SKILLSIQ

CAPABLE PEOPLE MAKE CLEVER BUSINESS

Public Sector
Draft 1 Consultation Guide
July 2021

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Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the people-facing workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Education, Skills and Employment to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

- Community Services
- Health
- Local Government
- Public Sector
- Floristry
- Hairdressing and Beauty Services
- Funeral Services
- Retail Services
- Sport, Fitness and Recreation
- Tourism, Travel and Hospitality.

IRCs drive the process of Training Package development and are made up of people with experience, skills and knowledge of their particular industry sectors. IRCs are responsible for the provision of strategic input and advice that represent the needs of their workforce, and for ensuring Training Package Products reflect those needs.

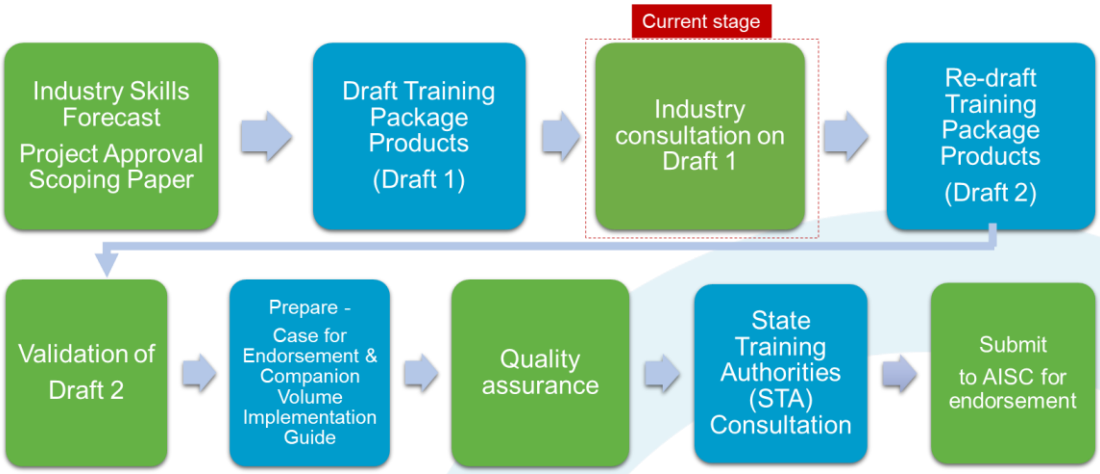
Project Background

SkillsIQ, under the direction of the Public Sector Industry Reference Committee, is undertaking a detailed update of Training Package Products in the PSP Public Sector Training Package. The project is divided into two separate, yet related, components:

- Governance
- Trade Measurement.

The following Qualifications and associated Units of Competency and Skill Sets are included in this Training Package update:

- *PSP20116 Certificate II in Government*
- *PSP30116 Certificate III in Government*
- *PSP40116 Certificate IV in Government*
- *PSP50116 Diploma of Government*
- *PSP60116 Advanced Diploma of Government (Workplace Inspection/Investigations/Fraud Control)*
- *PSP40516 Certificate IV in Trade Measurement*
- *PSP50516 Diploma of Trade Measurement.*



Technical Advisory Committees (TACS)

The Draft 1 Training Package material has been informed by research, as well as by input from the various Technical Advisory Committees (TACs) and interviews with specialised groups within the sector. The following TACs were established to provide guidance on the required content throughout the project:

- **Security** – covering the following specialisations:
  - Border Protection (Certificates III and IV)
  - Protective Security (Certificate III)
  - Court Services (Certificate III).

- **Human Resources** – covering the following specialisations:
  - Personnel Vetting (Certificate III)
  - HR Management (Certificate IV)
  - Injury Claims Administration (Certificate IV)
  - Injury Rehabilitation Management (Certificate IV)
  - Injury Management (Diploma).

- **Administration** – covering the following specialisations:
  - Land Administration (Certificate IV)
  - Revenue Administration (Certificate IV)
  - Service Delivery (Certificate IV)
  - Policy Development (Diploma).

- **Inspection** – covering the following specialisations:
    - Workplace Inspection (Diploma and Advanced Diploma)
    - Investigations (Advanced Diploma)
    - Fraud Control (Advanced Diploma)

- **Government Regulation**.

Draft 1 Training Package Products are now available for public consultation and coordinated communication via sector networks.

Changes Incorporated into Draft 1

Qualifications

Overview

Qualifications are made up of Units of Competency and include Packaging Rules which define the combinations of core and elective Units.

- **Core Units** are compulsory Units that provide skills that are consistently critical to performing the job role
- **Elective Units** can be chosen to accommodate specific workplace needs.

Summary of Changes

Changes incorporated into the Draft 1 Qualifications are summarised as follows:

- Qualification Descriptions have been reviewed
- The PSP60116 title has been changed from *Advanced Diploma of Government (Workplace Inspection/Investigations/Fraud Control)* to simply *Advanced Diploma of Government*
- All the options in the existing Title (i.e. *Workplace Inspection, Investigations and Fraud Control*) are specialisations in the Qualification which also includes a group of *General* elective units
- Packaging Rules relating to the specialisations have been simplified
- A clarifying statement has been inserted in all the Qualifications to make it explicit that any imported elective Units must be relevant to valid, industry-supported vocational outcome.
- An additional specialisation, Government Regulation, has been proposed within the Certificate IV in Government.

Units of Competency

Changes incorporated in the Draft 1 Units of Competency are summarised as follows:

- Wording in the Application Statements has been reviewed for clarity
- Wording in the Elements and Performance Criteria has been reviewed for clarity
- Consideration has been given as to whether the units should require learners to be able to access and read legislation or whether their ability should simply extend to being able to access and understand policies and procedures
- Assessment Requirements have been reviewed and unnecessary repetition has been removed from both the Performance Criteria and Knowledge Evidence fields
- Assessment Conditions have been reworded for clarity.

Proposed Deletion of Obsolete Training Package Products

Current Training Package policy requires the removal of obsolete Training Package Products from the system. The AISC has nominated 71 Units for deletion based on zero or low enrolments in the past four years. The AISC will not seek to restore these Units without very substantial rationale on the part of stakeholders, and for this reason these Units have **not** been included in Draft 1.

