



Australian Government

PSP40216 Certificate IV in Court Operations

Release: 1

PSP40216 Certificate IV in Court Operations

Modification History

Release	Comments
1	<p>This qualification was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <ul style="list-style-type: none"> • New qualification • Uses units from PSP40312 and PSP40412

Qualification Description

This qualification allows for the attainment of general competencies for those working in operational roles in a court environment, with a particular focus on meeting the ethical and legislative requirements of the court services.

The compliance specialisation covers the skills required by those responsible for carrying out the directions of the court to ensure a secure and efficient environment in which the court can function.

The services specialisation covers the skills required by those responsible for providing services to the court.

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

Additional qualification advice

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

Packaging Rules

15 units of competency are required for this qualification:

- 6 core units
- 9 elective units

Choose 1 elective from Group A Work health safety.

Generalist:

- minimum of 5 units from Groups B, C or D

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

Specialisations

Compliance specialisation:

- minimum of 5 electives from Group B
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Choose the remaining electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

Services specialisation:

- minimum of 5 electives from Group C

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

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

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

Core units	
PSPETH001	Uphold the values and principles of public service
PSPGEN023	Deliver and monitor service to clients
PSPGEN029	Value diversity
PSPGEN033	Use advanced workplace communication strategies
PSPGEN043	Apply government processes

PSPLEG002	Encourage compliance with legislation in the public sector
Elective units	
Group A: Work health safety	
BSBWHS201	Contribute to health and safety of self and others
BSBWHS301	Maintain workplace safety
Group B: Compliance specialisation	
PSPCRT005	Serve process
PSPCRT006	Handle monies received in satisfaction of warrants or orders
PSPCRT007	Compile and use official notes
PSPINV002	Conduct an investigation
PSPREG004	Promote client compliance
PSPREG007	Make arrests
CSCSAS015	Manage threatening behaviour
Group C: Services specialisation	
PSPCRT002	Perform duties to support a hearing
PSPCRT003	Manage witnesses
PSPCRT004	Handle exhibits and documents tendered
PSPCRT008	Undertake court listings
PSPCRT009	Provide court registry and information services
PSPCRT010	Administer court fines and debt management
PSPCRT012	Audio record complex court proceedings
PSPCRT013	Record court proceedings using shorthand
PSPCRT014	Contribute to an integrated service delivery program
PSPCRT015	Administer court legislation
PSPCRT016	Administer alternative dispute-resolution proceedings

PSPCRT017	Provide support to self-represented litigants
PSPCRT018	Perform court duties
PSPCRT019	Manage jurors
PSPCRT023	Perform quasi-judicial functions
Group D: General elective units	
PSPCRT001	Audio record court proceedings
PSPCRT011	Provide court support to Indigenous clients
PSPCRT020	Execute process
PSPCRT021	Carry out possessions and evictions
PSPPCY001	Contribute to policy development
PSPPCY004	Support policy implementation
PSPREG003	Apply regulatory powers

Qualification Mapping Information

No equivalent qualification.

Links

GSA website -

http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38

PSP Implementation Guide -

http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38

PSP Foundation Skills Guide -

http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38

PSP Knowledge Guide -

http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=38