance)	Unchanged.
PSP30404	Certificate III in Government (Land Administration)	E	PSP30412	Certificate III in Government (Land Administration)	Unchanged.
PSP30504	Certificate III in Government (Security)	E	PSP30512	Certificate III in Government (Security)	Unchanged.
PSP30604	Certificate III in Government (School Support Services)	E	PSP30612	Certificate III in Government (School Support Services)	Unchanged.
PSP30704	Certificate III in School Support Services	E	PSP30712	Certificate III in School Support Services	Unchanged.
PSP40104	Certificate IV in Government	E	PSP40112	Certificate IV in Government	New elective unit added. Specialist streams added Equivalent.
PSP40204	Certificate IV in Government (Border Protection)	E	PSP40212	Certificate IV in Government (Border Protection)	Unchanged
PSP40304	Certificate IV in Government (Court Compliance)	E	PSP40312	Certificate IV in Government (Court Compliance)	Imported elective units updated. Elective grouping revised.
PSP40404	Certificate IV in Government (Court Services)	E	PSP40412	Certificate IV in Government (Court Services)	Unchanged.
PSP40504	Certificate IV in Government (Financial Services)	E	PSP40512	Certificate IV in Government (Financial Services)	Unchanged.
PSP40604	Certificate IV in	E	PSP40612	Certificate IV in	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
	Government (Fraud Control)			Government (Fraud Control)	
PSP40704	Certificate IV in Government (Service Delivery)				Qualification removed. Specialist Service Delivery stream added to PSP40112.
PSP40804	Certificate IV in Government (Injury Claims Administration)				Qualification removed. Specialist Injury Claims Administration stream added to PSP40112
PSP40904	Certificate IV in Government (Injury Rehabilitation Management)				Qualification removed. Specialist Injury Rehabilitation Management stream added to PSP40112
PSP41004	Certificate IV in Government (Land Administration)				Qualification removed. Specialist Land Administration stream added to PSP40112
PSP41104	Certificate IV in Government (Occupational Health & Safety)	E	PSP41112	Certificate IV in Government (Occupational Health & Safety)	Unchanged.
PSP41204	Certificate IV in Government (Project Management)	E	PSP41212	Certificate IV in Government (Project Management)	Unchanged.
PSP41404	Certificate IV in Government (Statutory Compliance)	E	PSP41412	Certificate IV in Government (Statutory Compliance)	Unchanged.
PSP41504	Certificate IV in Government (Investigation)	E	PSP41512	Certificate IV in Government (Investigation)	Unchanged.
PSP41604	Certificate IV in Government	E	PSP41612	Certificate IV in Government	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
	(Security)			(Security)	
PSP41704	Certificate IV in Government (Personnel security)	E	PSP41712	Certificate IV in Government (Personnel security)	Equivalent. Packaging rules changed to meet packaging flexibility policy.
PSP41804	Certificate IV in Government (Road Transport Compliance)	E	PSP41812	Certificate IV in Government (Road Transport Compliance)	Revised qualification.
PSP41904	Certificate IV in Government (School Support Services)	E	PSP41912	Certificate IV in Government (School Support Services)	Unchanged.
PSP42010	Certificate IV in School Support Services	E	PSP42012	Certificate IV in School Support Services	Unchanged.
PSP42108	Certificate IV in Government (Revenue Administration)	E	PSP42112	Certificate IV in Government (Revenue Administration)	Unchanged.
PSP42210	Certificate IV in Government (Workplace Relations)	E	PSP42212	Certificate IV in Government (Workplace Relations)	Unchanged.
PSP42310	Certificate IV in Government (Trade Measurement)	E	PSP42312	Certificate IV in Government (Trade Measurement)	Unchanged.
PSP42410	Certificate IV in Government (Procurement and Contracting)	E	PSP42412	Certificate IV in Government (Procurement and Contracting)	Unchanged.
PSP50104	Diploma of Government	E	PSP50112	Diploma of Government	Equivalent. New elective unit added. Packaging rules changed.
PSP50204	Diploma of Government (Community Capacity)	E	PSP50212	Diploma of Government (Community Capacity)	Equivalent. New elective unit added. Packaging rules changed.

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
PSP50304	Diploma of Government (Court Services)	E	PSP50312	Diploma of Government (Court Services)	Equivalent. New elective unit added. Packaging rules changed.
PSP50504	Diploma of Government (Financial Services)	E	PSP50512	Diploma of Government (Financial Services)	Equivalent. New elective unit added. Packaging rules changed.
PSP50604	Diploma of Government (Fraud control)	E	PSP50612	Diploma of Government (Fraud control)	Equivalent. Packaging rules changed to meet packaging flexibility policy.
PSP50804	Diploma of Government (Human Resources)	E	PSP50812	Diploma of Government (Human Resources)	Equivalent. New elective unit added. Packaging rules changed.
PSP50904	Diploma of Government (Injury Management)	E	PSP50912	Diploma of Government (Injury Management)	Unchanged.
PSP51004	Diploma of Government (Land Administration)	E	PSP51012	Diploma of Government (Land Administration)	Unchanged.
PSP51104	Diploma of Government (Management)	E	PSP51112	Diploma of Government (Management)	Equivalent. New elective unit added. Packaging rules changed.
PSP51204	Diploma of Government (Occupational Health & Safety)	E	PSP51212	Diploma of Government (Occupational Health & Safety)	Unchanged.
PSP51304	Diploma of Government (Project management)	E	PSP51312	Diploma of Government (Project management)	Equivalent. Packaging rules changed to meet packaging flexibility policy. Elective unit added.
PSP51404	Diploma of Government (Policy	E	PSP51412	Diploma of Government (Policy	Equivalent. Packaging rules changed to meet

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
	development)			development)	packaging flexibility policy.
PSP51704	Diploma of Government (Investigation)	E	PSP51712	Diploma of Government (Investigation)	Unchanged.
PSP51804	Diploma of Government (Security)	E	PSP51812	Diploma of Government (Security)	Equivalent. Packaging rules changed to meet packaging flexibility policy.
PSP51904	Diploma of Government (Workplace Inspection)	E	PSP51912	Diploma of Government (Workplace Inspection)	Unchanged.
PSP52008	Diploma of Government (Rail Safety Regulation)	E	PSP52012	Diploma of Government (Rail Safety Regulation)	Equivalent. New elective unit added. Packaging rules changed.
PSP52110	Diploma of Government (Workplace Relations)	E	PSP52112	Diploma of Government (Workplace Relations)	Unchanged.
PSP52210	Diploma of Government (Trade Measurement)	E	PSP52212	Diploma of Government (Trade Measurement)	Unchanged.
PSP52310	Diploma of Translating	E	PSP52312	Diploma of Translating	Unchanged.
PSP52410	Diploma of Interpreting	E	PSP52412	Diploma of Interpreting	Unchanged.
PSP52510	Diploma of Government (Procurement and Contracting)	E	PSP52512	Diploma of Government (Procurement and Contracting)	Unchanged.
		E	PSP52612	Diploma of Government (Road Transport Compliance)	New qualification.
PSP60104	Advanced Diploma of Government	E	PSP60112	Advanced Diploma of Government	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
PSP60304	Advanced Diploma of Government (Financial Management)	E	PSP60312	Advanced Diploma of Government (Financial Management)	Unchanged.
PSP60404	Advanced Diploma of Government (Human Resources)	E	PSP60412	Advanced Diploma of Government (Human Resources)	Unchanged.
PSP60504	Advanced Diploma of Government (Management)	E	PSP60512	Advanced Diploma of Government (Management)	Unchanged.
PSP60604	Advanced Diploma of Government (Occupational Health & Safety)	E	PSP60612	Advanced Diploma of Government (Occupational Health & Safety)	Unchanged.
PSP60904	Advanced Diploma of Government (Workplace Inspection)	E	PSP60912	Advanced Diploma of Government (Workplace Inspection)	Unchanged.
PSP61010	Advanced Diploma of Translating	E	PSP61012	Advanced Diploma of Translating	Unchanged.
PSP61110	Advanced Diploma of Interpreting	E	PSP61112	Advanced Diploma of Interpreting	Unchanged.
PSP61210	Advanced Diploma of Government (Procurement and Contracting)	E	PSP61212	Advanced Diploma of Government (Procurement and Contracting)	Unchanged.
		E	PSP61312	Advanced Diploma of Government (Road Transport Compliance)	New qualification.
PSP70110	Vocational Graduate Certificate in Government (Strategic Procurement)	E	PSP80112	Vocational Graduate Certificate in Government (Strategic Procurement)	Code updated to reflect new AQF framework.
PSP70210	Vocational Graduate Certificate in	E	PSP80212	Vocational Graduate Certificate in	Code updated to reflect new AQF framework.

PSP04 V4.1 Code	PSP04 V4.1 Title	E/N	PSP12 V1 Code	PSP12 V1 Title	Comments
	Radiation Safety			Radiation Safety	

Summary Mapping of PSP04 Version 4.1 Training Package to PSP12 Version 1 Training Package - Part 1

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPBORD301A	Conduct patrols	E	PSPBORD301A	Conduct patrols	Unchanged
PSPBORD302A	Use border protection technology equipment	E	PSPBORD302A	Use border protection technology equipment	Unchanged
PSPBORD303A	Deploy detector dog	E	PSPBORD303A	Deploy detector dog	Unchanged
PSPBORD304A	Maintain detector dog proficiency	E	PSPBORD304A	Maintain detector dog proficiency	Unchanged
PSPBORD305A	Calculate taxes, fees and charges	E	PSPBORD305A	Calculate taxes, fees and charges	Unchanged
PSPBORD401A	Create and maintain profiles	E	PSPBORD401A	Create and maintain profiles	Unit descriptor, application, required skills and knowledge, range and evidence guide revised.
PSPBORD402A	Develop surveillance flight routes	E	PSPBORD402A	Develop surveillance flight routes	Unchanged
PSPBORD40	Review operational	E	PSPBORD40	Review operational	Unchange

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
3A	schedules		3A	schedules	d
PSPBORD404A	Analyse surveillance products	E	PSPBORD404A	Analyse surveillance products	Unchanged
PSPBORD405A	Develop operational effectiveness of detector dog teams	E	PSPBORD405A	Develop operational effectiveness of detector dog teams	Unchanged
PSPBORD406A	Conduct detector dog team training	E	PSPBORD406A	Conduct detector dog team training	Unchanged
PSPBORD407A	Command operational groups	E	PSPBORD407A	Command operational groups	Unchanged
PSPBORD408A	Examine and test firearms	E	PSPBORD408A	Examine and test firearms	Unchanged
PSPBORD501A	Command operational forces	E	PSPBORD501A	Command operational forces	Unchanged
PSPBORD601A	Manage operations	E	PSPBORD601A	Manage operations	Unchanged
PSPCOM501A	Prepare for community engagement	E	PSPCOM501A	Prepare for community engagement	Unchanged
PSPCOM502A	Develop and implement community engagement strategies	E	PSPCOM502A	Develop and implement community engagement strategies	Unchanged
PSPCOM503A	Build and maintain community relationships	E	PSPCOM503A	Build and maintain community relationships	Unchanged
PSPCRT301B	Audio record court proceedings	E	PSPCRT301B	Audio record court proceedings	Unchanged
PSPCRT401C	Carry out court orderly functions	E	PSPCRT401C	Carry out court orderly functions	Unchanged
PSPCRT402C	Manage witnesses	E	PSPCRT402C	Manage witnesses	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPCRT403C	Handle exhibits and documents tendered	E	PSPCRT403C	Handle exhibits and documents tendered	Unchanged
PSPCRT404C	Serve process	E	PSPCRT404C	Serve process	Unchanged
PSPCRT405C	Handle monies received in satisfaction of warrants and orders	E	PSPCRT405C	Handle monies received in satisfaction of warrants and orders	Unchanged
PSPCRT406C	Compile and use official notes	E	PSPCRT406C	Compile and use official notes	Unchanged
PSPCRT407B	Undertake court listings	E	PSPCRT407B	Undertake court listings	Unchanged
PSPCRT408B	Provide court registry and information services	E	PSPCRT408B	Provide court registry and information services	Unchanged
PSPCRT409B	Administer court fines and debt management	E	PSPCRT409B	Administer court fines and debt management	Unchanged
PSPCRT410B	Provide court support to Indigenous clients	E	PSPCRT410B	Provide court support to Indigenous clients	Unchanged
PSPCRT411B	Audio record complex court proceedings	E	PSPCRT411B	Audio record complex court proceedings	Unchanged
PSPCRT412B	Record court proceedings	E	PSPCRT412B	Record court proceedings	Unchanged
PSPCRT413A	Contribute to an integrated service delivery program	E	PSPCRT413A	Contribute to an integrated service delivery program	Unchanged
PSPCRT414A	Administer court legislation	E	PSPCRT414A	Administer court legislation	Unchanged
PSPCRT415A	Administer alternative dispute resolution	E	PSPCRT415A	Administer alternative dispute resolution	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	proceedings			proceedings	
PSPCRT416A	Provide support to self-represented litigants	E	PSPCRT416A	Provide support to self-represented litigants	Unchanged
PSPCRT501C	Perform court duties	E	PSPCRT501C	Perform court duties	Unchanged
PSPCRT502C	Manage jurors	E	PSPCRT502C	Manage jurors	Unchanged
PSPCRT503C	Execute process	E	PSPCRT503C	Execute process	Unchanged
PSPCRT504C	Carry out possessions and evictions	E	PSPCRT504C	Carry out possessions and evictions	Unchanged
PSPCRT505B	Undertake senior court listing activities	E	PSPCRT505B	Undertake senior court listing activities	Unchanged
PSPCRT506B	Perform quasi-judicial functions	E	PSPCRT506B	Perform quasi-judicial functions	Unchanged
PSPCRT507B	Record complex court proceedings	E	PSPCRT507B	Record complex court proceedings	Unchanged
PSPCRT601B	Manage court practice and process	E	PSPCRT601B	Manage court practice and process	Unchanged
PSPETHC301B	Uphold the values and principles of public service	E	PSPETHC301B	Uphold the values and principles of public service	Unchanged
PSPETHC401A	Uphold and support the values and principles of public service	E	PSPETHC401A	Uphold and support the values and principles of public service	Unchanged
PSPETHC501B	Promote the values and ethos of public service	E	PSPETHC501B	Promote the values and ethos of public service	Unchanged
PSPETHC601B	Maintain and enhance confidence	E	PSPETHC601B	Maintain and enhance confidence	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	in public service			in public service	
PSPETHC701A	Lead and influence ethical practice in the public sector	E	PSPETHC701A	Lead and influence ethical practice in the public sector	Unchanged
PSPFIN401A	Use public sector financial processes	E	PSPFIN401A	Use public sector financial processes	Unchanged
PSPFIN501A	Apply public sector financial policies and processes	E	PSPFIN501A	Apply public sector financial policies and processes	Unchanged
PSPFIN601A	Apply complex public sector financial requirements	E	PSPFIN601A	Apply complex public sector financial requirements	Unchanged
PSPFIN602A	Undertake strategic financial analysis	E	PSPFIN602A	Undertake strategic financial analysis	Unchanged
PSPFIN603A	Develop public sector financial strategies	E	PSPFIN603A	Develop public sector financial strategies	Unchanged
PSPFRAU401B	Monitor data for indicators of fraud	E	PSPFRAU401B	Monitor data for indicators of fraud	Unchanged
PSPFRAU407B	Conduct fraud control awareness sessions	E	PSPFRAU407B	Conduct fraud control awareness sessions	Unchanged
PSPFRAU501B	Communicate fraud control awareness	E	PSPFRAU501B	Communicate fraud control awareness	Unchanged
PSPFRAU502B	Anticipate and detect possible fraud activity	E	PSPFRAU502B	Anticipate and detect possible fraud activity	Unchanged
PSPFRAU504B	Conduct fraud risk assessments	E	PSPFRAU504B	Conduct fraud risk assessments	Unchanged
PSPFRAU505B	Develop fraud control plans	E	PSPFRAU505B	Develop fraud control plans	Unchanged
PSPFRAU506B	Implement fraud control activities	E	PSPFRAU506B	Implement fraud control activities	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPFRAU507B	Coordinate development and implementation of fraud information systems	E	PSPFRAU507B	Coordinate development and implementation of fraud information systems	Unchanged
PSPFRAU601B	Develop fraud control strategy	E	PSPFRAU601B	Develop fraud control strategy	Unchanged
PSPFRAU602B	Manage fraud risk assessment and action plan	E	PSPFRAU602B	Manage fraud risk assessment and action plan	Unchanged
PSPFRAU603B	Manage fraud control awareness	E	PSPFRAU603B	Manage fraud control awareness	Unchanged
PSPFRAU605B	Review fraud control activities	E	PSPFRAU605B	Review fraud control activities	Unchanged
PSPGOV201B	Work in a public sector environment	E	PSPGOV201B	Work in a public sector environment	Unchanged
PSPGOV202B	Use routine workplace communication techniques	E	PSPGOV202B	Use routine workplace communication techniques	Unchanged
PSPGOV203B	Deliver a service to clients	E	PSPGOV203B	Deliver a service to clients	Unchanged
PSPGOV204B	Access and use resources	E	PSPGOV204B	Access and use resources	Unchanged
PSPGOV205B	Participate in workplace change	E	PSPGOV205B	Participate in workplace change	Unchanged
PSPGOV206B	Handle workplace information	E	PSPGOV206B	Handle workplace information	Unchanged
PSPGOV207B	Use technology in the workplace	E	PSPGOV207B	Use technology in the workplace	Unchanged
PSPGOV208A	Write routine workplace materials	E	PSPGOV208A	Write routine workplace materials	Unchanged
PSPGOV301	Work effectively in	E	PSPGOV301	Work effectively in	Unchange