There are additional Units which have not yet been nominated for deletion by the AISC which have also had zero to low enrolments over a number of years but which have been retained in Draft 1 for consideration. Retention of these Units, however, will also need to be significantly supported by rationale provided by the sector.

A list of the Units of Competency within the scope of this project, together with their applicable enrolment data, is included in **Appendix 3**.

In addition, the PSP80216 Graduate Certificate Qualification in Radiation Safety Qualification is proposed for deletion due to a lack of enrolments over a number of years. Deletion is supported by the Radiation Health Committee of ARPANSA (Australian Radiation Protection and Nuclear Safety Agency), the Australian Government's primary authority on radiation protection and nuclear safety. The Unit PSPRAD001 Work safely in a radiation environment has been retained and added to the electives in the proposed PSP20121 Certificate II in Government in Draft 1.

Consultation Activities and Timelines

National consultation on Draft 1 is open from **07 July 2021 to 04 August 2021**. During this period feedback will be sought on the following Public Sector Training Package Products:

- Seven Qualifications
- Eight Skill Sets
- 265 Units of Competency and their associated Assessment Requirements.

Webinars

SkillsIQ will be conducting webinars to engage industry stakeholders and VET professionals. To register and participate in a webinar, please access one of the following links:

Webinars:

Date	Time
Webinar 1: Wednesday, 21 July	10:00am – 12:00pm (AEST)
Webinar 2: Wednesday, 21 July	2:00pm – 4:00pm (AEST)
Webinar 3: Thursday, 22 July	10:00am – 12:00pm (AEST)
Webinar 4: Thursday, 22 July	2:00pm – 4:00pm (AEST).

Online Feedback Forum

Feedback can also be provided via the SkillsIQ Online Feedback Forum. The Feedback Forum is an online tool designed to capture stakeholder feedback on draft Training Package Products. It also provides an opportunity for stakeholders to view feedback left by others.

To access the draft Training Package Products on the SkillsIQ Online Feedback Forum, please click here.

For information on how to use the Feedback Forum, please visit the following page: https://www.skillsiq.com.au/FeedbackForum/How-To.

To remain up to date with project developments, subscribe to SkillsIQ at: http://www.skillsiq.com.au/.

Project Timelines

Following the close of the Draft 1 consultation period, feedback received will be collated and evaluated. This feedback will inform the development of Draft 2, which will be made publicly available for validation prior to the submission for endorsement.

The Public Sector Training Package Products will be submitted to the Australian Industry and Skills Committee (AISC) for consideration at its December 2021 Meeting.

Table 1: Timelines for the Public Sector Training Package Update.

Consultation on Draft 1	July 2021
Feedback Analysis and Draft 2 Development	August 2021
Validation of Draft 2	25 August – 08 September 2021
Quality Assurance	28 September – 16 October 2021
Engagement with State Training Authorities	October 2021
Submission	December 2021

Contact Details

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About this Consultation Guide

This Guide, which should be read in conjunction with the applicable Draft Training Package Products, provides:

- information on the proposed changes to existing PSP Training Package Products
- key consultation questions to guide your feedback
- a list of Draft 1 Qualifications and Skill Sets
- a list of the Units of Competency which are within the scope of this project
- mapping of Draft 1 Qualifications to currently endorsed PSP versions (**Appendix 1**)
- A list of Draft 1 Units of Competency with comments explaining changes proposed in Draft 1 (**Appendix 2**)
- A list of all Units within the scope of this project with enrolment data averaged over four years to 2019 (**Appendix 3**).

This guide does **not** include Draft 1 Training Package components, which can be accessed on the SkillsIQ Feedback Forum.

Training Package Products

List of Public Sector Draft 1 Qualifications

Qualification Code	Qualification Title
PSP20121	*Certificate II in Government*
PSP30121	*Certificate III in Government*
PSP40121	*Certificate IV in Government*
PSP40521	*Certificate IV in Trade Measurement*
PSP50121	*Diploma of Government*
PSP50521	*Diploma of Trade Measurement*
PSP60121	*Advanced Diploma of Government*

NB: Skill Sets have been retained in Draft 1 with their current content for stakeholder consideration and feedback.

List of Draft 1 Public Sector Units and Prerequisites

Unit Code	Unit Title	Prerequisite(s)
Border Protection (BDR)		
PSPBDR001	Conduct patrols	Nil

Unit Code	Unit Title	Prerequisite(s)
PSPBDR002	Use border protection technology equipment	Nil
PSPBDR003	Deploy detector dog	Nil
PSPBDR004	Maintain detector dog proficiency	Nil
PSPBDR006	Create and maintain profiles	Nil
PSPBDR008	Review operational schedules	Nil
PSPBDR009	Analyse surveillance products	Nil
PSPBDR012	Command operational groups	Nil
PSPBDR013	Examine and test firearms	Nil
PSPBDR014	Command operational forces	Nil
PSPBDR015	Manage operations	Nil
Court Operations (CRT)		
PSPCRT007	Compile and use official notes	Nil
Ethics (ETH)		
PSPETH001	Uphold the values and principles of public service	Nil
PSPETH002	Uphold and support the values and principles of public service	Nil
PSPETH003	Promote the values and ethos of public service	Nil
PSPETH004	Maintain and enhance confidence in public service	Nil
PSPETH005	Lead and influence ethical practice in the public sector	Nil
Fraud (FRU)		
PSPFRU004	Anticipate and detect possible fraud activity	Nil
PSPFRU009	Develop fraud control strategy	Nil
PSPFRU010	Manage fraud risk assessment and action plan	Nil
PSPFRU011	Manage fraud control awareness	Nil
PSPFRU012	Review fraud control activities	Nil
General (GEN)		
PSPGEN001	Work in a public sector environment	Nil
PSPGEN002	Use routine workplace communication techniques	Nil
PSPGEN003	Deliver a service to clients	Nil
PSPGEN004	Access and use resources	Nil
PSPGEN005	Participate in workplace change	Nil
PSPGEN006	Handle workplace information	Nil
PSPGEN007	Use technology in the workplace	Nil
PSPGEN008	Write routine workplace materials	Nil
PSPGEN009	Work effectively in the organisation	Nil
PSPGEN010	Contribute to workgroup activities	Nil
PSPGEN011	Build and maintain internal networks	Nil
PSPGEN012	Access and use resources and financial systems	Nil
PSPGEN013	Implement change	Nil

