PSP40116 Certificate IV in Government

National ID: PSP40116 | State ID: AZX9

About this course

Progress your career in the public sector

The Certificate IV in Government will open up opportunities to progress your public sector career. On successful completion you will be able to apply your knowledge and decision making skills and work with autonomy.

Gain these skills

- Uphold values and principles of public service while supporting compliance to legislation and implementation of policies and procedures
- Provide a service to customers in the public sector context
- Work effectively in teams to achieve work unit plans
- Understand and value diversity

Is this course right for me?

This traineeship is designed for people working in the public sector who can demonstrate working autonomously with limited responsibility.

Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

JOBS & SKILLS WA

RTO code: 52786
Printed: 11/07/2020

Continuous enrolment, 2020

Perth (Northbridge) - Traineeship

📅 When: **Continuous enrolment**

📖 How: **Employer-based Traineeship**

Units

Core

National ID	Unit Title
PSPETH001	Uphold the values and principles of public service
PSPGEN023	Deliver and monitor service to clients
PSPGEN029	Value diversity
PSPGEN043	Apply government processes
PSPLEG002	Encourage compliance with legislation in the public sector
PSPPCY004	Support policy implementation

Elective

National ID	Unit Title
BSBADM405	Organise meetings
BSBCUS402	Address customer needs

National ID	Unit Title
BSBEMS403	Develop and provide employment management services to candidates
BSBHRM404	Review human resource functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBITU402	Develop and use complex spreadsheets
BSBLDR402	Lead effective workplace relationships
BSBPMG410	Apply project time management techniques
BSBPMG413	Apply project human resources management approaches
BSBPMG522	Undertake project work
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS201	Contribute to health and safety of self and others
BSBWHS301	Maintain workplace safety
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR501	Manage personal work priorities and professional development
BSBWRK411	Support employee and industrial relations procedures
PSPBDR001	Conduct patrols
PSPBDR002	Use border protection technology equipment
PSPBDR006	Create and maintain profiles
PSPBDR007	Develop surveillance flight routes
PSPBDR008	Review operational schedules
PSPBDR009	Analyse surveillance products
PSPBDR010	Develop operational effectiveness of detector dog teams

National ID	Unit Title
PSPBDR011	Conduct detector dog team training
PSPBDR012	Command operational groups
PSPBDR013	Examine and test firearms
PSPGEN024	Use resources to achieve work unit goals
PSPGEN025	Develop and implement work unit plans
PSPGEN026	Provide input to change processes
PSPGEN027	Gather and analyse information
PSPGEN028	Provide a quotation
PSPGEN030	Provide support to Parliament
PSPGEN031	Undertake career planning
PSPGEN032	Deal with conflict
PSPGEN033	Use advanced workplace communication strategies
PSPGEN034	Compose complex workplace documents
PSPGEN034	Compose complex workplace documents
PSPGEN035	Provide workplace mentoring
PSPGEN036	Provide workplace coaching
PSPGEN037	Monitor performance and provide feedback
PSPGEN038	Identify and treat risks
PSPGEN039	Develop internal and external networks
PSPGEN040	Work with interpreters
PSPGEN040	Work with interpreters

National ID	Unit Title
PSPGEN041	Use translation services
PSPGEN042	Exercise delegations
PSPGEN042	Exercise delegations
PSPGEN076	Use public sector financial processes
PSPGSD001	Identify and select government service delivery options
PSPGSD002	Administer government service delivery requirements
PSPGSD003	Conduct government service delivery interviews
PSPGSD004	Administer delivery of financial and other benefits
PSPGSD005	Introduce the government service delivery model
PSPGSD006	Facilitate participation in government service delivery
PSPGSD007	Assist self-management of government service offers
PSPGSD008	Assist government service recipients with complex needs
PSPGSD009	Deal with incorrect payments and debts
PSPHRM001	Administer human resource processes
PSPHRM002	Provide a consultancy service for human resource management
PSPINM001	Process claims
PSPINM002	Conduct initial claim assessments
PSPINM003	Undertake initial rehabilitation assessments
PSPINM004	Make claim determinations
PSPINM005	Conduct situational workplace assessments
PSPINM006	Develop return to work plans

National ID	Unit Title
PSPINM007	Implement and monitor return to work plans
PSPINM007	Implement and monitor return to work plans
PSPINM008	Promote and educate about injury management
PSPINM008	Promote and educate about injury management
PSPINM009	Monitor and review injury management cases
PSPINM009	Monitor and review injury management cases
PSPINM010	Maintain injury management case files
PSPINM010	Maintain injury management case files
PSPINV002	Conduct an investigation
PSPLND003	Assess Crown land
PSPLND004	Undertake native title assessments
PSPLND005	Prepare and lodge non-claimant native title applications
PSPLND006	Investigate tenure applications
PSPLND007	Administer public reserves
PSPLND008	Monitor reserves management
PSPLND009	Coordinate land board sittings
PSPLND010	Investigate Aboriginal land claims and/or applications
PSPLND011	Handle compensation claims
PSPPCM003	Procure goods and services
PSPPCY002	Assist with specialist policy development
PSPPCY003	Give and receive policy information

National ID	Unit Title
PSPPCY005	Implement e-correspondence policies
PSPRAD007	Monitor radiation
PSPREG011	Give evidence
PSPREG011	Give evidence
PSPREG017	Undertake compliance audits
PSPREV001	Identify and apply statute law
PSPREV002	Undertake legislative decision making
PSPREV003	Manage information on legal entities, relationships and property
PSPREV004	Interpret and assess contracts
PSPREV005	Assess applications for grants, subsidies and rebates
PSPREV006	Evaluate returns-based taxes
PSPREV007	Determine land tax liability
PSPREV008	Determine stamp duties
PSPREV009	Administer levies, fines and other taxes
PSPSCI005	Provide scientific technical support
PSPSCI006	Promote innovation and change through extension
PSPSCI007	Organise and undertake scientific/technological research
PUAWER005B	Operate as part of an emergency control organisation
PUAWER009B	Participate as a member of a workplace emergency initial response team

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

Fees and charges

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check TAFE International WA to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.