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
B	the organisation		B	the organisation	d
PSPGOV302B	Contribute to workgroup activities	E	PSPGOV302B	Contribute to workgroup activities	Unchanged
PSPGOV303B	Build and maintain internal networks	E	PSPGOV303B	Build and maintain internal networks	Unchanged
PSPGOV305B	Access and use resources and financial systems	E	PSPGOV305B	Access and use resources and financial systems	Unchanged
PSPGOV306B	Implement change	E	PSPGOV306B	Implement change	Unchanged
PSPGOV307B	Organise workplace information	E	PSPGOV307B	Organise workplace information	Unchanged
PSPGOV308B	Work effectively with diversity	E	PSPGOV308B	Work effectively with diversity	Unchanged
PSPGOV309A	Address client needs	E	PSPGOV309A	Address client needs	Unchanged
PSPGOV310A	Work in and with small, regional and remote organisations	E	PSPGOV310A	Work in and with small, regional and remote organisations	Unchanged
PSPGOV311A	Work with a coach or mentor	E	PSPGOV311A	Work with a coach or mentor	Unchanged
PSPGOV312A	Use workplace communication strategies	E	PSPGOV312A	Use workplace communication strategies	Unchanged
PSPGOV313A	Compose workplace documents	E	PSPGOV313A	Compose workplace documents	Unchanged
PSPGOV314A	Contribute to conflict management	E	PSPGOV314A	Contribute to conflict management	Unchanged
PSPGOV315A	Give and receive workplace feedback	E	PSPGOV315A	Give and receive workplace feedback	Unchanged
PSPGOV402B	Deliver and monitor service to clients	E	PSPGOV402B	Deliver and monitor service to clients	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPGOV403B	Use resources to achieve work unit goals	E	PSPGOV403B	Use resources to achieve work unit goals	Unchanged
PSPGOV404B	Develop and implement work unit plans	E	PSPGOV404B	Develop and implement work unit plans	Unchanged
PSPGOV405B	Provide input to change processes	E	PSPGOV405B	Provide input to change processes	Unchanged
PSPGOV406B	Gather and analyse information	E	PSPGOV406B	Gather and analyse information	Unchanged
PSPGOV407B	Provide a quotation	E	PSPGOV407B	Provide a quotation	Unchanged
PSPGOV408A	Value diversity	E	PSPGOV408A	Value diversity	Unchanged
PSPGOV409A	Provide support to Parliament	E	PSPGOV409A	Provide support to Parliament	Unchanged
PSPGOV410A	Undertake career planning	E	PSPGOV410A	Undertake career planning	Unchanged
PSPGOV411A	Deal with conflict	E	PSPGOV411A	Deal with conflict	Unchanged
PSPGOV412A	Use advanced workplace communication strategies	E	PSPGOV412A	Use advanced workplace communication strategies	Unchanged
PSPGOV413A	Compose complex workplace documents	E	PSPGOV413A	Compose complex workplace documents	Unchanged
PSPGOV414A	Provide workplace mentoring	E	PSPGOV414A	Provide workplace mentoring	Unchanged
PSPGOV415A	Provide workplace coaching	E	PSPGOV415A	Provide workplace coaching	Unchanged
PSPGOV416A	Monitor performance and provide feedback	E	PSPGOV416A	Monitor performance and provide feedback	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPGOV417A	Identify and treat risks	E	PSPGOV417A	Identify and treat risks	Unchanged
PSPGOV418A	Develop internal and external networks	E	PSPGOV418A	Develop internal and external networks	Unchanged
PSPGOV419A	Work with interpreters	E	PSPGOV419A	Work with interpreters	Unchanged
PSPGOV420A	Use translation services	E	PSPGOV420A	Use translation services	Unchanged
PSPGOV421A	Exercise delegations	E	PSPGOV421A	Exercise delegations	Unchanged
PSPGOV422A	Apply government processes	E	PSPGOV422A	Apply government processes	Unchanged
PSPGOV502B	Develop client services	E	PSPGOV502B	Develop client services	Unchanged
PSPGOV503B	Coordinate resource allocation and usage	E	PSPGOV503B	Coordinate resource allocation and usage	Unchanged
PSPGOV504B	Undertake research and analysis	E	PSPGOV504B	Undertake research and analysis	Unchanged
PSPGOV505A	Promote diversity	E	PSPGOV505A	Promote diversity	Unchanged
PSPGOV506A	Support workplace coaching and mentoring	E	PSPGOV506A	Support workplace coaching and mentoring	Unchanged
PSPGOV507A	Undertake negotiations	E	PSPGOV507A	Undertake negotiations	Unchanged
PSPGOV508A	Manage conflict	E	PSPGOV508A	Manage conflict	Unchanged
PSPGOV509A	Conduct evaluations	E	PSPGOV509A	Conduct evaluations	Unchanged
PSPGOV510A	Undertake and promote career management	E	PSPGOV510A	Undertake and promote career management	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPGOV511A	Provide leadership	E	PSPGOV511A	Provide leadership	Unchanged
PSPGOV512A	Use complex workplace communication strategies	E	PSPGOV512A	Use complex workplace communication strategies	Unchanged
PSPGOV513A	Refine complex workplace documents	E	PSPGOV513A	Refine complex workplace documents	Unchanged
PSPGOV514A	Facilitate change	E	PSPGOV514A	Facilitate change	Unchanged
PSPGOV515A	Develop and use political nous	E	PSPGOV515A	Develop and use political nous	Unchanged
PSPGOV516A	Develop and use emotional intelligence	E	PSPGOV516A	Develop and use emotional intelligence	Unchanged
PSPGOV517A	Coordinate risk management	E	PSPGOV517A	Coordinate risk management	Unchanged
PSPGOV518A	Benchmark performance	E	PSPGOV518A	Benchmark performance	Unchanged
PSPGOV519A	Manage performance	E	PSPGOV519A	Manage performance	Unchanged
PSPGOV520A	Scope statistical data collection	E	PSPGOV520A	Scope statistical data collection	Unchanged
PSPGOV521A	Collect statistical data	E	PSPGOV521A	Collect statistical data	Unchanged
PSPGOV522A	Process statistical data	E	PSPGOV522A	Process statistical data	Unchanged
PSPGOV523A	Interrogate and analyse statistical data	E	PSPGOV523A	Interrogate and analyse statistical data	Unit descriptor, application, required skills and knowledg

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
					e, range and evidence guide revised.
PSPGOV524A	Interpret data and related statistics	E	PSPGOV524A	Interpret data and related statistics	Unchanged
PSPGOV601B	Apply government systems	E	PSPGOV601B	Apply government systems	Unchanged.
PSPGOV602B	Establish and maintain strategic networks	E	PSPGOV602B	Establish and maintain strategic networks	Unchanged.
PSPGOV603B	Develop a tender submission response	E	PSPGOV603B	Develop a tender submission response	Unchanged.
PSPGOV604A	Foster leadership and innovation	E	PSPGOV604A	Foster leadership and innovation	Unchanged.
PSPGOV605A	Persuade and influence opinion	E	PSPGOV605A	Persuade and influence opinion	Unchanged.
PSPGOV606A	Prepare high-level/sensitive written materials	E	PSPGOV606A	Prepare high-level/sensitive written materials	Unchanged.
PSPGSD401A	Identify and select government service delivery options	E	PSPGSD401A	Identify and select government service delivery options	Unchanged.
PSPGSD402A	Administer government service delivery requirements	E	PSPGSD402A	Administer government service delivery requirements	Unchanged.
PSPGSD403A	Conduct government service delivery interviews	E	PSPGSD403A	Conduct government service delivery interviews	Unchanged.
PSPGSD404A	Administer delivery of financial and other benefits	E	PSPGSD404A	Administer delivery of financial and other benefits	Unchanged.
PSPGSD405A	Introduce the	E	PSPGSD405A	Introduce the	Unchange

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	government service delivery model			government service delivery model	d.
PSPGSD406A	Facilitate participation in government service delivery	E	PSPGSD406A	Facilitate participation in government service delivery	Unchanged.
PSPGSD407A	Assist self-management of government service offers	E	PSPGSD407A	Assist self-management of government service offers	Unchanged.
PSPGSD408A	Assist government service recipients with complex needs	E	PSPGSD408A	Assist government service recipients with complex needs	Unchanged.
PSPGSD409A	Deal with incorrect payments and debts	E	PSPGSD409A	Deal with incorrect payments and debts	Unchanged.
PSPGSD501A	Develop and implement procedures for government service delivery	E	PSPGSD501A	Develop and implement procedures for government service delivery	Unchanged.
PSPGSD502A	Manage the emergent dynamics of government service delivery	E	PSPGSD502A	Manage the emergent dynamics of government service delivery	Unchanged.
PSPGSD503A	Provide specialist technical service delivery	E	PSPGSD503A	Provide specialist technical service delivery	Unchanged.
PSPHR402A	Administer human resource processes	E	PSPHR402A	Administer human resource processes	Unchanged.
PSPHR403A	Provide a consultancy service for human resource management	E	PSPHR403A	Provide a consultancy service for human resource management	Unchanged.
PSPHR503A	Facilitate performance management	E	PSPHR503A	Facilitate performance management	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	processes			processes	
PSPHR504A	Implement workforce planning and succession strategies	E	PSPHR504A	Implement workforce planning and succession strategies	Unchanged.
PSPHR505A	Implement staffing policies	E	PSPHR505A	Implement staffing policies	Unchanged.
PSPHR506A	Coordinate employment relations	E	PSPHR506A	Coordinate employment relations	Unchanged.
PSPHR507A	Coordinate employee support	E	PSPHR507A	Coordinate employee support	Unchanged.
PSPHR508A	Coordinate career development	E	PSPHR508A	Coordinate career development	Unchanged.
PSPHR603B	Provide advisory and mediation services	E	PSPHR603B	Provide advisory and mediation services	Unchanged.
PSPHR612A	Manage recruitment	E	PSPHR612A	Manage recruitment	Unchanged.
PSPHR613A	Manage retention and separation	E	PSPHR613A	Manage retention and separation	Unchanged.
PSPHR614A	Manage employment relations	E	PSPHR614A	Manage employment relations	Unchanged.
PSPHR615A	Manage human resource development strategies	E	PSPHR615A	Manage human resource development strategies	Unchanged.
PSPHR616A	Manage performance management system	E	PSPHR616A	Manage performance management system	Unchanged.
PSPHR617A	Manage redeployment	E	PSPHR617A	Manage redeployment	Unchanged.
PSPHR618A	Manage human resource information	E	PSPHR618A	Manage human resource information	Unchanged.
PSPHR619A	Manage remuneration strategies and plans	E	PSPHR619A	Manage remuneration strategies and plans	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPHR620A	Manage organisational development	E	PSPHR620A	Manage organisational development	Unchanged.
PSPHR621A	Manage organisational design strategies	E	PSPHR621A	Manage organisational design strategies	Unchanged.
PSPHR702B	Formulate a strategic human resource plan	E	PSPHR702B	Formulate a strategic human resource plan	Unchanged.
PSPHR703A	Provide leadership in strategic human resource management	E	PSPHR703A	Provide leadership in strategic human resource management	Unchanged.
PSPIM301A	Process claims	E	PSPIM301A	Process claims	Unchanged.
PSPIM401A	Conduct initial claim assessments	E	PSPIM401A	Conduct initial claim assessments	Unchanged.
PSPIM402A	Undertake initial rehabilitation assessments	E	PSPIM402A	Undertake initial rehabilitation assessments	Unchanged.
PSPIM403A	Make claim determinations	E	PSPIM403A	Make claim determinations	Unchanged.
PSPIM404A	Conduct situational workplace assessments	E	PSPIM404A	Conduct situational workplace assessments	Unchanged.
PSPIM405A	Develop return to work plans	E	PSPIM405A	Develop return to work plans	Unchanged.
PSPIM406A	Implement and monitor return to work plans	E	PSPIM406A	Implement and monitor return to work plans	Unchanged.
PSPIM407A	Promote and educate about injury management	E	PSPIM407A	Promote and educate about injury management	Unchanged.
PSPIM408A	Monitor and review injury management	E	PSPIM408A	Monitor and review injury management	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	cases			cases	
PSPIM409A	Maintain injury management case files	E	PSPIM409A	Maintain injury management case files	Unchanged.
PSPIM501A	Determine liability and negotiate settlements	E	PSPIM501A	Determine liability and negotiate settlements	Unchanged.
PSPIM502A	Manage case direction and outcomes	E	PSPIM502A	Manage case direction and outcomes	Unchanged.
PSPIM503A	Maintain and monitor service standards	E	PSPIM503A	Maintain and monitor service standards	Unchanged.
PSPIM504A	Contribute to a quality injury management system	E	PSPIM504A	Contribute to a quality injury management system	Unchanged.
PSPLAND301A	Collect land revenue	E	PSPLAND301A	Collect land revenue	Unchanged.
PSPLAND302A	Investigate tenure and land use history	E	PSPLAND302A	Investigate tenure and land use history	Unchanged.
PSPLAND303A	Administer public land tenures	E	PSPLAND303A	Administer public land tenures	Unchanged.
PSPLAND304A	Provide administrative support for public reserves	E	PSPLAND304A	Provide administrative support for public reserves	Unchanged.
PSPLAND305A	Provide administrative support for reserve management bodies	E	PSPLAND305A	Provide administrative support for reserve management bodies	Unchanged.
PSPLAND306A	Dispose of public land	E	PSPLAND306A	Dispose of public land	Unchanged.
PSPLAND307A	Assist in processing Aboriginal land claims/applications	E	PSPLAND307A	Assist in processing Aboriginal land claims/applications	Unchanged.

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PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPLAND308A	Compile and check survey plans	E	PSPLAND308A	Compile and check survey plans	Unchanged.
PSPLAND309A	Administer roads	E	PSPLAND309A	Administer roads	Unchanged.
PSPLAND401A	Assess Crown land	E	PSPLAND401A	Assess Crown land	Unchanged.
PSPLAND402A	Undertake native title assessments	E	PSPLAND402A	Undertake native title assessments	Unchanged.
PSPLAND403A	Prepare and lodge non-claimant native title applications	E	PSPLAND403A	Prepare and lodge non-claimant native title applications	Unchanged.
PSPLAND404A	Investigate tenure applications	E	PSPLAND404A	Investigate tenure applications	Unchanged.
PSPLAND405A	Administer public reserves	E	PSPLAND405A	Administer public reserves	Unchanged.
PSPLAND406A	Monitor reserves management	E	PSPLAND406A	Monitor reserves management	Unchanged.
PSPLAND407A	Coordinate land board sittings	E	PSPLAND407A	Coordinate land board sittings	Unchanged.
PSPLAND408A	Investigate Aboriginal land claims/applications	E	PSPLAND408A	Investigate Aboriginal land claims/applications	Unchanged.
PSPLAND409A	Handle compensation claims	E	PSPLAND409A	Handle compensation claims	Unchanged.
PSPLAND501A	Review planning documents and environmental assessments	E	PSPLAND501A	Review planning documents and environmental assessments	Unchanged.
PSPLAND502A	Develop and market public land	E	PSPLAND502A	Develop and market public land	Unchanged.
PSPLAND503A	Manage native title future act processes	E	PSPLAND503A	Manage native title future act processes	Unchanged.

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PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPLAND504A	Manage public land tenures and applications	E	PSPLAND504A	Manage public land tenures and applications	Unchanged.
PSPLAND505A	Provide technical expertise	E	PSPLAND505A	Provide technical expertise	Unchanged.
PSPLAND506A	Identify and manage contaminated sites	E	PSPLAND506A	Identify and manage contaminated sites	Unchanged.
PSPLAND507A	Undertake land acquisitions/withdrawals	E	PSPLAND507A	Undertake land acquisitions/withdrawals	Unchanged.
PSPLAND508A	Coordinate Aboriginal land claims/applications	E	PSPLAND508A	Coordinate Aboriginal land claims/applications	Unchanged.
PSPLAND509A	Negotiate/mediate public land business agreements	E	PSPLAND509A	Negotiate/mediate public land business agreements	Unchanged.
PSPLAND601A	Manage unallocated land	E	PSPLAND601A	Manage unallocated land	Unchanged.
PSPLEGN301B	Comply with legislation in the public sector	E	PSPLEGN301B	Comply with legislation in the public sector	Unchanged.