Unit Code	Unit Title	Prerequisite(s)
PSPGEN014	Organise workplace information	Nil
PSPGEN015	Work effectively with diversity	Nil
PSPGEN016	Address client needs	Nil
PSPGEN018	Work with a coach or mentor	Nil
PSPGEN019	Use workplace communication strategies	Nil
PSPGEN020	Compose workplace documents	Nil
PSPGEN021	Contribute to conflict management	Nil
PSPGEN022	Give and receive workplace feedback	Nil
PSPGEN023	Deliver and monitor service to clients	Nil
PSPGEN024	Use resources to achieve work unit goals	Nil
PSPGEN025	Develop and implement work unit plans	Nil
PSPGEN026	Provide input to change processes	Nil
PSPGEN027	Gather and analyse information	Nil
PSPGEN028	Provide a quotation	Nil
PSPGEN029	Value diversity	Nil
PSPGEN031	Undertake career planning	Nil
PSPGEN032	Deal with conflict	Nil
PSPGEN033	Use advanced workplace communication strategies	Nil
PSPGEN034	Compose complex workplace documents	Nil
PSPGEN035	Provide workplace mentoring	Nil
PSPGEN036	Provide workplace coaching	Nil
PSPGEN037	Monitor performance and provide feedback	Nil
PSPGEN038	Identify and treat risks	Nil
PSPGEN039	Develop internal and external networks	Nil
PSPGEN040	Work with interpreters	Nil
PSPGEN042	Exercise delegations	Nil
PSPGEN043	Apply government processes	Nil
PSPGEN044	Develop client services	Nil
PSPGEN045	Coordinate resource allocation and usage	Nil
PSPGEN046	Undertake research and analysis	Nil
PSPGEN047	Promote diversity	Nil
PSPGEN048	Support workplace coaching and mentoring	Nil
PSPGEN049	Undertake negotiations	Nil
PSPGEN050	Manage conflict	Nil
PSPGEN051	Conduct evaluations	Nil
PSPGEN052	Undertake and promote career management	Nil
PSPGEN053	Provide leadership	Nil
PSPGEN054	Use complex workplace communication strategies	Nil
PSPGEN055	Refine complex workplace documents	Nil

Unit Code	Unit Title	Prerequisite(s)
PSPGEN056	Facilitate change	Nil
PSPGEN057	Develop and use political nous	Nil
PSPGEN058	Coordinate risk management	Nil
PSPGEN060	Manage performance	Nil
PSPGEN064	Interrogate and analyse statistical data	Nil
PSPGEN065	Interpret data and related statistics	Nil
PSPGEN066	Apply government systems	Nil
PSPGEN067	Establish and maintain strategic networks	Nil
PSPGEN069	Foster leadership and innovation	Nil
PSPGEN070	Persuade and influence opinion	Nil
PSPGEN071	Prepare high-level written communication	Nil
PSPGEN072	Manage compliance with workplace relations legislation	Nil
PSPGEN073	Prepare for community engagement	Nil
PSPGEN075	Build and maintain community relationships	Nil
PSPGEN076	Use public sector financial processes	Nil
PSPGEN077	Apply public sector financial policies and processes	Nil
PSPGEN078	Apply complex public sector financial requirements	Nil
PSPGEN080	Develop public sector financial strategies	Nil
Government Service Delivery (GSD)		
PSPGSD001	Identify and select government service delivery options	Nil
PSPGSD002	Administer government service delivery requirements	Nil
PSPGSD003	Conduct government service delivery interviews	Nil
PSPGSD004	Administer delivery of financial and other benefits	Nil
PSPGSD005	Introduce the government service delivery model	Nil
PSPGSD007	Assist self-management of government service offers	Nil
PSPGSD008	Assist government service recipients with complex needs	Nil
PSPGSD010	Develop and implement procedures for government service delivery	
Human Resource Management (HRM)		
PSPHRM001	Administer human resource processes	Nil
PSPHRM002	Provide a consultancy service for human resource management	Nil
PSPHRM003	Facilitate performance management processes	Nil
PSPHRM004	Implement workforce planning and succession strategies	Nil
PSPHRM005	Implement staffing policies	Nil
PSPHRM006	Coordinate employment relations	Nil
PSPHRM007	Coordinate employee support	Nil

Unit Code	Unit Title	Prerequisite(s)
PSPHRM008	Coordinate career development	Nil
PSPHRM009	Provide advisory and mediation services	Nil
PSPHRM011	Provide leadership in strategic human resource management	Nil
Injury Management (INM)		
PSPINM003	Undertake initial rehabilitation assessments	Nil
PSPINM005	Conduct situational workplace assessments	Nil
PSPINM006	Develop return to work plans	Nil
PSPINM007	Implement and monitor return to work plans	Nil
PSPINM009	Monitor and review injury management cases	Nil
PSPINM010	Maintain injury management case files	Nil
PSPINM011	Determine liability and negotiate settlements	Nil
PSPINM012	Manage case direction and outcomes	Nil
PSPINM013	Maintain and monitor service standards	Nil
PSPINM014	Contribute to a quality injury management system	Nil
Investigation (INV)		
PSPINV002	Conduct an investigation	Nil
Legislation and Compliance (LEG)		
PSPLEG001	Comply with legislation in the public sector	Nil
PSPLEG002	Encourage compliance with legislation in the public sector	Nil
PSPLEG003	Promote compliance with legislation in the public sector	Nil
PSPLEG004	Manage compliance with legislation in the public sector	Nil
Public Land Administration (LND)		
PSPLND001	Investigate tenure and land use history	Nil
PSPLND002	Compile and check survey plans	Nil
Management (MGT)		
PSPMGT001	Manage resources	Nil
PSPMGT002	Facilitate people management	Nil
PSPMGT004	Manage diversity	Nil
PSPMGT005	Manage quality client service	Nil
PSPMGT007	Manage risk	Nil
PSPMGT011	Develop partnering arrangements	Nil
PSPMGT012	Facilitate knowledge management	Nil
PSPMGT013	Provide strategic direction	Nil
PSPMGT014	Undertake enterprise risk management	Nil
Procurement (PCM)		
PSPPCM001	Carry out basic procurement	Nil

