



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSP40412 Certificate IV in Government (Court Services)**

**Release: 1**

## PSP40412 Certificate IV in Government (Court Services)

### Modification History

Release	TP Version	Comments
1	PSP12 V1	First release. Supersedes and equivalent to PSP40404

### Description

This specialist qualification covers the competencies required by those providing services to the court. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of electives is possible in the qualification, electives may also be selected from other Training Packages to reflect the work context and career plans of the individual.

### Pathways Information

Not applicable.

### Licensing/Regulatory Information

Not applicable.

### Entry Requirements

Not applicable.

### Employability Skills Summary

Not applicable.

## Packaging Rules

15 units of competency are required for this qualification:

- 7 core units
- 8 elective units

Choose 8 elective units from the list below, using 1 unit from Group A and 7 units from Group B.

Alternatively, up to 3 electives may be selected from elsewhere within this Training Package, **or** from another endorsed Training Package, **or** from an Accredited Course.

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

**\*\*All elective units must be selected from an equivalent qualification level or higher.**

<b>Core units</b>	
PSPETHC401A	Uphold and support the values and principles of public service
PSPGOV402B	Deliver and monitor service to clients
PSPGOV408A	Value diversity
PSPGOV412A	Use advanced workplace communication strategies
PSPGOV422A	Apply government processes
PSPLEGN401A	Encourage compliance with legislation in the public sector
PSPPOL404A	Support policy implementation
<b>Group A Elective Units</b>	
PSPOHS301A	Contribute to workplace safety
PSPOHS401B	Implement workplace safety procedures and programs
<b>Group B: Elective Units</b>	
PSPCRT301B	Audio record court proceedings
PSPCRT401C	Carry out court orderly functions
PSPCRT402C	Manage witnesses
PSPCRT403C	Handle exhibits and documents tendered
PSPCRT407B	Undertake court listings
PSPCRT408B	Provide court registry and information services

PSPCRT409B	Administer court fines and debt management
PSPCRT410B	Provide court support to Indigenous clients
PSPCRT411B	Audio record complex court proceedings
PSPCRT412B	Record court proceedings
PSPCRT413A	Contribute to an integrated service delivery program
PSPCRT414A	Administer court legislation
PSPCRT415A	Administer alternative dispute-resolution proceedings
PSPCRT416A	Provide support to self-represented litigants
PSPCRT501C	Perform court duties
PSPCRT502C	Manage jurors
PSPPOL401A	Contribute to policy development