Summary Mapping of PSP04 Version 4.1 Training Package to PSP12 Version 1 Training Package - Part 2

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPLEGN401A	Encourage compliance with legislation in the public sector	E	PSPLEGN401A	Encourage compliance with legislation in the public sector	Unchanged.
PSPLEGN501	Promote compliance with	E	PSPLEGN501	Promote compliance with	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
B	legislation in the public sector		B	legislation in the public sector	
PSPLEGN601B	Manage compliance with legislation in the public sector	E	PSPLEGN601B	Manage compliance with legislation in the public sector	Unchanged.
PSPMNGT602B	Manage resources	E	PSPMNGT602B	Manage resources	Unchanged.
PSPMNGT603B	Facilitate people management	E	PSPMNGT603B	Facilitate people management	Unchanged.
PSPMNGT604B	Manage change	E	PSPMNGT604B	Manage change	Unchanged.
PSPMNGT605B	Manage diversity	E	PSPMNGT605B	Manage diversity	Unchanged.
PSPMNGT606B	Manage quality client service	E	PSPMNGT606B	Manage quality client service	Unchanged.
PSPMNGT607B	Develop a business case	E	PSPMNGT607B	Develop a business case	Unchanged.
PSPMNGT608B	Manage risk	E	PSPMNGT608B	Manage risk	Unchanged.
PSPMNGT609B	Formulate business strategies	E	PSPMNGT609B	Formulate business strategies	Unchanged.
PSPMNGT610A	Manage public sector financial resources	E	PSPMNGT610A	Manage public sector financial resources	Unchanged.
PSPMNGT611A	Manage evaluations	E	PSPMNGT611A	Manage evaluations	Unchanged.
PSPMNGT612A	Review and improve business performance	E	PSPMNGT612A	Review and improve business performance	Unchanged.
PSPMNGT613A	Develop partnering arrangements	E	PSPMNGT613A	Develop partnering arrangements	Unchanged.
PSPMNGT61	Facilitate	E	PSPMNGT61	Facilitate	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
4A	knowledge management		4A	knowledge management	
PSPMNGT615A	Influence workforce effectiveness	E	PSPMNGT615A	Influence workforce effectiveness	Unchanged.
PSPMNGT701B	Provide strategic direction	E	PSPMNGT701B	Provide strategic direction	Unchanged.
PSPMNGT702A	Influence and shape diversity management	E	PSPMNGT702A	Influence and shape diversity management	Unchanged.
PSPMNGT703A	Lead and influence change	E	PSPMNGT703A	Lead and influence change	Unchanged.
PSPMNGT704A	Undertake enterprise risk management	E	PSPMNGT704A	Undertake enterprise risk management	Unchanged.
PSPOHS201B	Follow workplace safety procedures	E	PSPOHS201B	Follow workplace safety procedures	Unchanged.
PSPOHS301A	Contribute to workplace safety	E	PSPOHS301A	Contribute to workplace safety	Unchanged.
PSPOHS401B	Implement workplace safety procedures and programs	E	PSPOHS401B	Implement workplace safety procedures and programs	Unchanged.
PSPOHS501A	Monitor and maintain workplace safety	E	PSPOHS501A	Monitor and maintain workplace safety	Unchanged.
PSPOHS601B	Establish and maintain a workplace safety system	E	PSPOHS601B	Establish and maintain a workplace safety system	Unchanged.
PSPOHS602A	Manage workplace safety	E	PSPOHS602A	Manage workplace safety	Unchanged.
PSPPA501A	Provide public affairs writing and	E	PSPPA501A	Provide public affairs writing and	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	editorial services			editorial services	
PSPPA502A	Coordinate public affairs events and activities	E	PSPPA502A	Coordinate public affairs events and activities	Unchanged.
PSPPA601A	Manage public affairs	E	PSPPA601A	Manage public affairs	Unchanged.
PSPPA602A	Provide public affairs advisory service	E	PSPPA602A	Provide public affairs advisory service	Unchanged.
PSPPA603A	Manage media relationships	E	PSPPA603A	Manage media relationships	Unchanged.
PSPPM401B	Design simple projects	E	PSPPM401B	Design simple projects	Unchanged.
PSPPM402B	Manage simple projects	E	PSPPM402B	Manage simple projects	Unchanged.
PSPPM403B	Close simple projects	E	PSPPM403B	Close simple projects	Unchanged.
PSPPM404A	Carry out simple project activities	E	PSPPM404A	Carry out simple project activities	Unchanged.
PSPPM405A	Administer simple projects	E	PSPPM405A	Administer simple projects	Unchanged.
PSPPM501B	Design complex projects	E	PSPPM501B	Design complex projects	Unchanged.
PSPPM502B	Manage complex projects	E	PSPPM502B	Manage complex projects	Unchanged.
PSPPM503B	Close complex projects	E	PSPPM503B	Close complex projects	Unchanged.
PSPPM504A	Carry out complex project activities	E	PSPPM504A	Carry out complex project activities	Unchanged.
PSPPM601B	Direct complex project activities	E	PSPPM601B	Direct complex project activities	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPPOL401A	Contribute to policy development	E	PSPPOL401A	Contribute to policy development	Unchanged.
PSPPOL402A	Assist with specialist policy development	E	PSPPOL402A	Assist with specialist policy development	Unchanged.
PSPPOL403A	Give and receive policy information	E	PSPPOL403A	Give and receive policy information	Unchanged.
PSPPOL404A	Support policy implementation	E	PSPPOL404A	Support policy implementation	Unchanged.
PSPPOL405A	Implement e-correspondence policies	E	PSPPOL405A	Implement e-correspondence policies	Unchanged.
PSPPOL501A	Develop organisation policy	E	PSPPOL501A	Develop organisation policy	Unchanged.
PSPPOL502A	Advise on organisation policy	E	PSPPOL502A	Advise on organisation policy	Unchanged.
PSPPOL601A	Develop public policy	E	PSPPOL601A	Develop public policy	Unchanged.
PSPPOL602A	Provide policy advice	E	PSPPOL602A	Provide policy advice	Unchanged.
PSPPOL603A	Manage policy implementation	E	PSPPOL603A	Manage policy implementation	Unchanged.
PSPPOL701A	Influence strategic policy	E	PSPPOL701A	Influence strategic policy	Unchanged.
PSPPROC303A	Carry out basic procurement	E	PSPPROC303A	Carry out basic procurement	Unchanged.
PSPPROC405C	Dispose of assets	E	PSPPROC405C	Dispose of assets	Unchanged.
PSPPROC406B	Procure goods and services	E	PSPPROC406B	Procure goods and services	Unchanged.
PSPPROC411A	Plan procurement	E	PSPPROC411A	Plan procurement	Unchanged.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPPROC412A	Develop and distribute requests for offers	E	PSPPROC412A	Develop and distribute requests for offers	Unchanged.
PSPPROC413A	Select providers and develop contracts	E	PSPPROC413A	Select providers and develop contracts	Unchanged.
PSPPROC414A	Manage contracts	E	PSPPROC414A	Manage contracts	Unchanged.
PSPPROC503B	Manage contract performance	E	PSPPROC503B	Manage contract performance	Unchanged.
PSPPROC504B	Finalise contracts	E	PSPPROC504B	Finalise contracts	Unchanged.
PSPPROC505A	Manage procurement risk	E	PSPPROC505A	Manage procurement risk	Unchanged.
PSPPROC506A	Plan to manage a contract	E	PSPPROC506A	Plan to manage a contract	Unchanged.
PSPPROC507A	Plan for procurement outcomes	E	PSPPROC507A	Plan for procurement outcomes	Unchanged.
PSPPROC508A	Make procurement decisions	E	PSPPROC508A	Make procurement decisions	Unchanged.
PSPPROC509A	Participate in budget and procurement review processes	E	PSPPROC509A	Participate in budget and procurement review processes	Unchanged.
PSPPROC510A	Conduct and manage coordinated procurement	E	PSPPROC510A	Conduct and manage coordinated procurement	Unchanged.
			PSPPROC511	Plan and implement strategic sourcing	New unit
			PSPPROC512	Plan and implement procurement category	New unit

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
				management	
			PSPPROC513	Conduct demand and procurement spend analysis	New unit
PSPPROC603C	Divest strategic assets	E	PSPPROC603C	Divest strategic assets	Unchanged
PSPPROC604B	Plan for strategic procurement	E	PSPPROC604B	Plan for strategic procurement	Unchanged
PSPPROC605B	Coordinate strategic procurement	E	PSPPROC605B	Coordinate strategic procurement	Unchanged
PSPPROC606B	Negotiate strategic procurement	E	PSPPROC606B	Negotiate strategic procurement	Unchanged
PSPPROC607A	Manage strategic contracts	E	PSPPROC607A	Manage strategic contracts	Unchanged
			PSPPROC608	Manage fundamental aspects of a supply chain	New unit
PSPPROC704A	Influence and define strategic procurement direction	E	PSPPROC704A	Influence and define strategic procurement direction	Unchanged
PSPPROC705A	Establish the strategic procurement context	E	PSPPROC705A	Establish the strategic procurement context	Unchanged
PSPPROC706A	Evaluate and improve strategic procurement performance	E	PSPPROC706A	Evaluate and improve strategic procurement performance	Unchanged
PSPRAD701A	Work safely in a radiation environment	E	PSPRAD201	Work safely in a radiation environment	Unit AQF indicator updated to reflect usage

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PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPRAD702A	Work safely with radioactive ores and minerals	E	PSPRAD202	Work safely with radioactive ores and minerals	Unit AQF indicator updated to reflect usage
PSPRAD703A	Perform basic radiation measurements	E	PSPRAD301	Perform basic radiation measurements	Unit AQF indicator updated to reflect usage
PSPRAD704A	Consign radioactive material	E	PSPRAD302	Consign radioactive material	Unit AQF indicator updated to reflect usage
PSPRAD705A	Handle and transport radioactive material	E	PSPRAD303	Handle and transport radioactive material	Unit AQF indicator updated to reflect usage
PSPRAD706A	Work safely with radiation-sealed source equipment	E	PSPRAD304	Work safely with radiation-sealed source equipment	Unit AQF indicator updated to reflect usage
PSPRAD707A	Monitor radiation	E	PSPRAD401	Monitor radiation	Unit AQF indicator updated to reflect usage
PSPRAD708A	Coordinate radiation safety	E	PSPRAD708A	Coordinate radiation safety	Unchanged
PSPRAD709A	Select, commission and maintain radiation measuring instruments	E	PSPRAD709A	Select, commission and maintain radiation measuring instruments	Unchanged
PSPRAD710A	Apply radiation safety knowledge to develop and implement ionising radiation management plans	E	PSPRAD710A	Apply radiation safety knowledge to develop and implement ionising radiation management plans	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPRAIL501A	Operate within the regulatory framework for rail safety	E	PSPRAIL501A	Operate within the regulatory framework for rail safety	Unchanged
PSPRAIL502A	Assess and administer accreditation and registration applications	E	PSPRAIL502A	Assess and administer accreditation and registration applications	Unchanged
PSPRAIL503A	Receive and act on industry safety information and intelligence	E	PSPRAIL503A	Receive and act on industry safety information and intelligence	Unchanged
PSPRAIL504A	Review and promote safety culture	E	PSPRAIL504A	Review and promote safety culture	Unchanged
PSPRAIL505A	Review training arrangements	E	PSPRAIL505A	Review training arrangements	Unchanged
PSPRAIL601A	Coordinate audit or inspection programs	E	PSPRAIL601A	Coordinate audit or inspection programs	Unchanged
PSPREG201A	Carry out inspections and monitoring under guidance	E	PSPREG201A	Carry out inspections and monitoring under guidance	Unchanged
PSPREG301A	Undertake routine inspections and monitoring	E	PSPREG301A	Undertake routine inspections and monitoring	Unchanged
PSPREG401C	Exercise regulatory powers	E	PSPREG401C	Exercise regulatory powers	Unchanged
PSPREG402C	Promote client compliance	E	PSPREG402C	Promote client compliance	Unchanged
PSPREG403B	Assess compliance	E	PSPREG403B	Assess compliance	Unchanged
PSPREG404C	Investigate	E	PSPREG404C	Investigate	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	non-compliance			non-compliance	
PSPREG405B	Act on non-compliance	E	PSPREG405B	Act on non-compliance	Unchanged
PSPREG406C	Make arrests	E	PSPREG406C	Make arrests	Unchanged
PSPREG407B	Produce formal record of interview	E	PSPREG407B	Produce formal record of interview	Unchanged
PSPREG408C	Conduct search and seizure	E	PSPREG408C	Conduct search and seizure	Unit descriptor, application, range and evidence guide revised.
PSPREG409B	Prepare a brief of evidence	E	PSPREG409B	Prepare a brief of evidence	Unchanged
PSPREG410B	Give evidence	E	PSPREG410B	Give evidence	Unchanged
PSPREG411A	Gather information through interviews	E	PSPREG411A	Gather information through interviews	Unchanged
PSPREG412A	Gather and manage evidence	E	PSPREG412A	Gather and manage evidence	Unit descriptor, application, range, evidence guide and performance criteria revised.
PSPREG413A	Undertake inspections and monitoring	E	PSPREG413A	Undertake inspections and monitoring	Unchanged
PSPREG414A	Conduct surveillance	E	PSPREG414A	Conduct surveillance	Unit descriptor, application, range, evidence guide and performance

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
					criteria revised.
PSPREG415A	Receive and validate data	E	PSPREG415A	Receive and validate data	Unchanged
PSPREG416A	Conduct data analysis	E	PSPREG416A	Conduct data analysis	Unchanged
PSPREG417A	Undertake compliance audits	E	PSPREG417A	Undertake compliance audits	Unit descriptor, application, range, evidence guide and performance criteria revised.
PSPREG418A	Advise on progress of investigations	E	PSPREG418A	Advise on progress of investigations	Unchanged
PSPREG419A	Finalise and report on investigations	E	PSPREG419A	Finalise and report on investigations	Unchanged
PSPREG420A	Plan and implement recovery action	E	PSPREG420A	Plan and implement recovery action	Unchanged
PSPREG421A	Take custody of and store weapons	E	PSPREG421A	Take custody of and store weapons	Unchanged
			PSPREG422	Produce texts from recordings	New unit
			PSPREG423	Maintain operational safety	New unit
			PSPREG424	Record and use official notes	New unit
			PSPREG425	Conduct investigations	New unit. Content based PUAPOL024B Conduct investigations

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPREG501B	Conduct prosecutions	E	PSPREG501B	Conduct prosecutions	Unit descriptor, application, range, evidence guide and required skills and knowledge revised.
PSPREG502A	Coordinate investigation processes	E	PSPREG502A	Coordinate investigation processes	Unit descriptor, application, range, evidence guide and required skills and knowledge revised.
PSPREG503A	Supervise and carry out complex inspections and monitoring	E	PSPREG503A	Supervise and carry out complex inspections and monitoring	Unchanged
PSPREG504A	Manage plant movement health risk	E	PSPREG504A	Manage plant movement health risk	Unchanged
PSPREG505A	Conduct measurement licensee audit	E	PSPREG505A	Conduct measurement licensee audit	Unchanged
			PSPREG506	Manage investigation information processes	New unit. Content based on PUAPOL028 B Manage investigation information processes
			PSPREG507	Manage	New unit.