Unit Code	Unit Title	Prerequisite(s)
PSPPCM003	Procure good and services	Nil
Policy (PCY)		
PSPPCY002	Assist with specialist policy development	Nil
PSPPCY003	Give and receive policy information	Nil
PSPPCY004	Support policy implementation	Nil
PSPPCY005	Implement e-correspondence policies	Nil
PSPPCY006	Develop organisation policy	Nil
PSPPCY007	Advise on organisation policy	Nil
PSPPCY008	Develop public policy	Nil
PSPPCY009	Provide policy advice	Nil
PSPPCY010	Manage policy implementation	Nil
PSPPCY011	Influence strategic policy	Nil
Radiation Safety (RAD)		
PSPRAD001	Work safely in a radiation environment	Nil
Regulatory (REG)		
PSPREG001	Carry out inspections and monitoring under guidance	Nil
PSPREG002	Undertake routine inspections and monitoring	Nil
PSPREG003	Apply regulatory powers	Nil
PSPREG005	Assess compliance	Nil
PSPREG006	Produce formal record of interview	Nil
PSPREG008	Act on non-compliance	Nil
PSPREG009	Conduct search and seizure	Nil
PSPREG011	Give evidence	Nil
PSPREG012	Gather information through interviews	Nil
PSPREG013	Undertake inspections and monitoring	Nil
PSPREG015	Receive and validate data	Nil
PSPREG017	Undertake compliance audits	Nil
PSPREG020	Conduct prosecutions	Nil
PSPREG022	Supervise and carry out complex inspections and monitoring	Nil
PSPREG025	Manage investigations	Nil
PSPREG027	Manage regulatory compliance	Nil
PSPREG028	Evaluate regulatory compliance	Nil
PSPREG029	Manage and lead inspection and monitoring programs	Nil
PSPREG030	Manage investigations program	Nil
Revenue Administration (REV)		
PSPREV001	Identify and apply statute law	Nil
PSPREV002	Undertake legislative decision making	Nil

Unit Code	Unit Title	Prerequisite(s)
PSPREV003	Manage information on legal entities, relationships and property	Nil
PSPREV004	Interpret and assess contracts	Nil
PSPREV005	Assess applications for grants, subsidies and rebates	Nil
PSPREV006	Evaluate returns-based taxes	Nil
PSPREV007	Determine land tax liability	Nil
PSPREV008	Determine stamp duties	Nil
PSPREV009	Administer levies, fines and other taxes	Nil
Government Science and Technology (SCI)		
PSPSCI004	Undertake scientific/technological research	Nil
PSPSCI006	Promote innovation and change through extension	Nil
PSPSCI013	Initiate and conduct scientific/technological research	Nil
Security (SEC)		
PSPSEC001	Secure government assets	Nil
PSPSEC002	Respond to government security incidents	Nil
PSPSEC003	Conduct security awareness sessions	Nil
PSPSEC005	Undertake government security risk analysis	Nil
PSPSEC006	Implement security risk treatments	Nil
PSPSEC008	Conduct personnel security assessments	Nil
PSPSEC009	Handle sensitive information	Nil
PSPSEC017	Manage security awareness	Nil
Workplace Inspection (WPI)		
PSPWPI001	Evaluate workplace legislative compliance	Nil
PSPWPI002	Facilitate improvement in workplace legislative performance	Nil
PSPWPI003	Investigate possible breaches of workplace legislation	Nil
PSPWPI004	Improve compliance through industry partnerships	Nil
PSPWPI005	Investigate complex issues	Nil
PSPWPI006	Manage emerging issues	Nil
PSPWPI007	Represent and promote the organisation	Nil

Questions to Guide Review

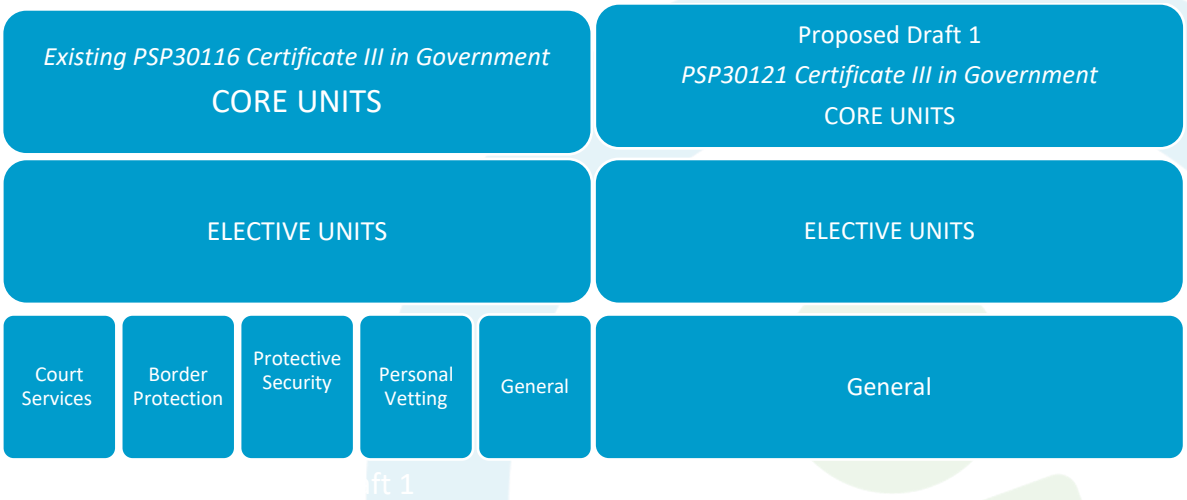
The following series of questions have been developed to guide feedback for Draft 1 of the Public Sector Training Package Products.

Qualifications – Specific Questions

PSP30121 Certificate III in Government

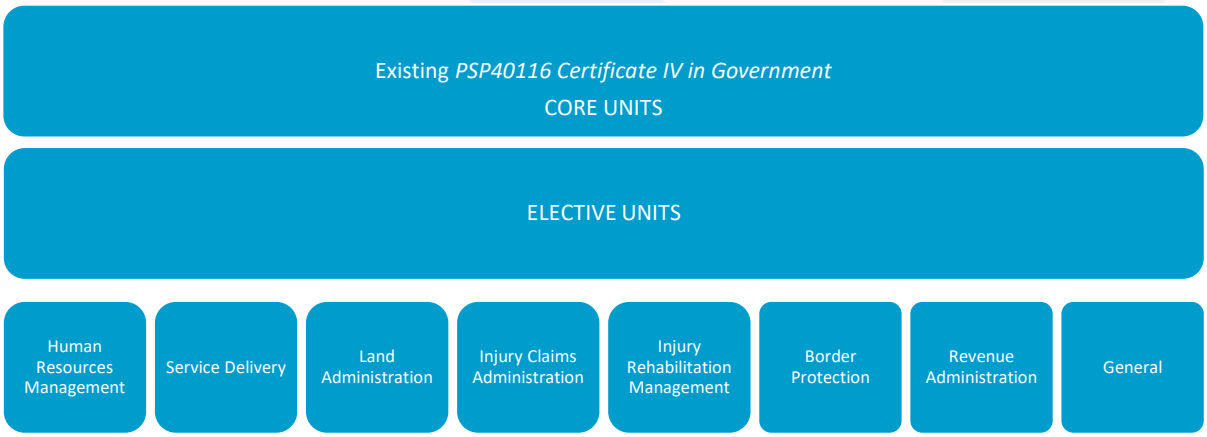
The specialisations have been removed in Draft 1 although the Units (excluding those proposed for deletion) are retained in the list of electives.

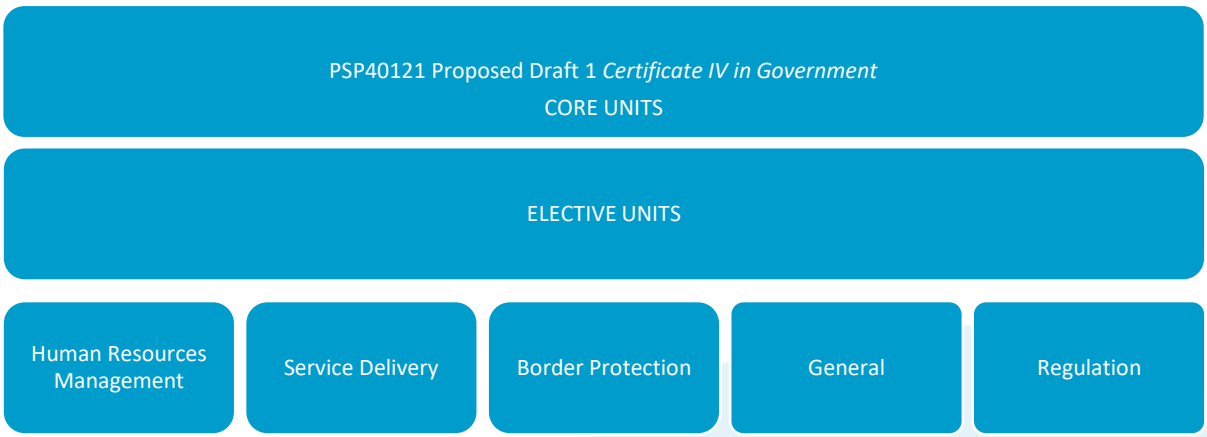
1. Is the structure in the right-hand column more appropriate for this Certificate III entry-level Qualification?



PSP40121 Certificate IV in Government

A new *Regulation* specialisation has been proposed in Draft 1 in response to the recommendation of the Regulation TAC.





2. Although one core Unit has been nominated in Draft 1 of the Qualification, specific consideration needs to be given to additional Units to include in the core to establish the integrity of the Qualification consistent with the reasons for which it is needed, as well as for consistency with Training Package Product development policies.

   For example, consideration can be given to the following skills and levels of responsibility within job roles for core requirements:
   - Risk Management
   - Work Health and Safety
   - Communication
   - Dealing with Conflict
   - Managing Workplace Information.

3. Without a solid core set of skill requirements to support the purpose of the Qualification, an alternative for obtaining the core set of skills could be via a Skill Set. A Skill Set can also be considered as an alternative to the full Qualification where a specific cohort might require a subset of the whole Qualification to address an identified skills gap.

Imported Units listed in Draft 1 Qualifications

4. Do the proposed imported Units remain appropriate to the public sector Qualifications?

5. Are there Units from other Training Packages, for example BSB Business Units which have been recently updated, that address the required skills in the PSP Public Sector Units proposed for, or being considered for, deletion?

The Draft 1 Public Sector Qualifications have been updated to include the most current references to the included imported Units given that many have changed since the last release of this Training Package.

N.B.: Only the content of PSP Units is within the scope of this Training Package update. The content of imported Units cannot be changed.

Qualifications – General Questions

1. Are the core Units of Competency appropriate for the Qualifications? Do they reflect the skills and knowledge required of all public sector staff at each level?
2. Are there Units of Competency that could be removed from the elective groups within the Qualifications?
3. Are the Packaging Rules flexible enough to accommodate the skills needs of all Departments/jurisdictions?

Packaging Rules for the Qualifications should allow users to select the most relevant elective Units to actual existing job roles, rather than appearing as long ‘shopping lists’.

Skill Sets

1. Do the existing Skill Sets meet the current skills and knowledge required of job roles or functions?
2. Are there existing Skill Sets that are no longer applicable and can be removed?
3. Are there any additional Skill Sets required to meet current workforce skills? If so, please nominate the Units that should be included.

Units of Competency – Specific Questions

1. Is there a reason **not** to consider the potential retention of the additional Units with low enrolments identified in **Appendix 2**?

The following questions apply to Unit content:

Unit Titles and Application Statements	Do the Titles, simply and clearly, reflect the Unit content and workplace skill described by the Units? If not, can you provide a suggested alternative? Do the Application Statements provide a clear and accurate description of the skill covered by the Units? Does each Application Statement provide a sense of the complexity of the Unit and the level of worker to whom it may apply? Do the Units apply to those workers indicated in terms of their specific relevance?
Performance Criteria and Foundation Skills	Do the Elements and Performance Criteria (PCs) accurately describe what people do on a day-to-day basis in the workplace? Do the PCs use clear workplace language, and are they sequenced logically? Are the Foundation Skills explicit in the Draft 1 Units or are statements required in the Foundation Skills (FS) section of the Units? Is there anything missing from the PCs that needs to be added? Anything to delete? *Where applicable, Foundation Skills should be made explicit in the Performance Criteria of each Unit. Where this is not possible Foundation Skills essential to the performance in a Unit, but not explicit in the Performance Criteria, will need to be listed with a brief context statement.*
Knowledge Evidence	Do the statements cover the essential workplace knowledge required of an individual to perform the tasks described in the Performance Criteria? Is there anything to add or delete? Is the Knowledge Evidence requirement specific enough and tailored to each Unit? Is the breadth and depth of knowledge described well enough to assist assessors to understand the scope?
Performance Evidence	Would the evidence requirements prove that a person is competent in all the Unit outcomes?