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
				investigations	Content based on PPUAPOL023B Manage investigations
			PSPREG508	Review and evaluate investigations	New unit. Content based on PUAPOL030B Review and evaluate major investigations
PSPREG601B	Manage regulatory compliance	E	PSPREG601B	Manage regulatory compliance	Unchanged
PSPREG602B	Evaluate regulatory compliance	E	PSPREG602B	Evaluate regulatory compliance	Unchanged
PSPREG603A	Manage and lead inspection and monitoring programs	E	PSPREG603A	Manage and lead inspection and monitoring programs	Unchanged
			PSPREG604	Coordinate multi-agency investigations	New unit
			PSPREG605	Manage major investigations	New unit
PSPREG701A	Manage investigations program	E	PSPREG701A	Manage investigations program	Unchanged
PSPREV401A	Identify and apply statute law	E	PSPREV401A	Identify and apply statute law	Unchanged
PSPREV402A	Undertake legislative decision making	E	PSPREV402A	Undertake legislative decision making	Unchanged
PSPREV403A	Manage information on	E	PSPREV403A	Manage information on	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	legal entities, relationships and property			legal entities, relationships and property	
PSPREV404A	Interpret and assess contracts	E	PSPREV404A	Interpret and assess contracts	Unchanged
PSPREV405A	Assess applications for grants, subsidies and rebates	E	PSPREV405A	Assess applications for grants, subsidies and rebates	Unchanged
PSPREV406A	Evaluate returns-based taxes	E	PSPREV406A	Evaluate returns-based taxes	Unchanged
PSPREV407A	Determine land tax liability	E	PSPREV407A	Determine land tax liability	Unchanged
PSPREV408A	Determine stamp duties	E	PSPREV408A	Determine stamp duties	Unchanged
PSPREV409A	Administer levies, fines and other taxes	E	PSPREV409A	Administer levies, fines and other taxes	Unchanged
PSPSCI201A	Contribute to the provision of scientific technical support	E	PSPSCI201A	Contribute to the provision of scientific technical support	Unchanged
PSPSCI301A	Assist with scientific technical support	E	PSPSCI301A	Assist with scientific technical support	Unchanged
PSPSCI302A	Support innovation and change through extension	E	PSPSCI302A	Support innovation and change through extension	Unchanged
PSPSCI303A	Undertake scientific/technological research	E	PSPSCI303A	Undertake scientific/technological research	Unchanged
PSPSCI401A	Provide scientific technical support	E	PSPSCI401A	Provide scientific technical support	Unchanged
PSPSCI402A	Promote innovation and change through	E	PSPSCI402A	Promote innovation and change through	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	extension			extension	
PSPSCI403A	Organise and undertake scientific/technological research	E	PSPSCI403A	Organise and undertake scientific/technological research	Unchanged
PSPSCI501A	Provide high-level scientific technical support	E	PSPSCI501A	Provide high-level scientific technical support	Unchanged
PSPSCI502A	Facilitate innovation and change through extension	E	PSPSCI502A	Facilitate innovation and change through extension	Unchanged
PSPSCI503A	Develop and undertake scientific/technological research	E	PSPSCI503A	Develop and undertake scientific/technological research	Unchanged
PSPSCI601A	Manage the provision of high-level scientific technical support	E	PSPSCI601A	Manage the provision of high-level scientific technical support	Unchanged
PSPSCI602A	Influence innovation and change through extension	E	PSPSCI602A	Influence innovation and change through extension	Unchanged
PSPSCI603A	Initiate and conduct scientific/technological research	E	PSPSCI603A	Initiate and conduct scientific/technological research	Unchanged
PSPSCI701A	Create innovation and change through extension	E	PSPSCI701A	Create innovation and change through extension	Unchanged
PSPSCI702A	Initiate and lead sophisticated scientific/technological research	E	PSPSCI702A	Initiate and lead sophisticated scientific/technological research	Unchanged
PSPSEC301A	Secure government assets	E	PSPSEC301A	Secure government assets	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
PSPSEC302A	Respond to government security incidents	E	PSPSEC302A	Respond to government security incidents	Unchanged
PSPSEC303A	Conduct security awareness sessions	E	PSPSEC303A	Conduct security awareness sessions	Unchanged
PSPSEC304A	Undertake information technology security audits	E	PSPSEC304A	Undertake information technology security audits	Unchanged
PSPSEC401A	Undertake government security risk analysis	E	PSPSEC401A	Undertake government security risk analysis	Unchanged
PSPSEC402A	Implement security risk treatments	E	PSPSEC402A	Implement security risk treatments	Unchanged
PSPSEC403A	Develop and advise on government security procedures	E	PSPSEC403A	Develop and advise on government security procedures	Unchanged
PSPSEC404A	Conduct personnel security assessments	E	PSPSEC404A	Conduct personnel security assessments	Unchanged
PSPSEC405A	Handle security classified information	E	PSPSEC405A	Handle security classified information	Unchanged
PSPSEC406A	Provide government security briefings	E	PSPSEC406A	Provide government security briefings	Unchanged
PSPSEC501A	Assess security risks	E	PSPSEC501A	Assess security risks	Unchanged
PSPSEC502A	Develop security risk management plans	E	PSPSEC502A	Develop security risk management plans	Unchanged
PSPSEC503A	Implement and monitor security risk management	E	PSPSEC503A	Implement and monitor security risk management	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	plans			plans	
PSPSEC504A	Coordinate protective security	E	PSPSEC504A	Coordinate protective security	Unchanged
PSPSEC505A	Protect security classified information	E	PSPSEC505A	Protect security classified information	Unchanged
PSPSEC506A	Communicate security awareness	E	PSPSEC506A	Communicate security awareness	Unchanged
PSPSEC601A	Define information systems framework	E	PSPSEC601A	Define information systems framework	Unchanged
PSPSEC602A	Manage security awareness	E	PSPSEC602A	Manage security awareness	Unchanged
PSPSOHS401A	Contribute to the implementation of a systematic approach to managing OHS	E	PSPSOHS401A	Contribute to the implementation of a systematic approach to managing OHS	Unchanged
PSPSOHS402A	Contribute to the implementation of the OHS consultation process	E	PSPSOHS402A	Contribute to the implementation of the OHS consultation process	Unchanged
PSPSOHS403A	Identify hazards and assess OHS risks	E	PSPSOHS403A	Identify hazards and assess OHS risks	Unchanged
PSPSOHS404A	Contribute to the implementation of strategies to control OHS risk	E	PSPSOHS404A	Contribute to the implementation of strategies to control OHS risk	Unchanged
PSPSOHS405A	Contribute to the implementation of emergency procedures	E	PSPSOHS405A	Contribute to the implementation of emergency procedures	Unchanged
PSPSOHS406A	Use equipment to conduct workplace	E	PSPSOHS406A	Use equipment to conduct workplace	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	monitoring			monitoring	
PSPSOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	E	PSPSOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	Unchanged
PSPSOHS502A	Participate in the management of the OHS information and data systems	E	PSPSOHS502A	Participate in the management of the OHS information and data systems	Unchanged
PSPSOHS503A	Assist in the design and development of OHS participative arrangements	E	PSPSOHS503A	Assist in the design and development of OHS participative arrangements	Unchanged
PSPSOHS504A	Apply principles of OHS risk management	E	PSPSOHS504A	Apply principles of OHS risk management	Unchanged
PSPSOHS505A	Manage hazards in the work environment	E	PSPSOHS505A	Manage hazards in the work environment	Unchanged
PSPSOHS506A	Monitor and facilitate the management of hazards associated with plant	E	PSPSOHS506A	Monitor and facilitate the management of hazards associated with plant	Unchanged
PSPSOHS507A	Facilitate the application of principles of occupational health to control OHS risk	E	PSPSOHS507A	Facilitate the application of principles of occupational health to control OHS risk	Unchanged
PSPSOHS508A	Participate in the investigation of incidents	E	PSPSOHS508A	Participate in the investigation of incidents	Unchanged
PSPSOHS601A	Develop a systematic approach to	E	PSPSOHS601A	Develop a systematic approach to	Unchanged

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
	managing OHS			managing OHS	
PSPSOHS602A	Develop OHS information and data analysis and reporting and recording processes	E	PSPSOHS602A	Develop OHS information and data analysis and reporting and recording processes	Unchanged
PSPSOHS603A	Analyse and evaluate OHS risk	E	PSPSOHS603A	Analyse and evaluate OHS risk	Unchanged
PSPSOHS604A	Apply ergonomic principles to control OHS risk	E	PSPSOHS604A	Apply ergonomic principles to control OHS risk	Unchanged
PSPSOHS605A	Apply occupational hygiene principles to control OHS risk	E	PSPSOHS605A	Apply occupational hygiene principles to control OHS risk	Unchanged

Summary Mapping of PSP04 Version 4.1 Training Package to PSP12 Version 1 Training Package - Part 3

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP V1 Title	Comments
PSPSOHS606A	Develop and implement crisis management processes	E	PSPSOHS606A	Develop and implement crisis management processes	Unchanged
PSPSOHS607A	Advise on application of safe design to control OHS risk	E	PSPSOHS607A	Advise on application of safe design to control OHS risk	Unchanged
PSPSOHS608A	Conduct an OHS audit	E	PSPSOHS608A	Conduct an OHS audit	Unchanged
PSPSOHS609A	Evaluate an organisation's	E	PSPSOHS609A	Evaluate an organisation's	Unchanged

	OHS performance			OHS performance	
PSPTIS501A	Negotiate translating and interpreting assignments	E	PSPTIS501A	Negotiate translating and interpreting assignments	Unchanged
PSPTIS502A	Prepare to translate and interpret	E	PSPTIS502A	Prepare to translate and interpret	Unchanged
PSPTIS503A	Apply codes and standards to ethical practice	E	PSPTIS503A	Apply codes and standards to ethical practice	Unchanged
PSPTIS504A	Maintain and enhance professional practice	E	PSPTIS504A	Maintain and enhance professional practice	Unchanged
PSPTIS505A	Translate general purpose texts from English to LOTE	E	PSPTIS505A	Translate general purpose texts from English to LOTE	Unchanged
PSPTIS506A	Interpret in general dialogue settings (LOTE)	E	PSPTIS506A	Interpret in general dialogue settings (LOTE)	Unchanged
PSPTIS507A	Manage discourses in general settings	E	PSPTIS507A	Manage discourses in general settings	Unchanged
PSPTIS508A	Analyse texts to be translated (LOTE)	E	PSPTIS508A	Analyse texts to be translated (LOTE)	Unchanged
PSPTIS509A	Interpret in general monologue settings (LOTE)	E	PSPTIS509A	Interpret in general monologue settings (LOTE)	Unchanged
PSPTIS510A	Analyse, recall and	E	PSPTIS510A	Analyse, recall	Unchanged

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	reproduce source messages (LOTE)			and reproduce source messages (LOTE)	
PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts	E	PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts	Unchanged
PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts	E	PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts	Unchanged
PSPTIS513A	Translate general purpose texts from LOTE to English	E	PSPTIS513A	Translate general purpose texts from LOTE to English	Unchanged
PSPTIS601A	Translate special purpose texts from English to LOTE	E	PSPTIS601A	Translate special purpose texts from English to LOTE	Unchanged
PSPTIS602A	Quality assure translations	E	PSPTIS602A	Quality assure translations	Unchanged
PSPTIS603A	Apply codes and standards to professional judgement	E	PSPTIS603A	Apply codes and standards to professional judgement	Unchanged
PSPTIS604A	Translate multimedia source material	E	PSPTIS604A	Translate multimedia source material	Unchanged
PSPTIS605A	Interpret in complex dialogue	E	PSPTIS605A	Interpret in complex dialogue	Unchanged

	settings (LOTE)			settings (LOTE)	
PSPTIS606A	Interpret in complex monologue settings (LOTE)	E	PSPTIS606A	Interpret in complex monologue settings (LOTE)	Unchanged
PSPTIS607A	Interpret as part of a team	E	PSPTIS607A	Interpret as part of a team	Unchanged
PSPTIS608A	Interpret through communication media	E	PSPTIS608A	Interpret through communication media	Unchanged
PSPTIS609A	Prepare translated scripts	E	PSPTIS609A	Prepare translated scripts	Unchanged
PSPTIS610A	Manage complex discourse settings	E	PSPTIS610A	Manage complex discourse settings	Unchanged
PSPTIS611A	Translate special purpose texts from LOTE to English	E	PSPTIS611A	Translate special purpose texts from LOTE to English	Unchanged
PSPTIS612A	Use translation technology	E	PSPTIS612A	Use translation technology	Unchanged
PSPTIS613A	Sight translate (LOTE)	E	PSPTIS613A	Sight translate (LOTE)	Unchanged
PSPTIS614A	Apply theories to describe and review work assignments	E	PSPTIS614A	Apply theories to describe and review work assignments	Unchanged
PSPTRAN401A	Inspect vehicles	E	PSPTRAN401A	Inspect vehicles	Unchanged
PSPTRAN402A	Assess driver compliance	E	PSPTRAN402A	Assess driver compliance	Unchanged

PSPTRAN403A	Assess vehicle compliance	E	PSPTRAN403A	Assess vehicle compliance	Unit descriptor, application, range, evidence guide and required skills and knowledge revised. Elements revised but unit outcome unchanged.
PSPTRAN404A	Conduct detailed vehicle examination	E	PSPTRAN404A	Conduct detailed vehicle examination	Unchanged
PSPTRAN405A	Operate weighbridges	E	PSPTRAN405A	Operate weighbridges	Unchanged
			PSPTRAN406	Intercept and inspect vehicles	New unit
			PSPTRAN407	Intercept vehicles and assess driver compliance	New unit
			PSPTRAN408	Conduct detailed vehicle inspections	New unit
			PSPTRAN409	Pilot or escort oversize and-or over-mass vehicles	New unit
			PSPTRAN410	Undertake access assessments and approvals	New unit
			PSPTRAN411	Provide information on	New unit

				vehicle configuration compliance	
PSPTRAN501A	Provide specialist vehicle technical advice	E	PSPTRAN501A	Provide specialist vehicle technical advice	Unchanged
			PSPTRAN502	Operate within the regulatory framework for road transport compliance	New unit
			PSPTRAN503	Plan and resource operational activities	New unit
			PSPTRAN504	Provide vehicle technical advice	New unit
			PSPTRAN601	Manage network access	New unit
PSPWPI501B	Evaluate workplace legislative compliance	E	PSPWPI501B	Evaluate workplace legislative compliance	Unchanged
PSPWPI502B	Facilitate improvement in workplace legislative performance	E	PSPWPI502B	Facilitate improvement in workplace legislative performance	Unchanged
PSPWPI503C	Investigate possible breaches of workplace legislation	E	PSPWPI503C	Investigate possible breaches of workplace legislation	Unchanged
PSPWPI601B	Improve compliance through industry	E	PSPWPI601B	Improve compliance through industry	Unchanged

	partnerships			partnerships	
PSPWPI602B	Investigate complex issues	E	PSPWPI602B	Investigate complex issues	Unchanged
PSPWPI603B	Manage emerging issues	E	PSPWPI603B	Manage emerging issues	Unchanged
PSPWPI604B	Represent and promote the organisation	E	PSPWPI604B	Represent and promote the organisation	Unchanged
PSPWPI605B	Audit management systems	E	PSPWPI605B	Audit management systems	Unchanged
PSPWPI606B	Contribute to the development and revision of legislation and related documents	E	PSPWPI606B	Contribute to the development and revision of legislation and related documents	Range statement revised.
PSPWPR401A	Process incoming workplace relations queries	E	PSPWPR401A	Process incoming workplace relations queries	Unchanged
PSPWPR402A	Respond to general workplace relations enquiries	E	PSPWPR402A	Respond to general workplace relations enquiries	Unchanged
PSPWPR403A	Support the provision of workplace relations information	E	PSPWPR403A	Support the provision of workplace relations information	Unchanged
PSPWPR501A	Provide advice on complex workplace relations issues	E	PSPWPR501A	Provide advice on complex workplace relations issues	Unchanged
PSPWPR502A	Manage	E	PSPWPR502A	Manage	Unchanged

	compliance with workplace relations legislation			compliance with workplace relations legislation	
PSPWPR503A	Apply workplace relations dispute resolution procedures	E	PSPWPR503A	Apply workplace relations dispute resolution procedures	Unchanged
PSPWPR504A	Support resolution of complaints relating to workplace relations processes	E	PSPWPR504A	Support resolution of complaints relating to workplace relations processes	Unchanged
Imported units mapping					
BSBADM301B	Produce texts from shorthand notes	E	BSBADM301B	Produce texts from shorthand notes	Unchanged
BSBADM302B	Produce texts from notes	E	BSBADM302B	Produce texts from notes	Unchanged
BSBADM303B	Produce texts from audio transcription	E	BSBADM303B	Produce texts from audio transcription	Unchanged
BSBADM311A	Maintain business resources	E	BSBADM311A	Maintain business resources	Unchanged
BSBADM405B	Organise meetings	E	BSBADM405B	Organise meetings	Unchanged
BSBADM506B	Manage business document design and development	E	BSBADM506B	Manage business document design and development	Unchanged
			BSBAUD501B	Initiate a quality audit	New imported unit

BSBAUD503B	Lead a quality audit	E	BSBAUD503B	Lead a quality audit	Unchanged
			BSBAUD504B	Report on a quality audit	New imported unit
BSBCCO301A	Use multiple information systems	E	BSBCCO301B	Use multiple information systems	BSB07 updated unit
BSBCCO401A	Administer customer contact telecommunications technology	E	BSBCCO407A	Administer customer contact technology	BSB07 updated unit
BSBCMM301B	Process customer complaints	E	BSBCMM301B	Process customer complaints	Unchanged
BSBCMM401A	Make a presentation	E	BSBCMM401A	Make a presentation	Unchanged
BSBCOM502B	Evaluate and review compliance	E	BSBCOM502B	Evaluate and review compliance	Unchanged
BSBCMN411A	Monitor a safe workplace	N	BSBOHS407A	Monitor a safe workplace	BSB07 updated unit. PC moved from passive voice to active voice.
BSBCUS201A	Deliver a service to customers	E	BSBCUS201B	Deliver a service to customers	BSB07 updated unit
BSBCUS401A	Coordinate implementation of customer service strategies	E	BSBCUS401B	Coordinate implementation of customer service strategies	BSB07 updated unit
BSBDIV301A	Work effectively with diversity	E	BSBDIV301A	Work effectively with	Unchanged

				diversity	
BSBEMS403B	Develop and provide employment management services to candidates	E	BSBEMS403B	Develop and provide employment management services to candidates	Unchanged
BSBEBU401A	Review and maintain a website	E	BSBEBU401A	Review and maintain a website	Unchanged
BSBEBU501A	Investigate and design e-business solutions	E	BSBEBU501A	Investigate and design e-business solutions	Unchanged
BSBFIA301A	Maintain financial records	E	BSBFIA301A	Maintain financial records	Unchanged
BSBFIA302A	Process payroll	E	BSBFIA302A	Process payroll	Unchanged
BSBFIA303A	Process accounts payable and receivable	E	BSBFIA303A	Process accounts payable and receivable	Unchanged
BSBFIA304A	Maintain a general ledger	E	BSBFIA304A	Maintain a general ledger	Unchanged
BSBFIA401A	Prepare financial reports	E	BSBFIA401A	Prepare financial reports	Unchanged
BSBFIA402A	Report on financial activity	E	BSBFIA402A	Report on financial activity	Unchanged
BSBFIM501A	Manage budgets and financial plans	E	BSBFIM501A	Manage budgets and financial plans	Unchanged
BSBFIM502A	Manage payroll	E	BSBFIM502A	Manage payroll	Unchanged
BSBFIM701A	Manage financial resources	E	BSBFIM701A	Manage financial resources	Unchanged