	Is the suggested volume (sufficiency) of evidence appropriate to ensure that consistency of performance is assessed? Too little, too much? Are the statements clear? Would assessors understand exactly what they must do?
Assessment Conditions	Are the statements about the assessment environment (either in the workplace or in a simulated workplace) clear? Anything to add? Are the statements clear? Would assessors understand what they must provide for assessment?
Assessor Requirements	Are the Assessor Requirements clearly expressed? Should anything be added or deleted?
Structure of Units	Do the draft Units correctly describe individual skills aligned to discrete job functions? Do you agree with the proposal to remove Units that have been unused over a period of several years? Are there Units that can be merged, or which duplicate requirements?
Whole Suite of Units	Does the suite of Units cover all the required skills for the range of job roles? Are there any Units missing? If anything is missing, please nominate a proposed Title and indicate the general content.

Appendices - Mapping of Draft 1 Training Package Products

Appendix 1 - Draft 1 Qualification and Skill Set Mapping Comments

Qualification Mapping Table

PSP Qualification Code and Title	Draft 1 Consultation Code and Title	Comment in Relation to Qualification
PSP20116 Certificate II in Government	PSP20121 Certificate II in Government	*PSPRAD001 Work safely in a radiation environment added to electives.* ** Refer to the comment below for PSP80216 Graduate Certificate Qualification in Radiation Safety.*
PSP30116 Certificate III in Government	PSP30121 Certificate III in Government	Specialisations (Border Protection, Court Services, Personnel Vetting, Protective Security) have been removed and a core and elective general structure is proposed. Units with low enrolments nominated for deletion by the AISC have not been included in Draft 1.
PSP40116 Certificate IV in Government	PSP40121 Certificate IV in Government	*Border Protection* specialisation has been retained in Draft 1. New *Regulation* specialisation proposed. Low-enrolment Training Products proposed for deletion and not included in Draft 1 means that a reduction in the specialisations within retained Units can be grouped in a general elective bank rather than in specialisations (e.g. *Land Administration, Revenue and Service Delivery*).
PSP50116 Diploma of Government	PSP50121 Diploma of Government	Existing structure with specialisations retained for Draft 1 (*Injury Management, Policy Development, Workplace Inspection*). Feedback is sought on whether this is appropriate. Units with low enrolments nominated for deletion by the AISC have not been included in Draft 1.
PSP60116 Advanced Diploma of Government (Workplace inspection/	PSP60121 Advanced Diploma of Government	Title changed.

PSP Qualification Code and Title	Draft 1 Consultation Code and Title	Comment in Relation to Qualification
Investigations/Fraud control)		Units with low enrolments nominated for deletion by the AISC have not been included in Draft 1.
PSP40516 Certificate IV in Trade Measurement	PSP40521 Certificate IV in Trade Measurement	Change to core and elective Units. *PSPGEN035 Provide workplace mentoring* removed from the qualification. *MSMTMREF301 Use and maintain reference standards* added to the core. Units with low enrolments nominated for deletion by the AISC have not been included in Draft 1.
PSP50116 Diploma of Trade Measurement	PSP501121 Diploma of Trade Measurement	*PSPGEN054 Use complex workplace communication strategies* transferred from core to electives. *PSPGEN050 Manage conflict* transferred from electives to core.
PSP80216 Graduate Certificate Qualification in Radiation Safety	N/A	Qualification proposed for deletion due to a lack of enrolments over a number of years. Deletion is supported by the Radiation Health Committee of ARPANSA (Australian Radiation Protection and Nuclear Safety Agency), the Australian Government's primary authority on radiation protection and nuclear safety. **The PSPRAD001 Work safely in a radiation environment unit has been added to the electives in the proposed PSP20121 Certificate II in Government.*

Existing Skill Sets have been retained in Draft 1 for review and feedback. The following Skill Sets are within the scope of this project.

Skill Set Code and Title	
PSPSS00039	Customer Service
PSPSS00040	Government Investigations
PSPSS00041	Procurement Basics
PSPSS00044	Public Sector Executive Manager
PSPSS00045	Public Sector Fundamentals
PSPSS00046	Public Sector Manager
PSPSS00047	Radiation Environment Safety
PSPSS00051	Workplace Coaching
PSPSS00052	Writing in Politically Sensitive Context in Government

Appendix 2: Draft 1 Units of Competency Mapping Comments

Existing Unit Codes and Titles have been used in Draft 1.