BSBFLM305C	Support operational plan	E	BSBFLM305C	Support operational plan	Unchanged
BSBFLM309C	Support continuous improvement systems and processes	E	BSBFLM309C	Support continuous improvement systems and processes	Unchanged
BSBFLM311C	Support a workplace learning environment	E	BSBFLM311C	Support a workplace learning environment	Unchanged
BSBHRM401A	Review human resources functions	E	BSBHRM401A	Review human resources functions	Unchanged
BSBHRM402A	Recruit, select and induct staff	E	BSBHRM402A	Recruit, select and induct staff	Unchanged
BSBHRM501A	Manage human resources services	E	BSBHRM501A	Manage human resources services	Unchanged
BSBINM202A	Handle mail	E	BSBINM202A	Handle mail	Unchanged
BSBINM401A	Implement workplace information system	E	BSBINM401A	Implement workplace information system	Unchanged
BSBINM501A	Manage an information or knowledge management system	E	BSBINM501A	Manage an information or knowledge management system	Unchanged
BSBINM601A	Manage knowledge and information	E	BSBINM601A	Manage knowledge and information	Unchanged
BSBINN301A	Promote innovation in a team environment	E	BSBINN301A	Promote innovation in a team environment	Unchanged

BSBINN801A	Lead innovative thinking and practice	E	BSBINN801A	Lead innovative thinking and practice	Unchanged
BSBITA401A	Design databases	E	BSBITA401A	Design databases	Unchanged
BSBITU201A	Produce simple word processed documents	E	BSBITU201A	Produce simple word processed documents	Unchanged
BSBITU202A	Create and use spreadsheets	E	BSBITU202A	Create and use spreadsheets	Unchanged
BSBITU203A	Communicate electronically	E	BSBITU203A	Communicate electronically	Unchanged
BSBITU301A	Create and use databases	E	BSBITU301A	Create and use databases	Unchanged
BSBITU302B	Create electronic presentations	E	BSBITU302B	Create electronic presentations	Unchanged
BSBITU305A	Conduct online transactions	E	BSBITU305A	Conduct online transactions	Unchanged
BSBITU309A	Produce desktop published documents	E	BSBITU309A	Produce desktop published documents	Unchanged
BSBITU402A	Develop and use complex spreadsheets	E	BSBITU402A	Develop and use complex spreadsheets	Unchanged
BSBITU404A	Produce complex desktop published documents	E	BSBITU404A	Produce complex desktop published documents	Unchanged
BSBLED301A	Undertake e-learning	E	BSBLED301A	Undertake e-learning	Unchanged
BSBLED401A	Develop teams and individuals	E	BSBLED401A	Develop teams and individuals	Unchanged

BSBLED501A	Develop a workplace learning environment	E	BSBLED501A	Develop a workplace learning environment	Unchanged
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment	E	BSBLEG304A	Apply the principles of confidentiality and security within the legal environment	Unchanged
BSBLEG305A	Use legal terminology in order to carry out tasks	E	BSBLEG305A	Use legal terminology in order to carry out tasks	Unchanged
BSBLEG507A	Attend pretrial negotiations	E	BSBLEG507A	Attend pretrial negotiations	Unchanged
BSBMED301B	Interpret and apply medical terminology appropriately	E	BSBMED301B	Interpret and apply medical terminology appropriately	Unchanged
BSBMGT402A	Implement operational plan	E	BSBMGT402A	Implement operational plan	Unchanged
BSBMGT502B	Manage people performance	E	BSBMGT502B	Manage people performance	Unchanged
BSBMGT515A	Manage operational plan	E	BSBMGT515A	Manage operational plan	Unchanged
BSBMGT516C	Facilitate continuous improvement	E	BSBMGT516C	Facilitate continuous improvement	Unchanged
BSBMKG401B	Profile the market	E	BSBMKG401B	Profile the market	Unchanged
BSBMKG402B	Analyse consumer behaviour for specific markets	E	BSBMKG402B	Analyse consumer behaviour for specific markets	Unchanged

BSBMKG408B	Conduct market research	E	BSBMKG408B	Conduct market research	Unchanged
BSBMKG413A	Promote products and services	E	BSBMKG413A	Promote products and services	Unchanged
BSBMKG501B	Identify and evaluate marketing opportunities	E	BSBMKG501B	Identify and evaluate marketing opportunities	Unchanged
BSBMKG502B	Establish and adjust the marketing mix	E	BSBMKG502B	Establish and adjust the marketing mix	Unchanged
BSBMKG506B	Plan market research	E	BSBMKG506B	Plan market research	Unchanged
BSBMKG507A	Interpret market trends and developments	E	BSBMKG507A	Interpret market trends and developments	Unchanged
BSBMKG514A	Implement and monitor marketing activities	E	BSBMKG514A	Implement and monitor marketing activities	Unchanged
BSBMKG603B	Manage the marketing process	E	BSBMKG603B	Manage the marketing process	Unchanged
BSBMKG605B	Evaluate international marketing opportunities	E	BSBMKG605B	Evaluate international marketing opportunities	Unchanged
BSBMKG606B	Manage international marketing programs	E	BSBMKG606B	Manage international marketing programs	Unchanged
BSBMKG608A	Develop organisational marketing objectives	E	BSBMKG608A	Develop organisational marketing objectives	Unchanged

BSBMKG609A	Develop a marketing plan	E	BSBMKG609A	Develop a marketing plan	Unchanged
BSBMKG610A	Develop, implement and monitor a marketing campaign	E	BSBMKG610A	Develop, implement and monitor a marketing campaign	Unchanged
BSBOHS303B	Contribute to OHS hazard identification and risk assessment	E	BSBOHS303B	Contribute to OHS hazard identification and risk assessment	Unchanged
BSBOHS504B	Apply principles of OHS risk management	E	BSBOHS504B	Apply principles of OHS risk management	Unchanged
BSBPMG401A	Apply project scope management techniques	E	BSBPMG401A	Apply project scope management techniques	Unchanged
BSBPMG402A	Apply time management techniques	E	BSBPMG402A	Apply time management techniques	Unchanged
BSBPMG403A	Apply cost management techniques	E	BSBPMG403A	Apply cost management techniques	Unchanged
BSBPMG404A	Apply quality management techniques	E	BSBPMG404A	Apply quality management techniques	Unchanged
BSBPMG405A	Apply human resources management approaches	E	BSBPMG405A	Apply human resources management approaches	Unchanged
BSBPMG406A	Apply communications management techniques	E	BSBPMG406A	Apply communications management techniques	Unchanged
BSBPMG407A	Apply risk management	E	BSBPMG407A	Apply risk management	Unchanged

	techniques			techniques	
BSBPMG408A	Apply contract and procurement procedures	E	BSBPMG408A	Apply contract and procurement procedures	Unchanged
BSBPMG501A	Manage application of project integrative processes	E	BSBPMG501A	Manage application of project integrative processes	Unchanged
BSBPMG502A	Manage project scope	E	BSBPMG502A	Manage project scope	Unchanged
BSBPMG503A	Manage project time	E	BSBPMG503A	Manage project time	Unchanged
BSBPMG504A	Manage project costs	E	BSBPMG504A	Manage project costs	Unchanged
BSBPMG505A	Manage project quality	E	BSBPMG505A	Manage project quality	Unchanged
BSBPMG506A	Manage project human resources	E	BSBPMG506A	Manage project human resources	Unchanged
BSBPMG507A	Manage project communications	E	BSBPMG507A	Manage project communications	Unchanged
BSBPMG508A	Manage project risk	E	BSBPMG508A	Manage project risk	Unchanged
BSBPMG509A	Manage project procurement	E	BSBPMG509A	Manage project procurement	Unchanged
BSBPMG510A	Manage projects	E	BSBPMG510A	Manage projects	Unchanged
BSBPUR504B	Manage a supply chain	E	BSBPUR504B	Manage a supply chain	Unchanged
BSBREL402A	Build client relationships and business networks	E	BSBREL402A	Build client relationships and business networks	Unchanged

BSBREL701A	Develop and cultivate collaborative partnerships and relationships	E	BSBREL701A	Develop and cultivate collaborative partnerships and relationships	Unchanged
BSBRES401A	Analyse and present research information	E	BSBRES401A	Analyse and present research information	Unchanged
BSBRES402A	Research, locate and provide legal and other information in response to requests	E	BSBRES402A	Research, locate and provide legal and other information in response to requests	Unchanged
BSBRES403A	Research legal processes	E	BSBRES403A	Research legal processes	Unchanged
BSBRKG301B	Control records	E	BSBRKG301B	Control records	Unchanged
BSBRKG302B	Undertake disposal	E	BSBRKG302B	Undertake disposal	Unchanged
BSBRKG303B	Retrieve information from records	E	BSBRKG303B	Retrieve information from records	Unchanged
BSBRKG304B	Maintain business records	E	BSBRKG304B	Maintain business records	Unchanged
BSBRKG401B	Review the status of a record	E	BSBRKG401B	Review the status of a record	Unchanged
BSBRKG402B	Provide information from and about records	E	BSBRKG402B	Provide information from and about records	Unchanged
BSBRKG403C	Set up a business or records system for a small office	E	BSBRKG403C	Set up a business or records system for a small	Unchanged

				office	
BSBRKG404A	Monitor and maintain records in an online environment	E	BSBRKG404A	Monitor and maintain records in an online environment	Unchanged
BSBRSK401A	Identify risk and apply risk management processes	E	BSBRSK401A	Identify risk and apply risk management processes	Unchanged
BSBSMB404A	Undertake small business planning	E	BSBSMB404A	Undertake small business planning	Unchanged
BSBSMB405B	Monitor and manage small business operations	E	BSBSMB405B	Monitor and manage small business operations	Unchanged
BSBSMB406A	Manage small business finances	E	BSBSMB406A	Manage small business finances	Unchanged
BSBSMB407A	Manage a small team	E	BSBSMB407A	Manage a small team	Unchanged
BSBSMB408B	Manage personal, family, cultural and business obligations	E	BSBSMB408B	Manage personal, family, cultural and business obligations	Unchanged
BSBSUS201A	Participate in environmentally sustainable work practices	E	BSBSUS201A	Participate in environmentally sustainable work practices	Unchanged
BSBSUS301A	Implement and monitor environmentally sustainable work practices	E	BSBSUS301A	Implement and monitor environmentally sustainable work practices	Unchanged
BSBSUS501A	Develop workplace policy and procedures for	E	BSBSUS501A	Develop workplace policy and	Unchanged

	sustainability			procedures for sustainability	
BSBWOR401A	Establish effective workplace relationships	E	BSBWOR401A	Establish effective workplace relationships	Unchanged
BSBWOR402A	Promote team effectiveness	E	BSBWOR402A	Promote team effectiveness	Unchanged
BSBWOR404B	Develop work priorities	E	BSBWOR404B	Develop work priorities	Unchanged
BSBWOR501B	Manage personal work priorities and professional development	E	BSBWOR501B	Manage personal work priorities and professional development	Unchanged
BSBIND101A	Work effectively in a contact centre environment	N	BSBCCO205A	Prepare for work in a customer contact environment	PC on performance management and team objective formation deleted
BSBITS401A	Maintain business technology	E	BSBITS401B	Maintain business technology	BSB07 updated unit
BSBWRK410A	Implement industrial relations procedures	E	BSBWRK410A	Implement industrial relations procedures	Unchanged
BSBWRT401A	Write complex documents	E	BSBWRT401A	Write complex documents	Unchanged
CHCADMIN305D	Work within the administration protocols of the organisation	E	CHCADMIN305F	Work within the administration protocols of the organisation	CHC08 updated unit
CHCCD307C	Support community	E	CHCCD307D	Support community	CHC08 updated

	resources			resources	unit
CHCCD401D	Support community participation	E	CHCCD401E	Support community participation	CHC08 updated unit
CHCCD402A	Develop and provide community education projects	E	CHCCD402B	Develop and provide community education projects	CHC08 updated unit
CHCCD404D	Develop and implement community programs	E	CHCCD404E	Develop and implement community programs	CHC08 updated unit
CHCCD413D	Work within specific communities	E	CHCCD413E	Work within specific communities	CHC08 updated unit
CHCCD505D	Develop community resources	E	CHCCD505E	Develop community resources	CHC08 updated unit
CHCCD508C	Support community action	E	CHCCD508D	Support community action	CHC08 updated unit
CHCCD509C	Support community leadership	E	CHCCD509C	Support community leadership	Unchanged
CHCCD514A	Implement community development strategies	E	CHCCD514B	Implement community development strategies	CHC08 updated unit
CHCCD615A	Develop and implement community development strategies	E	CHCCD615A	Develop and implement community development strategies	Unchanged
CHCCD619B	Establish and maintain community, government and business	E	CHCCD619B	Establish and maintain community, government and business	Unchanged

	partnerships			partnerships	
CHCCM503C	Develop, facilitate and monitor all aspects of case management	E	CHCCM503C	Develop, facilitate and monitor all aspects of case management	Unchanged
CHCCM504C	Promote high quality case management	E	CHCCM504D	Promote high quality case management	CHC08 updated unit

Summary Mapping of PSP04 Version 4.1 Training Package to PSP12 Version 1 Training Package - Part 4

PSP04 V4.1 Code	PSP04 V4.1 Title	N/E	PSP12 V1 Code	PSP12 V1 Title	Comments
CHCDIS301B	Work effectively with people with a disability	E	CHCDIS301C	Work effectively with people with a disability	CHC08 updated unit
CHCEDS301A	Comply with legislative, policy and industrial requirements in the education environment	E	CHCEDS301B	Comply with legislative, policy and industrial requirements in the education environment	CHC08 updated unit
CHCEDS310A	Support learning for students with disabilities	E	CHCEDS330B	Support learning for students with disabilities in a classroom environment	CHC08 updated unit
CHCEDS315B	Support students with additional needs in the classroom	E	CHCEDS315B	Support students with additional needs in the classroom	Unchanged
CHCIC301E	Interact	E	CHCIC301E	Interact	Unchanged

	effectively with children			effectively with children	
CHCICS301A	Provide support to meet personal care needs	E	CHCICS301B	Provide support to meet personal care needs	CHC08 updated unit
CHCICS305A	Provide behaviour support in the context of individualised plans	E	CHCICS305B	Provide behaviour support in the context of individualised plans	CHC08 updated unit
CHCICS404A	Plan and provide advanced behaviour support	E	CHCICS404B	Plan and provide advanced behaviour support	CHC08 updated unit
CHCLEG411A	Use relevant legislation in response to client needs	E	CHCLEG411A	Use relevant legislation in response to client needs	Unchanged
			CHCMED413B	Manage communication processes to define the dispute	New imported unit
CHCMED414A	Facilitate mediation processes	E	CHCMED414A	Facilitate mediation processes	Unchanged
CHCMED415A	Facilitate interaction between parties in mediation	E	CHCMED415A	Facilitate interaction between parties in mediation	Unchanged
CHCMED416B	Consolidate and conclude the mediation process	E	CHCMED416C	Consolidate and conclude the mediation process	CHC08 updated unit
			CHCMED417B	Reflect and improve upon professional	New imported

				mediation practice	unit
CHCMED419C	Facilitate alternative dispute resolution processes	E	CHCMED419C	Facilitate alternative dispute resolution processes	Unchanged
CHCORG525D	Recruit and coordinate volunteers	E	CHCORG525D	Recruit and coordinate volunteers	Unchanged
CHCORG627B	Provide mentoring support to colleagues	E	CHCORG627B	Provide mentoring support to colleagues	Unchanged
CHCRF301E	Work effectively with families to care for the child	E	CHCRF301E	Work effectively with families to care for the child	Unchanged
CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction	E	CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction	Unchanged
CPPSEC2004A	Respond to security risk situation	E	CPPSEC2004B	Respond to security risk situation	CPP07 updated unit
CPPSEC3003A	Determine response to security risk situation	E	CPPSEC3003A	Determine response to security risk situation	Unchanged
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	E	CPPSEC4005A	Facilitate workplace briefing and debriefing processes	Unchanged
CPPSIS4006A	Read and interpret basic image data	E	CPPSIS4006A	Read and interpret basic image data	Unchanged
CPPSIS4015A	Apply GIS	E	CPPSIS4015A	Apply GIS	Unchanged

	software to problem solving techniques			software to problem solving techniques	
CSCSAS201A	Maintain security	E	CSCSAS201A	Maintain security	Unchanged
CSCSAS205A	Contain incidents that jeopardise safety and security	E	CSCSAS205A	Contain incidents that jeopardise safety and security	Unchanged
CSCSAS303A	Conduct searches	E	CSCSAS303A	Conduct searches	Unchanged
CSCSAS304A	Monitor control room operations	E	CSCSAS304A	Monitor control room operations	Unchanged
CSCSAS306A	Manage conflict through negotiation	E	CSCSAS306A	Manage conflict through negotiation	Unchanged
CSCSAS402B	Manage threatening behaviour	E	CSCSAS402B	Manage threatening behaviour	Unchanged
CSCSAS502A	Determine response to security risks	E	CSCSAS502A	Determine response to security risks	Unchanged
CSCTRA201A	Maintain security during escort	E	CSCTRA201A	Maintain security during escort	Unchanged
CSCTRA401A	Plan and monitor escorts	E	CSCTRA401A	Plan and monitor escorts	Unchanged
CULDMT301A	Provide multimedia support	E	CULDMT301A	Provide multimedia support	Unchanged
CULEVP201A	Assist with the presentation of public activities and events	E	CULEVP201A	Assist with the presentation of public activities and events	Unchanged