Updated Codes and, where applicable, Titles will be applied in Draft 2 with the determination of equivalence.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPBDR001	Conduct patrols	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR002	Use border protection technology equipment	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR003	Deploy detector dog	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR004	Maintain detector dog proficiency	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR006	Create and maintain profiles	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR008	Review operational schedules	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR009	Analyse surveillance products	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR012	Command operational groups	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR013	Examine and test firearms	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR014	Command operational forces	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPBDR015	Manage operations	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPCRT007	Compile and use official notes	This unit has relatively high enrolments and should not be deleted.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPETH001	Uphold the values and principles of public service	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPETH002	Uphold and support the values and principles of public service	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPETH003	Promote the values and ethos of public service	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPETH004	Maintain and enhance confidence in public service	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPETH005	Lead and influence ethical practice in the public sector	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPFRU004	Anticipate and detect possible fraud activity	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPFRU009	Develop fraud control strategy	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPFRU010	Manage fraud risk assessment and action plan	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPFRU011	Manage fraud control awareness	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPFRU012	Review fraud control activities	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN001	Work in a public sector environment	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN002	Use routine workplace communication techniques	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN003	Deliver a service to clients	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN004	Access and use resources	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN005	Participate in workplace change	This Unit is an elective in *LGA20120 Certificate II in Local Government.* Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN006	Handle workplace information	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN007	Use technology in the workplace	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN008	Write routine workplace materials	This Unit is an elective in *LGA20120 Certificate II in Local Government* .Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN009	Work effectively in the organisation	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN010	Contribute to workgroup activities	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN011	Build and maintain internal networks	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN012	Access and use resources and financial systems	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN013	Implement change	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN014	Organise workplace information	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN015	Work effectively with diversity	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN016	Address client needs	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN018	Work with a coach or mentor	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN019	Use workplace communication strategies	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN020	Compose workplace documents	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN021	Contribute to conflict management	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN022	Give and receive workplace feedback	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN023	Deliver and monitor service to clients	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN024	Use resources to achieve work unit goals	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN025	Develop and implement work unit plans	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN026	Provide input to change processes	Content formatted in accordance with current training package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge evidence amended for clarity and to remove duplication Assessment conditions reworded for clarification.
PSPGEN027	Gather and analyse information	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN028	Provide a quotation	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN029	Value diversity	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN031	Undertake career planning	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN032	Deal with conflict	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN033	Use advanced workplace communication strategies	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN034	Compose complex workplace documents	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN035	Provide workplace mentoring	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN036	Provide workplace coaching	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN037	Monitor performance and provide feedback	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN038	Identify and treat risks	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN039	Develop internal and external networks	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN040	Work with interpreters	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN042	Exercise delegations	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN043	Apply government processes	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN044	Develop client services	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN045	Coordinate resource allocation and usage	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN046	Undertake research and analysis	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN047	Promote diversity	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN048	Support workplace coaching and mentoring	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN049	Undertake negotiations	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN050	Manage conflict	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN051	Conduct evaluations	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN052	Undertake and promote career management	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN053	Provide leadership	Content formatted in accordance with current training package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge evidence amended for clarity and to remove duplication Assessment conditions reworded for clarification.
PSPGEN054	Use complex workplace communication strategies	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN055	Refine complex workplace documents	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN056	Facilitate change	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN057	Develop and use political nous	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN058	Coordinate risk management	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN064	Interrogate and analyse statistical data	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN065	Interpret data and related statistics	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN066	Apply government systems	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN067	Establish and maintain strategic networks	Content formatted in accordance with current training package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge evidence amended for clarity and to remove duplication Assessment conditions reworded for clarification.
PSPGEN069	Foster leadership and innovation	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN070	Persuade and influence opinion	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN071	Prepare high-level written communication	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN072	Manage compliance with workplace relations legislation	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN073	Prepare for community engagement	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN075	Build and maintain community relationships	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN076	Use public sector financial processes	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGEN077	Apply public sector financial policies and processes	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGEN078	Apply complex public sector financial requirements	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPGEN080	Develop public sector financial strategies	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGSD001	Identify and select government service delivery options	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGSD002	Administer government service delivery requirements	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGSD003	Conduct government service delivery interviews	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGSD004	Administer delivery of financial and other benefits	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGSD005	Introduce the government service delivery model	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPGSD007	Assist self-management of government service offers	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGSD008	Assist government service recipients with complex needs	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPGSD010	Develop and implement procedures for government service delivery	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPHRM001	Administer human resource processes	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM002	Provide a consultancy service for human resource management	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM003	Facilitate performance management processes	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM004	Implement workforce planning and succession strategies	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM005	Implement staffing policies	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM006	Coordinate employment relations	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM007	Coordinate employee support	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM008	Coordinate career development	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPHRM009	Provide advisory and mediation services	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPHRM011	Provide leadership in strategic human resource management	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM003	Undertake initial rehabilitation assessments	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM005	Conduct situational workplace assessments	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM006	Develop return to work plans	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM007	Implement and monitor return to work plans	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPINM009	Monitor and review injury management cases	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM010	Maintain injury management case files	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM011	Determine liability and negotiate settlements	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM012	Manage case direction and outcomes	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM013	Maintain and monitor service standards	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINM014	Contribute to a quality injury management system	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPINV002	Conduct an investigation	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPLEG001	Comply with legislation in the public sector	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPLEG002	Encourage compliance with legislation in the public sector	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPLEG003	Promote compliance with legislation in the public sector	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPLEG004	Manage compliance with legislation in the public sector	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPLND001	Investigate tenure and land use history	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPLND002	Compile and check survey plans	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPMGT001	Manage resources	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPMGT002	Facilitate people management	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPMGT004	Manage diversity	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPMGT005	Manage quality client service	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPMGT007	Manage risk	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPMGT011	Develop partnering arrangements	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPMGT012	Facilitate knowledge management	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPMGT013	Provide strategic direction	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPMGT014	Undertake enterprise risk management	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPPCM001	Carry out basic procurement	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCM003	Procure good and services	Content formatted in accordance with current training package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge evidence amended for clarity and to remove duplication Assessment conditions reworded for clarification.
PSPPCY002	Assist with specialist policy development	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY003	Give and receive policy information	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY004	Support policy implementation	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY005	Implement e-correspondence policies	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY006	Develop organisation policy	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY007	Advise on organisation policy	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPPCY008	Develop public policy	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY009	Provide policy advice	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY010	Manage policy implementation	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPPCY011	Influence strategic policy	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPRAD001	Work safely in a radiation environment	Added to the electives in *PSP20121 Certificate II in Government.*
PSPREG001	Carry out inspections and monitoring under guidance	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG002	Undertake routine inspections and monitoring	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG003	Apply regulatory powers	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPREG005	Assess compliance	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG006	Produce formal record of interview	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG008	Act on non-compliance	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG009	Conduct search and seizure	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG011	Give evidence	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG012	Gather information through interviews	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG013	Undertake inspections and monitoring	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG015	Receive and validate data	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPREG017	Undertake compliance audits	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG020	Conduct prosecutions	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREG022	Supervise and carry out complex inspections and monitoring	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG025	Manage investigations	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREG027	Manage regulatory compliance	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG028	Evaluate regulatory compliance	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREG029	Manage and lead inspection and monitoring programs	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREG030	Manage investigations program	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPREV001	Identify and apply statute law	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREV002	Undertake legislative decision making	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPREV003	Manage information on legal entities, relationships and property	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREV004	Interpret and assess contracts	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREV005	Assess applications for grants, subsidies and rebates	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREV006	Evaluate returns-based taxes	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREV007	Determine land tax liability	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREV008	Determine stamp duties	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPREV009	Administer levies, fines and other taxes	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPSCI004	Undertake scientific/technological research	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPSCI006	Promote innovation and change through extension	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPSCI013	Initiate and conduct scientific/technological research	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPSEC001	Secure government assets	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPSEC002	Respond to government security incidents	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPSEC003	Conduct security awareness sessions	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPSEC005	Undertake government security risk analysis	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPSEC006	Implement security risk treatments	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPSEC008	Conduct personnel security assessments	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPSEC009	Handle sensitive information	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPSEC017	Manage security awareness	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPWPI001	Evaluate workplace legislative compliance	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPWPI002	Facilitate improvement in workplace legislative performance	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.
PSPWPI003	Investigate possible breaches of workplace legislation	Content formatted in accordance with current Training Package templates. Minor changes to Elements and Performance Criteria. Performance Evidence and Knowledge Evidence amended for clarity and to remove duplication. Assessment Conditions reworded for clarification.