CULINL301A	Develop and use information literacy skills	E	CULINL301A	Develop and use information literacy skills	Unchanged
CULINM301A	Use established cataloguing tools	E	CULINM301A	Use established cataloguing tools	Unchanged
CULINM401A	Complete a range of cataloguing activities	E	CULINM401A	Complete a range of cataloguing activities	Unchanged
CULINS201A	Assist with circulation services	E	CULINS201A	Assist with circulation services	Unchanged
CULINS202A	Process information resource orders	E	CULINS202A	Process information resource orders	Unchanged
CULINS301A	Process and maintain information resources	E	CULINS301A	Process and maintain information resources	Unchanged
CULINS401A	Assist customers to access information	E	CULINS401A	Assist customers to access information	Unchanged
CULINS402A	Obtain information from external and networked sources	E	CULINS402A	Obtain information from external and networked sources	Unchanged
CUFWRT301A	Write content for a range of media	E	CUFWRT301A	Write content for a range of media	Unchanged
CUFWRT401A	Edit Texts	E	CUFWRT401A	Edit Texts	Unchanged
FNSACC402A	Prepare operational budgets	E	FNSACC402A	Prepare operational budgets	Unchanged
FNSACC404A	Prepare financial	E	FNSACC404A	Prepare financial	Unchanged

	statements for non-reporting entities			statements for non-reporting entities	
FNSACC405A	Maintain inventory records	E	FNSACC405A	Maintain inventory records	Unchanged
			FNSACC407A	Produce job costing information	New imported unit
FNSACC501A	Provide financial and business performance information	E	FNSACC501A	Provide financial and business performance information	Unchanged
FNSACC503A	Manage budgets and forecasts	E	FNSACC503A	Manage budgets and forecasts	Unchanged
FNSACC505A	Establish and maintain accounting information systems	E	FNSACC505A	Establish and maintain accounting information systems	Unchanged
FNSACC506A	Implement and maintain internal control procedures	E	FNSACC506A	Implement and maintain internal control procedures	Unchanged
FNSACC507A	Provide management accounting information	E	FNSACC507A	Provide management accounting information	Unchanged
FNSACC602A	Audit and report on financial systems and records	E	FNSACC602A	Audit and report on financial systems and records	Unchanged
FNSACC603A	Implement tax plans and evaluate tax compliance	E	FNSACC603A	Implement tax plans and evaluate tax compliance	Unchanged

FNSACC604A	Monitor corporate governance activities	E	FNSACC604A	Monitor corporate governance activities	Unchanged
FNSACC605A	Implement organisational improvement programs	E	FNSACC605A	Implement organisational improvement programs	Unchanged
FNSACC606A	Conduct internal audit	E	FNSACC606A	Conduct internal audit	Unchanged
FNSACC607A	Evaluate business performance	E	FNSACC607A	Evaluate business performance	Unchanged
FNSACC608A	Evaluate organisation's financial performance	E	FNSACC608A	Evaluate organisation's financial performance	Unchanged
FNSACC609A	Evaluate financial risk	E	FNSACC609A	Evaluate financial risk	Unchanged
FNSACC610A	Develop and implement financial strategies	E	FNSACC610A	Develop and implement financial strategies	Unchanged
FNSACC613A	Prepare and analyse management accounting information	E	FNSACC613A	Prepare and analyse management accounting information	Unchanged
FNSACC614A	Prepare complex corporate financial reports	E	FNSACC614A	Prepare complex corporate financial reports	Unchanged
FNSACM303A	Process payment documentation	E	FNSACM303A	Process payment documentation	Unchanged
FNSACM401A	Evaluate and authorise payments	E	FNSACM401A	Evaluate and authorise payments	Unchanged

	requests			requests	
FNSORG502A	Develop and monitor policy and procedures	E	FNSORG502A	Develop and monitor policy and procedures	Unchanged
FNSICACC401A	Evaluate and authorise payments requests	E	FNSACM401A	Evaluate and authorise payments requests	Unit superseded.
FNSICACC306B	Process journal entries	N	FNSACC301A	Process financial transactions and extract interim reports	Unit superseded.
FNSICACC307B	Reconcile and monitor accounts receivable	N	FNSACC302A	Administer subsidiary accounts and ledgers	Unit superseded.
FNSICGEN501B	Produce research reports and make presentations	N	BSBRES401A	Analyse and present research information	Unit superseded.
FNSICORG302A	Prepare reports for management	N	BSBFIA401A	Prepare financial reports	Unit superseded.
FNSICORG509B	Maintain integrity of financial systems	N	FNSACC505A	Establish and maintain accounting information systems	Unit superseded.
			FNSCRD302A	Monitor and control accounts receivable	New imported unit
			FNSFMK401A	Reconcile financial transactions	New imported unit
			FNSINC602A	Interpret and use financial statistics and	New imported unit

				tools	
			FNSORG503A	Develop a resource plan	New imported unit
			FNSORG505A	Prepare financial reports to meet statutory requirements	New imported unit
FNSICORG519B	Analyse and comment on management reports	E	FNSORG508A	Analyse and comment on management reports	Unit superseded.
FPICOT2233B	Navigate in forest areas	E	FPICOT2233B	Navigate in forest areas	Unchanged
ICADBS402A	Complete database back-up and restore	E	ICADBS402A	Complete database back-up and restore	Unchanged
ICADBS404A	Identify and resolve common database performance problems	E	ICADBS404A	Identify and resolve common database performance problems	Unchanged
ICADBS409A	Monitor and administer a database	E	ICADBS409A	Monitor and administer a database	Unchanged
ICAU2006B	Operate computing packages	E	ICAICT203A	Operate application software packages	Updated ICA11 unit
ICAICT210A	Operate database applications	E	ICAICT210A	Operate database applications	Unchanged
ICAICT302A	Install and optimise operating system software	E	ICAICT302A	Install and optimise operating system software	Unchanged

ICAICT304A	Implement system software changes	E	ICAICT304A	Implement system software changes	Unchanged
ICAICT306A	Migrate to new technology	E	ICAICT306A	Migrate to new technology	Unchanged
ICAU3126B	Use advanced features of computer applications	E	ICAICT308A	Use advanced features of computer applications	Updated ICA11 unit
ICAD4217B	Create technical documentation	E	ICAICT408A	Create technical documentation	Updated ICA11 unit
ICANWK411A	Deploy software to networked computers	E	ICANWK411A	Deploy software to networked computers	Unchanged
ICASAS301A	Run standard diagnostic tests	E	ICASAS301A	Run standard diagnostic tests	Unchanged
ICASAS303A	Provide basic system administration	E	ICASAS303A	Provide basic system administration	Unchanged
ICASAS305A	Provide IT advice to clients	E	ICASAS305A	Provide IT advice to clients	Unchanged
ICASAS306A	Maintain equipment and software	E	ICASAS306A	Maintain equipment and software	Unchanged
ICASAS416A	Implement maintenance procedures	E	ICASAS416A	Implement maintenance procedures	Unchanged
ICASAS419A	Support system software	E	ICASAS419A	Support system software	Unchanged
ICASAS420A	Provide first-level remote help-desk support	E	ICASAS420A	Provide first-level remote help-desk support	Unchanged
ICAWEB404A	Maintain website	E	ICAWEB404A	Maintain website	Unchanged

	performance			performance	
ICPMM321C	Capture a digital image	E	ICPMM321C	Capture a digital image	Unchanged
LGAGOVA301B	Assist customers with rate enquiries	E	LGAGOVA301B	Assist customers with rate enquiries	Unchanged
MSATMINS301A	Inspect a range of simple measures	E	MSATMINS301A	Inspect a range of simple measures	Unchanged
MSATMINS302A	Inspect a range of simple measuring instruments	E	MSATMINS302A	Inspect a range of simple measuring instruments	Unchanged
MSATMINS401A	Inspect a range of weighing instruments	E	MSATMINS401A	Inspect a range of weighing instruments	Unchanged
MSATMINS402A	Inspect a range of liquid measuring instruments using volume measures	E	MSATMINS402A	Inspect a range of liquid measuring instruments using volume measures	Unchanged
MSATMINS403A	Inspect a range of trading practices	E	MSATMINS403A	Inspect a range of trading practices	Unchanged
MSATMINS404A	Inspect a range of pre-packaged products	E	MSATMINS404A	Inspect a range of pre-packaged products	Unchanged
MSATMINS501A	Inspect a range of complex measuring instruments	E	MSATMINS501A	Inspect a range of complex measuring instruments	Unchanged
MSATMREF301A	Use and maintain reference standards	E	MSATMREF301A	Use and maintain reference standards	Unchanged
MSATMVER403 A	Verify inspector's	E	MSATMVER403 A	Verify inspector's	Unchanged

	class reference standards			class reference standards	
MSL904001A	Perform standard calibrations	E	MSL904001A	Perform standard calibrations	Unchanged
MSL924001A	Process and interpret data	E	MSL924001A	Process and interpret data	Unchanged
MSL924002A	Use laboratory application software	E	MSL924002A	Use laboratory application software	Unchanged
MSL925002A	Analyse measurements and estimate uncertainties	E	MSL925002A	Analyse measurements and estimate uncertainties	Unchanged
MSL933001A	Maintain the laboratory/field workplace fit for purpose	E	MSL933001A	Maintain the laboratory/field workplace fit for purpose	Unchanged
MSL933002A	Contribute to the achievement of quality objectives	E	MSL933002A	Contribute to the achievement of quality objectives	Unchanged
MSL934002A	Apply quality system and continuous improvement processes	E	MSL934002A	Apply quality system and continuous improvement processes	Unchanged
MSL934003A	Maintain and control stocks	E	MSL934003A	Maintain and control stocks	Unchanged
MSL943001A	Work safely with instruments that emit ionising radiation	E	MSL943001A	Work safely with instruments that emit ionising radiation	Unchanged
MSL943002A	Participate in laboratory/field workplace safety	E	MSL943002A	Participate in laboratory/field workplace safety	Unchanged

MSL944001A	Maintain laboratory/field workplace safety	E	MSL944001A	Maintain laboratory/field workplace safety	Unchanged
MSL952002A	Handle and transport samples or equipment	E	MSL952002A	Handle and transport samples or equipment	Unchanged
MSL953001A	Receive and prepare samples for testing	E	MSL953001A	Receive and prepare samples for testing	Unchanged
MSL963001A	Operate basic handblowing equipment	E	MSL963001A	Operate basic handblowing equipment	Unchanged
MSL963002A	Repair glass apparatus using simple glassblowing equipment	E	MSL963002A	Repair glass apparatus using simple glassblowing equipment	Unchanged
MSL973001A	Perform basic tests	E	MSL973001A	Perform basic tests	Unchanged
MSL973002A	Prepare working solutions	E	MSL973002A	Prepare working solutions	Unchanged
MSL973003A	Prepare culture media	E	MSL973003A	Prepare culture media	Unchanged
MSL973004A	Perform aseptic techniques	E	MSL973004A	Perform aseptic techniques	Unchanged
MSL973005A	Assist with fieldwork	E	MSL973005A	Assist with fieldwork	Unchanged
MSL973006A	Prepare trial batches for evaluation	E	MSL973006A	Prepare trial batches for evaluation	Unchanged
MSL973007A	Perform microscopic examination	E	MSL973007A	Perform microscopic examination	Unchanged

MSL974001A	Prepare, standardise and use solutions	E	MSL974001A	Prepare, standardise and use solutions	Unchanged
MSL974003A	Perform chemical tests and procedures	E	MSL974003A	Perform chemical tests and procedures	Unchanged
MSL974005A	Perform physical tests	E	MSL974005A	Perform physical tests	Unchanged
NWP229B	Repair minor structures	E	NWP229B	Repair minor structures	Unchanged
PUAEMR010B	Undertake emergency training	E	PUAEMR010B	Undertake emergency training	Unchanged
PUALAW004B	Represent the organisation in a judicial or quasi-judicial setting	E	PUALAW004B	Represent the organisation in a judicial or quasi-judicial setting	Unchanged
PUAOPE002B	Operate communications systems and equipment	E	PUAOPE002B	Operate communications systems and equipment	Unchanged
PUAOPE003B	Navigate in urban and rural environments	E	PUAOPE003B	Navigate in urban and rural environments	Unchanged
PUAPOL005B	Use and maintain operational equipment				Unit deleted
PUAPOL007B	Manage persons in care or custody or in need of assistance	E	PUAPOLGD007A	Manage persons in care or custody	Updated PUA00 unit.
PUAPOL010A	Perform administrative duties				Unit deleted

PUAPOL013B	Create, maintain and enhance productive working relationships	N	PUAPOLGD013A	Develop productive working relationships	Updated PUA00 unit.
PUAPOL023B	Manage investigations	E	PSPREG507	Manage investigations	Unit deleted. Content incorporated into new PSP unit.
PUAPOL024B	Conduct investigations	E	PSPREG425	Conduct investigations	Unit deleted. Content incorporated into new PSP unit.
PUAPOL028B	Manage investigation information processes	E	PSPREG506	Manage investigation information processes	Unit deleted. Content incorporated into new PSP unit.
PUAPOL029B	Coordinate multi-agency investigations	E	PUAPOL029B	Coordinate multi-agency investigations	Unchanged
PUAPOL031B	Confiscate assets	E	PUAPOL031B	Confiscate assets	Unchanged
PUAPOL032B	Plan intelligence activities	E	PUAPOL032B	Plan intelligence activities	Unchanged
PUAPOL033B	Manage intelligence information processes	E	PUAPOL033B	Manage intelligence information processes	Unchanged
PUAPOL034B	Analyse information	E	PUAPOL034B	Analyse information	Unchanged
PUAPOL035B	Disseminate	E	PUAPOL035B	Disseminate	Unchanged

	outputs from the intelligence process			outputs from the intelligence process	
PUAPOLGD001A	Maintain police operational safety	E	PUAPOLGD001A	Maintain police operational safety	Unchanged
PUAPOLGD013A	Develop productive working relationships	E	PUAPOLGD013A	Develop productive working relationships	Unchanged
PUAVEH001B	Drive vehicles under operational conditions	E	PUAVEH001B	Drive vehicles under operational conditions	Unchanged
PUAWER001B	Identify, prevent and report potential workplace emergency situations	E	PUAWER001B	Identify, prevent and report potential workplace emergency situations	Unchanged
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented	E	PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented	Unchanged
PUAWER003B	Manage and monitor workplace emergency procedures, equipment and other resources	E	PUAWER003B	Manage and monitor workplace emergency procedures, equipment and other resources	Unchanged
PUAWER004B	Respond to workplace emergencies	E	PUAWER004B	Respond to workplace emergencies	Unchanged
PUAWER005B	Operate as part of an emergency	E	PUAWER005B	Operate as part of an emergency	Unchanged

	control organisation			control organisation	
PUAWER007B	Manage an emergency control organisation	E	PUAWER007B	Manage an emergency control organisation	Unchanged
PUAWER008B	Confine small workplace emergencies	E	PUAWER008B	Confine small workplace emergencies	Unchanged
PUAWER009B	Participate as a member of a workplace emergency initial response team	E	PUAWER009B	Participate as a member of a workplace emergency initial response team	Unchanged
PUAWER010B	Lead a workplace emergency initial response team	E	PUAWER010B	Lead a workplace emergency initial response team	Unchanged
PUAWER011B	Manage workplace emergency initial response teams	E	PUAWER011B	Manage workplace emergency initial response teams	Unchanged
RIISAM203A	Use hand and power tools	E	RIISAM203B	Use hand and power tools	Updated imported unit
AHCARB205A	Operate and maintain chainsaws	E	AHCARB205A	Operate and maintain chainsaws	Unchanged
AHCWRK311A	Conduct site inspections	E	AHCWRK311A	Conduct site inspections	Unchanged
AHCLPW501A	Develop a management plan for a designated area	E	AHCLPW501A	Develop a management plan for a designated area	Unchanged
			SFICOMP503C	Undertake the prosecution in a	New imported

				trial	unit
SITHACS006B	Clean premises and equipment	E	SITHACS006B	Clean premises and equipment	Unchanged
SITHACS007B	Launder linen and guest clothes	E	SITHACS007B	Launder linen and guest clothes	Unchanged
SITHCCC001B	Organise and prepare food	E	SITHCCC001B	Organise and prepare food	Unchanged
SITHCCC002A	Present food	E	SITHCCC002A	Present food	Unchanged
SITHCCC003B	Receive and store kitchen supplies	E	SITHCCC003B	Receive and store kitchen supplies	Unchanged
SITHCCC004B	Clean and maintain kitchen premises	E	SITHCCC004B	Clean and maintain kitchen premises	Unchanged
SITHCCC005A	Use basic methods of cookery	E	SITHCCC005A	Use basic methods of cookery	Unchanged
SITHCCC008A	Prepare stocks, sauces and soups	E	SITHCCC008A	Prepare stocks, sauces and soups	Unchanged
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	E	SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	Unchanged
SITHCCC016A	Develop cost-effective menus	E	SITHCCC016A	Develop cost-effective menus	Unchanged
SITHCCC030A	Package prepared foodstuffs	E	SITHCCC030A	Package prepared foodstuffs	Unchanged
SITHCCC033B	Apply catering control principles	E	SITHCCC033B	Apply catering control principles	Unchanged

SITXFSA001A	Implement food safety procedures	E	SITXFSA001A	Implement food safety procedures	Unchanged
SITXFSA003A	Transport and store food in a safe and hygienic manner	E	SITXFSA003A	Transport and store food in a safe and hygienic manner	Unchanged
SITXICT001A	Build and launch a website for a small business	E	SITXICT001A	Build and launch a website for a small business	Unchanged
SITXOHS002A	Follow workplace hygiene procedures	E	SITXOHS002A	Follow workplace hygiene procedures	Unchanged
SISCAQU201A	Monitor pool water quality	E	SISCAQU201A	Monitor pool water quality	Unchanged
SISCAQU304A	Maintain pool water quality	E	SISCAQU304A	Maintain pool water quality	Unchanged
TAEDEL501A	Facilitate e-learning	E	TAEDEL501A	Facilitate e-learning	Unchanged
TAEDES501A	Design and develop learning strategies	E	TAEDES501A	Design and develop learning strategies	Unchanged
TLIA2022A	Participate in stocktakes	E	TLIA2022A	Participate in stocktakes	Unchanged
TLID1001A	Shift materials safely using manual handling methods	E	TLID1001A	Shift materials safely using manual handling methods	Unchanged

Overview

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 peoples 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
- 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 2010 (AQTF 2010), 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 2010.

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.
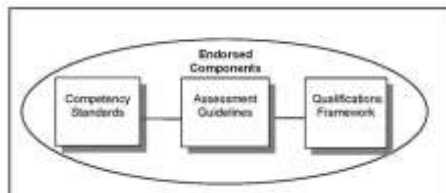
Competency Standards

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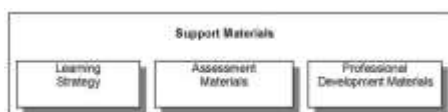
Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

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 XYZ08. 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 XYZ10108. Qualification codes are developed as follows:

- the first three letters identify the Training Package;
- the first number identifies the qualification level (noting that, in the qualification titles themselves, arabic numbers are **not** used);
- the next two numbers identify the position in the sequence of the qualification 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 – (PSP12 Public Sector) – in the above example 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' at the end of the code indicates that this is the original unit of competency. 'B', or another incremented version identifier 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; and
- 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 Packages 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 'of' for Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma;
- then, the industry descriptor, for example Telecommunications; and
- then, if applicable, the occupational or functional stream in brackets, for example (Computer Systems).

For example:

- PSP40112 Certificate IV in Government
- PSP51712 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 the PSP12 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.

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 eight AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- 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
- 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;
- 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 section 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 co-ordination 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
- 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
- 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 co-ordination.

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 co-ordination 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
- 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 judgement 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 judgements 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
- 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.

Qualifications and Packaging Rules

Qualification Pathways

The following pathways charts 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>

PUBLIC SECTOR TRAINING PACKAGE QUALIFICATIONS PATHWAYS					
Generalist Qualifications					
AQF II	AQF III	AQF IV	AQF V	AQF VI	AQF VIII
Certificate II in Government PSP20112	Certificate III in Government PSP30112	Certificate IV in Government PSP40112	Diploma of Government PSP50112	Advanced Diploma of Government PSP60112	
Specialist Qualifications					
Border Protection					
	Certificate III in Government (Border Protection) PSP30212	Certificate IV in Government (Border Protection) PSP40212			
Court Compliance					
	Certificate III in Government (Court Compliance) PSP30312	Certificate IV in Government (Court Compliance) PSP40312			
Court Services					
		Certificate IV in Government (Court Services) PSP40412	Diploma of Government (Court Services) PSP50312		
Financial Services					
		Certificate IV in Government (Financial Services) PSP40512	Diploma of Government (Financial Services) PSP50512	Advanced Diploma of Government (Financial Management) PSP60312	
Fraud Control					
		Certificate IV in Government (Fraud Control) PSP40612	Diploma of Government (Fraud Control) PSP50612	Advanced Diploma of Government (Management) Fraud Control stream PSP60512	
Human Resources					
		Certificate IV in Government [Human Resources stream] PSP40112	Diploma of Government (Human Resources) PSP50812	Advanced Diploma of Government (Human Resources) PSP60412	
Injury Management					
		Certificate IV in Government [Injury Rehabilitation management stream] PSP40112	Diploma of Government (Injury Management) PSP50912		
Land Administration					
	Certificate III in Government (Land Administration) PSP30412	Certificate IV in Government [Land Administration stream] PSP40112	Diploma of Government (Land Administration) PSP51012		

PUBLIC SECTOR TRAINING PACKAGE QUALIFICATIONS PATHWAYS					
AQF II	AQF III	AQF IV	AQF V	AQF VI	AQF VIII
Specialist Qualifications					
Management					
			Diploma of Government (Management) PSP51112	Advanced Diploma of Government (Management) General Management Stream PSP60512	
Occupational Health and Safety					
		Certificate IV in Government (Occupational Health & Safety) PSP41112	Diploma of Government (Occupational Health & Safety) PSP51212	Advanced Diploma of Government (Occupational Health & Safety) PSP60612	
Procurement and Contracting					
		Certificate IV in Government (Procurement and Contracting) PSP42412	Diploma of Government (Procurement and Contracting) PSP52512	Advanced Diploma of Government (Procurement and Contracting) PSP61212	Vocational Graduate Certificate in Government (Strategic Procurement) PSP80112
Project Management					
		Certificate IV in Government (Project Management) PSP41212	Diploma of Government (Project Management) PSP51312		
Investigation					
		Certificate IV in Government (Investigation) PSP41512	Diploma of Government (Investigation) PSP51712	Advanced Diploma of Government (Management) Investigation Management Stream PSP60512	
Security					
	Certificate III in Government (Security) PSP30512	Certificate IV in Government (Security) PSP41612	Diploma of Government (Security) PSP51812		
		Certificate IV in Government (Personnel Security) PSP41712			
Road Transport Compliance					
		Certificate IV in Government (Road Transport Compliance) PSP41812	Diploma of Government (Road Transport Compliance) PSP52612	Advanced Diploma of Government (Road Transport Compliance) PSP61312	
Trade Measurement					
		Certificate IV in Government (Trade Measurement) PSP42312	Diploma of Government (Trade Measurement) PSP52212		
Workplace Inspection					
			Diploma of Government (Workplace Inspection) PSP51912	Advanced Diploma of Government (Workplace Inspection) PSP60912	

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.

Public Sector Fundamentals Skill Set		
Target group	This skill set is for individuals working within or new to the Public Sector. These competencies provide an overview of the sector, an understanding of core public sector values, principles and diversity issues, and expectations relating to government services, communications, practices and processes.	
Units	PSPETHC401A	Uphold and support the values and principles of public service
	PSPLEGN401A	Encourage compliance with legislation in the public sector
	PSPGOV408A	Value diversity
	PSPGOV422A	Apply government processes

	PSPPOL404A	Support policy implementation
Pathway	These units serve as a foundation for government qualifications, and as an introduction to the Public Sector for new employees, team leaders or supervisors. Completion of this skill set contributes to most Certificate IV level government generalist and specialist qualifications.	
Suggested words for Statement of Attainment	These units meet industry requirements for those people working in the Public Sector environment.	

Public Sector Manager Skill Set		
Target group	This skill set is for those embarking on management roles within in the Public Sector. Units cover the essential skills and knowledge required of those public sector managers who are new to the role of managing people and/or resources in the public sector environment. These competencies provide an overview of the sector, an understanding of core public sector values, principles, diversity and legislation requirements, appropriate communication strategies, and expectations relating to promotion and adherence to those requirements.	
Units	PSPETHC501B	Promote the values and ethos of public service
	PSPGOV505A	Promote diversity
	PSPGOV512A	Use complex workplace communication strategies
	PSPLEGN501B	Promote compliance within legislation in the public sector
Pathway	The competencies serve as a foundation for government qualifications, and as an introduction for managerial roles/lateral entrance into the sector. Completion of this skill set contributes to most Diploma level Government generalist and specialist qualifications.	
Suggested words for Statement of Attainment	These units meet industry requirements for those people working in the Public Sector environment.	

Customer Service Skill Set		
Target group	This skill set is for government workers who provide routine customer service to members of the public or answer internal or external queries.	
Units	PSPETHC301B	Uphold the values and principles of public service
	PSPGOV202B	Use routine workplace communication techniques
	PSPGOV203B	Deliver a service to clients
	PSPGOV309A	Address client needs
Pathway	These units from PSP12 Public Sector Training Package may provide credit towards PSP20112 Certificate II in Government or PSP30112 Certificate III in Government.	
Suggested words for Statement of Attainment	These units meet industry requirements for workers handling routine customer queries in the public sector.	

Foundation Executive Management Skill Set		
Target group	This skill set is for those moving into executive management positions in the public sector.	
Units	BSBMGT605B	Provide leadership across the organisation
	PSPMGNT608B	Manage risk
	PSPGOV602B	Establish and maintain strategic networks
	PSPGOV605A	Persuade and influence opinion
	PSPGOV606A	Prepare high-level/sensitive written materials
	PSPPOL603A	Manage policy implementation
Pathway	These units may provide credit towards PSP60112 Advanced Diploma of Government or PSP60512 Advanced Diploma of Government (Management).	
Suggested	These units meet industry requirements for workers moving into	

words for Statement of Attainment	executive management roles in the public sector.

Basic Procurement Skill Set		
Target group	This skill set is for those undertaking basic procurement as part of their duties in an entry level role in the workplace.	
Units	PSPETHC301B	Uphold the values and principles of public service
	PSPLEGN301B	Comply with legislation in the public sector
	PSPPROC303A	Carry out basic procurement
Pathway	These units from PSP12 Public Sector Training Package provide credit towards PSP30112 Certificate III in Government.	
Suggested words for Statement of Attainment	These units meet the industry requirements for those undertaking procurement in an entry-level position.	

Procurement Delegation Skill Set		
Target Group	This skill set is for those who have authority to exercise delegation for procurement, and for higher level managers who oversee the procurement process but for whom procurement is not their main role.	
Units	PSPGOV421A	Exercise delegations
	PSPPROC406B	Procure goods and services
	PSPPROC414A	Manage contracts
Pathway	These units from PSP12 Public Sector Training Package provide credit towards PSP40112 Certificate IV in Government.	
Suggested words for Statement of Attainment	These units meet the industry requirements for key decision makers in the public service.	

Foundation Procurement Skill Set		
Target Group	This skill set is for those working in a procurement or contract management role.	
Units	PSPLEGN401A	Encourage compliance with legislation in the public sector
	PSPPROC411A	Plan procurement
	PSPPROC413A	Select providers and develop contracts
	PSPPROC414A	Manage contracts
Pathway	These units from PSP12 Public Sector Training Package provide credit towards PSP40112 Certificate IV in Government or PSP42412 Certificate IV in Government (Procurement and Contracting).	
Suggested words for Statement of Attainment	These units meet the industry requirements for people needing foundation skills and knowledge in procurement practices.	

Trade Measurement Inspection Skill Set		
Target group	This skill set is for those commencing a career in trade measurement. It provides the skills and knowledge required to undertake inspections of simple measures and simple measuring instruments used for trade. Examples of these instruments include length measures, alcoholic beverage measures, lubricating oil measures, graduated measures, trade masses in the range 1mg to 20kg, beverage measuring instruments, protein measuring instruments, length measuring instruments, area measuring instruments, dimensional measuring instruments, vehicle tanks and milk tanks.	
Units	MSATMINS301A	Inspect a range of simple measures
	MSATMINS302A	Inspect a range of simple measuring instruments
	MSATMREF301A	Use and maintain reference standards
Pathway	These units from MSA07 Manufacturing Training Package may provide an introduction to trade measurement and are likely to be undertaken before commencing units in PSP42312 Certificate IV in Government (Trade Measurement).	
Suggested	These units meet industry requirements for those involved in simple	

words for Statement of Attainment	trade measurement inspections.

Radiation Environment Safety Skill Set	
Target group	This skill set is for those who require radiation protection and site safety training in addition to induction training, prior to undertaking operational, technical, and/or maintenance tasks in a radiation environment. Such personnel may work in mines, construction sites, hospitals and laboratories and may include: • utility and site service personnel, such as electricians, plumbers, fitters, and equipment service technicians • site cleaners and maintenance workers • operators of equipment that emits ionising radiation • those who handle and/or transport radioactive material • those who use radionuclides
Unit	PSPRAD201 Work safely in a radiation environment
Pathway	This unit from PSP12 Public Sector Training Package is introductory and serves as a foundation for those who may become more involved in radiation-related roles.
Suggested words for Statement of Attainment	This unit meets industry requirements for workers in contact with radiation as part of other roles who may receive occupational exposures of greater than 1 millisievert per annum and who need to be competent and take action to avoid unacceptable exposure to radiation hazards, or to ensure that others are not unacceptably exposed to radiation hazards due to their work.

Radiation Sealed Sources Safety Skill Set	
Target group	This skill set is for authorised personnel who work at geotechnical, construction, mining and manufacturing or analytical/research sites with any of the following sealed sources or equipment: • industrial radiography equipment or gamma sources • portable density/moisture gauges • fixed source gauges (e.g. level, density, thickness and proximity) • bore hole logging • portable XRD and XRF instruments

Units	PSPRAD301	Perform basic radiation measurements
	PSPRAD303	Handle and transport radioactive material
	PSPRAD304	Work safely with radiation-sealed source equipment
Pathway	These units from PSP12 Public Sector Training Package may be used towards other Public Sector qualifications.	
Suggested words for Statement of Attainment	These units meet industry requirements for those working with radiation-sealed source equipment under the authorisation of a responsible person and with the advice of a radiation safety professional (such as a radiation safety officer) and in accordance with radiation protection safety standards, codes and guidelines.	

Radiation Technician Safety Skill Set		
Target group	This skill set is for authorised personnel who perform a radiation monitoring role and who are trained to participate as a member of a workplace emergency initial response team, and who work: • at a mine or plant that processes radioactive ore and/or minerals • with instruments that emit ionising radiation at geotechnical, construction, mining and manufacturing sites or analytical/research facilities • in a laboratory or licensed facility that handles radioactive materials • in a nuclear facility	
Units	PSPRAD301	Perform basic radiation measurements
	PSPRAD303	Handle and transport radioactive material
	PSPRAD304	Work safely with radiation-sealed source equipment
	PSPRAD401	Monitor radiation
	PUAWER009B	Participate as a member of a workplace emergency initial response team
Pathway	PSPRAD401 and PUAWER009B provide credit towards PSP80212 Vocational Graduate Certificate in Radiation Safety. The remaining units may be used towards other Public Sector qualifications	
Suggested	These units meet industry requirements for those working to safely	

words for Statement of Attainment	monitor radiation and the exposure of people and environments during radiation-related work activities, under the authorisation of a responsible person and with the advice of a radiation safety professional (such as a radiation safety officer) and in accordance with radiation protection safety standards, codes and guidelines.

Direct Workplace Emergency Initial Response Skill Set	
Target group	This skill set is for radiation safety professionals (such as radiation safety officers) who may be called on to perform a leadership role in a radiation or other incident, who are trained to direct a workplace emergency initial response team, and who work: • at a mine or plant that processes radioactive ore and/or minerals • with instruments that emit ionising radiation at geotechnical, construction, mining and manufacturing sites or analytical/research facilities • in a laboratory or licensed facility that handles radioactive materials • in a nuclear facility.
Units	PUAWER010B — Lead a workplace emergency initial response team
Pathway	PSP80212 Vocational Graduate Certificate in Radiation Safety must first be attained in order to complete this skill set. However, as the individual unit appears in other public safety qualifications it may provide a credit towards other qualifications.
Suggested words for Statement of Attainment	This unit meet industry requirements for those leading a workplace emergency initial response associated with the exposure of people and environments during radiation-related work activities, as authorised personnel and in accordance with radiation protection safety standards, codes and guidelines.

Weighbridge Operations Skill Set	
Target group	This skill set is for those with a relevant professional or vocational qualification or commensurate industry skills as evaluated through recognition of prior learning processes. It provides the skills and knowledge required to operate weighbridges.
Unit	PSPTRAN405A — Operate weighbridges
Pathway	This unit from PSP12 Public Sector Training Package may be required for the licensing of public weighbridge operators from

	1 July 2011. This unit may be used towards other Public Sector qualifications at Certificate IV level.
Suggested words for Statement of Attainment	This unit meets regulatory requirements for operating a public weighbridge under a Public Weighbridge licence and may be relevant to other weighbridge operators.

Workplace Relations Information Skill Set		
Target group	This skill set is for those with a relevant professional or vocational qualification or commensurate industry skills as evaluated through recognition of prior learning processes. It provides the skills and knowledge required to provide workplace relations information to other parties.	
Units	BSBCCO301B	Use multiple information systems
	BSBCMM301B	Process customer complaints
	BSBRES402A	Research, locate and provide legal and other information in response to requests
	PSPWPR401A	Process incoming workplace relations enquiries
	PSPWPR402A	Respond to general workplace relations enquiries
	PSPWPR403A	Support the provision of workplace relations information
Pathway	These units provide credit towards PSP42212 Certificate IV in Government (Workplace Relations).	
Suggested words for Statement of Attainment	These units meet industry requirements for those involved in the provision of workplace relations information.	

Operate in Customer Contact Environment Skill Set	
Target group	This skill set is for those with a relevant professional or vocational qualification or commensurate industry skills as evaluated through recognition of prior learning processes. It provides the skills and knowledge required to operate in customer contact environments.

Public Skills Australia

Units	BSBCCO407A	Administer customer contact technology
	BSBCUS201B	Deliver a service to customers
	BSBCCO205A	Prepare for work in a customer contact environment
Pathway	These units provide credit towards PSP42212 Certificate IV in Government (Workplace Relations) and other public sector qualifications at Certificate IV level.	
Suggested words for Statement of Attainment	These units meet industry requirements for those working in customer contact centre environments.	

Prepare for Workplace Inspections Skill Set		
Target group	This skill set is for those with a relevant professional or vocational qualification or commensurate industry skills as evaluated through recognition of prior learning processes. It provides the skills and knowledge required to prepare to inspect workplaces and mitigate risk prior to commencing workplace inspections.	
Units	PSPGOV406B	Gather and analyse information
	PSPGOV411A	Deal with conflict
Pathway	These units from PSP12 Public Sector Training Package provide credit towards PSP42212 Certificate IV in Government (Workplace Relations) and other public sector qualifications at Certificate IV level.	
Suggested words for Statement of Attainment	These units meet industry requirements for those preparing to inspect workplaces, particularly where an inspection may not be welcome.	

Workplace Relations Guidance Skill Set	
Target group	This skill set is for those with a relevant professional or vocational qualification or commensurate industry skills as evaluated through recognition of prior learning processes.
	It provides the skills and knowledge required to provide guidance to

	other parties based on expertise in workplace relations matters.	
Units	PSPWPR501A	Provide advice on complex workplace relations issues
	PSPWPR502A	Manage compliance with workplace relations legislation
	PSPWPR503A	Apply workplace relations dispute resolution procedures
	PSPWPR504A	Support resolution of complaints relating to workplace relations processes
Pathway	These units from PSP12 Public Sector Training Package provide credit towards PSP52112 Diploma of Government (Workplace Relations).	
Suggested words for Statement of Attainment	These units meet industry requirements for those providing guidance on workplace relations matters.	

Workplace Coaching Skill Set		
Target group	This skill set is for those with a relevant professional or vocational qualification or commensurate industry skills as evaluated through recognition of prior learning processes. It provides the skills and knowledge required to coach and mentor others on workplace relations matters as a means of developing greater expertise in the industry.	
Units	PSPGOV506A	Support workplace coaching and mentoring
	PSPGOV511A	Provide leadership
Pathway	These units from PSP12 Public Sector Training Package provide credit towards various public sector diploma level qualifications.	
Suggested words for Statement of Attainment	These units meet industry requirements for those providing coaching and mentoring on workplace relations matters.	

Workplace Relations Inspection and Investigation Supervision Skill Set

Target group	This skill set is for those with a relevant professional or vocational qualification or commensurate industry skills as evaluated through recognition of prior learning processes.	
	It provides the skills and knowledge required to supervise inspections and investigations of workplace relations matters.	
Units	PSPREG503A	Supervise and carry out complex inspections and monitoring
	PSPWPI503C	Investigate possible breaches of workplace legislation
Pathway	These units from PSP12 Public Sector Training Package provide credit towards various diploma level qualifications in regulatory roles.	
Suggested words for Statement of Attainment	These units meet industry requirements for those supervising workplace relations inspections and investigations.	

Writing in a Politically Sensitive Context in Government Skill Set		
Target group	This skill set is for those who draft or write reports or correspondence that need to be crafted to meet the needs of politically sensitive issues.	
Units	PSPGOV406B	Gather and analyse information
	PSPGOV413A	Compose complex workplace documents
	PSPGOV422A	Apply government processes
	PSPGOV515A	Develop and use political nous
Pathway	These units from PSP12 Public Sector Training Package provide credit towards PSP40112 Certificate IV in Government.	
Suggested words for Statement of Attainment	These units meet industry requirements for those involved in drafting and writing reports and correspondence of a politically sensitive nature.	

Public Skills Australia

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 assessees 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 assessees or the assignment of assessors or technical experts to assessment responsibilities
- assessments provide constructive feedback to assessees that supports further competency development
- assessees 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 assessees and their employers, the design of assessment resources and the conduct of assessments must be carried out in accordance with these guidelines.
-

Assessment Guidelines

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.

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 Statement 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)/courses(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 the licensing/registration requirements described below still apply, and to check if there are any others with which you must comply. For further information 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

These requirements may be met through

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, or a recognition pathway, or a combination of the two as illustrated in the following diagram.

```
┌─────────────┐                                              ┌──────────────────┐
│             │                                              │ Statement of     │
│             │                                              │ Attainment and/or│
│             │                                              │ qualification    │
│             │                                              │ under the        │
│             │                                              │ Australian       │
│             │                                              │ Qualifications   │
│             │        ┌──────────────────────────┐          │ Framework        │
│             │   ⇨    │ Learning   and Assessment │    ⇨    ├──────────────────┤
│             │        │ Pathways                 │          │                  │
│ Units of    │        └──────────────────────────┘          │                  │
│ Competency  │                   ⇕                          │                  │
│             │                                              │                  │
│             │                and/or                        │                  │
│             │                                              │                  │
│             │                   ⇕                          │                  │
│             │        ┌──────────────────────────┐          │                  │
│             │   ⇨    │ Credit Pathways          │    ⇨    │                  │
│             │        │ (RPL and Credit Transfer)│          │                  │
│             │        └──────────────────────────┘          │                  │
└─────────────┘                                              └──────────────────┘
```
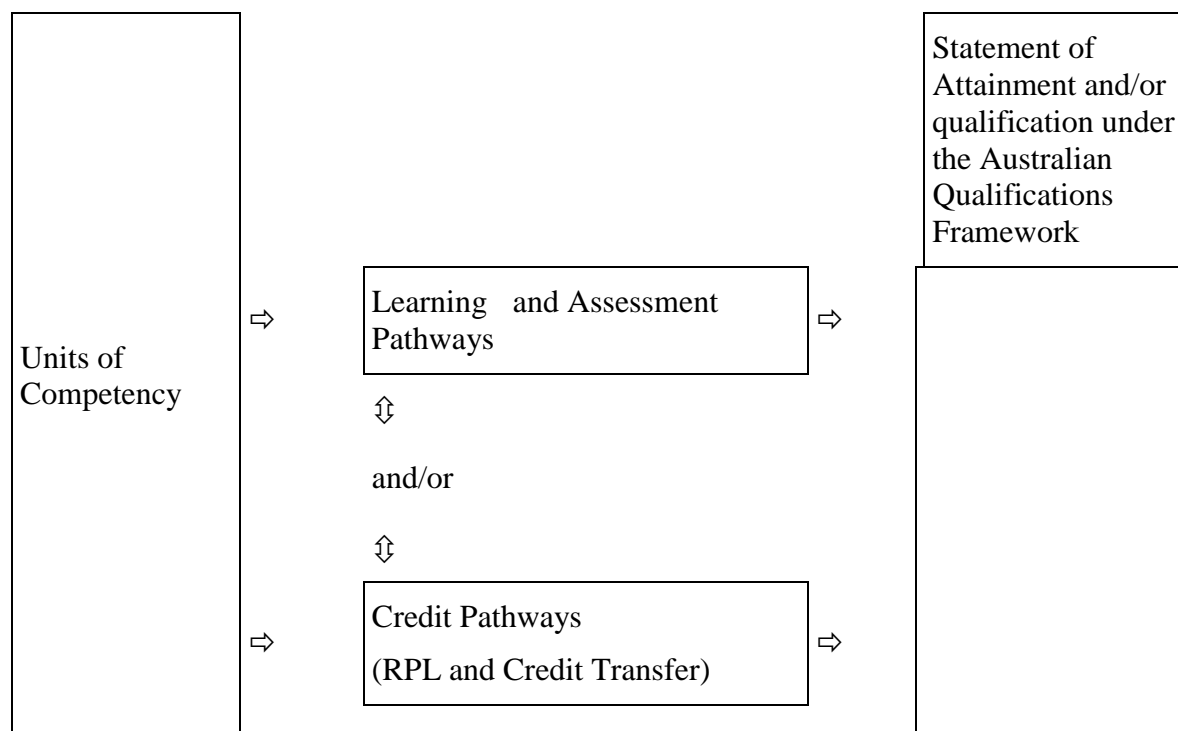
Each of these assessment pathways leads to full recognition of competencies held – the critical issue is that the candidate is competent, not how the competency was acquired.

Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package , the AQTF and, where relevant, the Australian Qualifications Framework.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with evidence being collected and feedback provided to the candidate at anytime 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).

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 2010 *Essential Standards for Initial and Continuing Registration*.   For information, the mandatory assessment requirements from Standard 1 from the AQTF 2010 *Essential Standards for Initial and Continuing 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

d) is systematically validated.

Assessment of Employability Skills

Employability Skills are integral to workplace competency. As such, they 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.
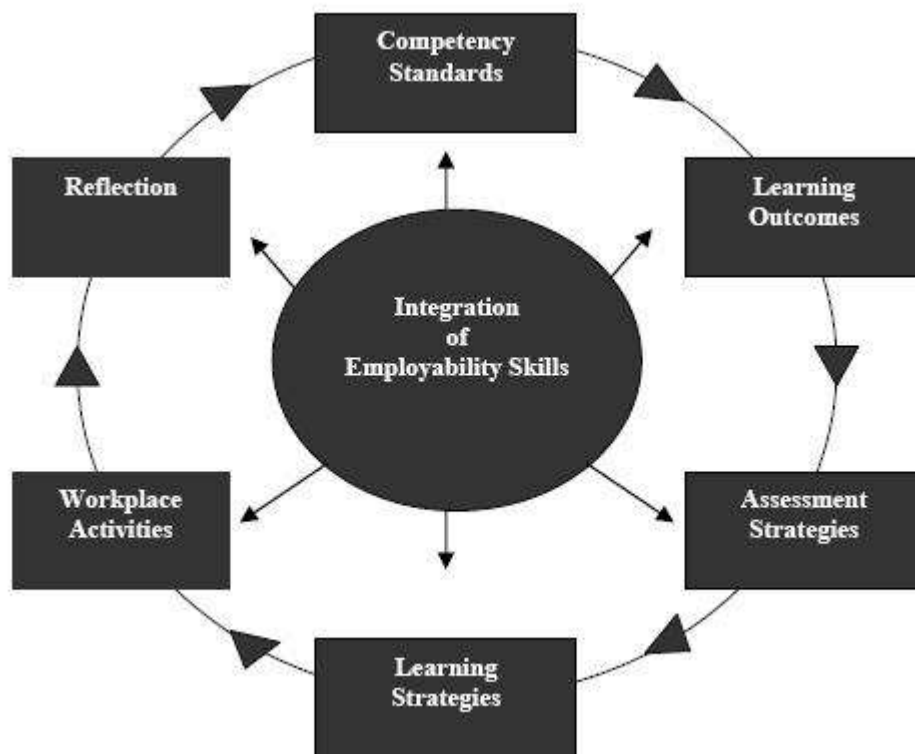
Employability Skills are embedded within each unit of competency, and an Employability Skills Summary is available for each qualification. Training providers must use Employability Skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

- reviewing units 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 and 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 "

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*

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

Contacts

Industry Skills Council Government Skills Australia Ltd
Level 11, 147 Pirie Street

ADELAIDE SA 5000

PO Box 347 Rundle Mall, Adelaide 5000

Phone: (08) 8100 7400

Fax: (08) 8232 7444

Email: info@govskills.com.au

Web: www.governmentskills.com.au

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

For information on the TAE10 Training and
Education Training Package contact:

Innovation & Business Skills Australia

Telephone: (03) 9815 7000
Facsimile: (03) 9815 7001
Email: virtual@ibsa.org.au

Web: www.ibsa.org.au

General Resources

AQF Implementation Handbook, Fourth Edition 2007. Australian Qualifications Framework Advisory Board, 2002 <www.aqf.edu.au>

Australian Quality Training Framework (AQTF) and *AQTF 2010 Users' Guide to the Essential Standards for Registration – http://www.training.com.au/pages/menuitem5cbe14d51b49dd34b225261017a62dbc.aspx*

For general information and resources go to http://www.training.com.au/

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

The Training Package Development Handbook site provides National Quality Council policy for the development of Training Packages. The site also provides guidance material for the application of that policy, and other useful information and links. http://www.deewr.gov.au/Skills/Overview/Policy/TPDH/Pages/main.aspx

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:

- TVET Australia – provides an integrated service to enable users of the national training system to identify and acquire training materials, identify copyright requirements and enter licenses for use of that material consistent with the scope and direction of the NQC.

   http://www.productservices.tvetaustralia.com.au/

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

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>

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 Organisations (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

This sub-section contains a statement that the unit contains Employability skills.

Pre-requisite 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
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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	
Technology	Using technology

When analysing the above table it is important to consider the relationship and natural overlap of Employability Skills. For example, using technology may involve communication skills and combine the understanding of mathematical concepts.

Explicitly embedding Employability Skills in units of competency

This Training Package seeks to ensure that industry-endorsed Employability Skills are explicitly embedded in units of competency. The application of each skill and the level of detail included in each part of the unit will vary according to industry requirements and the nature of the unit of competency.

Employability Skills must be both explicit and embedded within units of competency. This means that Employability Skills will be:

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable Training Packages users to identify accurately the performance requirements of each unit with regards to Employability Skills.

This Training Package also seeks to ensure that Employability Skills are well-defined and written into units of competency so that they are apparent, clear and can be delivered and assessed as an essential component of unit work outcomes.

Sample unit of competency components showing Employability Skills

The following table shows the sequence of a unit of competency, and each cell contains text taken from a range of units. It provides examples of where and how various Employability Skills could be embedded in each component.

Please note that in the example, the bracketed Employability Skills are provided for clarification only and would not be present in units of competency within this Training Package.

Unit Title	Give formal presentations and take part in meetings **(Communication)**
Unit Descriptor	This unit covers the skills and knowledge required to promote the use and implementation of innovative work practices to effect change. **(Initiative and enterprise)**
Element	Proactively resolve issues. (problem solving)
Performance Criteria	Information is organised in a format suitable for analysis and dissemination in accordance with organisational requirements. **(Planning and organising)**
Range Statement	Software applications may include email, internet, word processing, spreadsheet, database or accounting packages. (technology)
Required Skills and Knowledge	Modify activities depending on differing workplace contexts, risk situations and environments. **(Learning)**
	Work collaboratively with others during a fire emergency. (teamwork)
	Instructions, procedures and other information relevant the maintenance of vessel and port security. **(Communication)**

Evidence Guide	Evidence of having worked constructively with a wide range of community groups and stakeholders to solve problems and adapt or design new solutions to meet identified needs in crime prevention. In particular, evidence must be obtained on the ability to:
	• assess response options to identified crime-prevention needs and determine the optimal action to be implemented
	• in consultation with relevant others, design an initiative to address identified issues. **(Initiative and enterprise).**

Employability Skills Summaries and units of competency

An Employability Skills Summary exists for each qualification. Summaries include broad advice on industry expectations with regard to Employability Skills at the qualification level. Summaries should be used by trainers and assessors to assist in identifying the Employability Skills requirements contained within units of competency.