Existing Unit Code	Existing Unit Title	Draft 1 Comment
PSPWPI004	Improve compliance through industry partnerships	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPWPI005	Investigate complex issues	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPWPI006	Manage emerging issues	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.
PSPWPI007	Represent and promote the organisation	Consider deletion based on low enrolments. In accordance with current policy, a rationale will be required for retention.

Appendix 3: Enrolment Statistics - PSP Governance and Trade Measurement

PUBLIC SECTOR TRAINING PACKAGE PRODUCTS (Enrolment Statistics)

Nominated for deletion (AISC) - Units included in the Qualifications in this project				
Nominated for deletion (AISC) - Units external to the Qualifications included in this project				
Other low-enrolment Units included in the Qualifications in this project which will require a rationale to be retained				
Competency Field	**PSP Unit Code**	**PSP Unit Title**	**Prerequisites**	**Average Enrolment over Four-year Period**
Border Protection	PSPBDR001	Conduct patrols	Nil	18
Border Protection	PSPBDR002	Use border protection technology equipment	Nil	17
Border Protection	PSPBDR003	Deploy detector dog	Nil	4
Border Protection	PSPBDR004	Maintain detector dog proficiency	Nil	3
Border Protection	PSPBDR005	Calculate taxes, fees and charges	Nil	0
Border Protection	PSPBDR006	Create and maintain profiles	Nil	14
Border Protection	PSPBDR007	Develop surveillance flight routes	Nil	0
Border Protection	PSPBDR008	Review operational schedules	Nil	14
Border Protection	PSPBDR009	Analyse surveillance products	Nil	16
Border Protection	PSPBDR010	Develop operational effectiveness of detector dog teams	Nil	0
Border Protection	PSPBDR011	Conduct detector dog team training	Nil	0
Border Protection	PSPBDR012	Command operational groups	Nil	17
Border Protection	PSPBDR013	Examine and test firearms	Nil	6
Border Protection	PSPBDR014	Command operational forces	Nil	20
Border Protection	PSPBDR015	Manage operations	Nil	22
Court Operations	PSPCRT001	Audio record court proceedings	Nil	0
Court Operations	PSPCRT002	Perform duties to support a hearing	Nil	2
Court Operations	PSPCRT003	Manage witnesses	Nil	2
Court Operations	PSPCRT007	Compile and use official notes	Nil	1301
Ethics	PSPETH001	Uphold the values and principles of public service	Nil	970
Ethics	PSPETH002	Uphold and support the values and principles of public service	Nil	1869
Ethics	PSPETH003	Promote the values and ethos of public service	Nil	1807
Ethics	PSPETH004	Maintain and enhance confidence in public service	Nil	174

Ethics	PSPETH005	Lead and influence ethical practice in the public sector	Nil	107
Fraud Control	PSPFRU009	Develop fraud control strategy	Nil	10
Fraud Control	PSPFRU010	Manage fraud risk assessment and action plan	Nil	9
Fraud Control	PSPFRU011	Manage fraud control awareness	Nil	9
Fraud Control	PSPFRU012	Review fraud control activities	Nil	10
General	PSPGEN001	Work in a public sector environment	Nil	66
General	PSPGEN002	Use routine workplace communication techniques	Nil	40
General	PSPGEN003	Deliver a service to clients	Nil	70
General	PSPGEN004	Access and use resources	Nil	28
General	PSPGEN005	Participate in workplace change	Nil	7
General	PSPGEN006	Handle workplace information	Nil	70
General	PSPGEN007	Use technology in the workplace	Nil	42
General	PSPGEN008	Write routine workplace materials	Nil	6
General	PSPGEN009	Work effectively in the organisation	Nil	584
General	PSPGEN010	Contribute to workgroup activities	Nil	296
General	PSPGEN011	Build and maintain internal networks	Nil	81
General	PSPGEN012	Access and use resources and financial systems	Nil	8
General	PSPGEN013	Implement change	Nil	49
General	PSPGEN014	Organise workplace information	Nil	159
General	PSPGEN015	Work effectively with diversity	Nil	1797
General	PSPGEN016	Address client needs	Nil	125
General	PSPGEN017	Work in and with small, regional and remote organisations	Nil	0
General	PSPGEN018	Work with a coach or mentor	Nil	27
General	PSPGEN019	Use workplace communication strategies	Nil	275
General	PSPGEN020	Compose workplace documents	Nil	121
General	PSPGEN021	Contribute to conflict management	Nil	214
General	PSPGEN022	Give and receive workplace feedback	Nil	58
General	PSPGEN023	Deliver and monitor service to clients	Nil	970
General	PSPGEN024	Use resources to achieve work unit goals	Nil	109
General	PSPGEN025	Develop and implement work unit plans	Nil	47
General	PSPGEN026	Provide input to change processes	Nil	176
General	PSPGEN027	Gather and analyse information	Nil	544
General	PSPGEN028	Provide a quotation	Nil	17
General	PSPGEN029	Value diversity	Nil	802
General	PSPGEN030	Provide support to Parliament	Nil	0
General	PSPGEN031	Undertake career planning	Nil	154
General	PSPGEN032	Deal with conflict	Nil	609
General	PSPGEN033	Use advanced workplace communication strategies	Nil	1556
General	PSPGEN034	Compose complex workplace documents	Nil	552
General	PSPGEN035	Provide workplace mentoring	Nil	266

General	PSPGEN036	Provide workplace coaching	Nil	820
General	PSPGEN037	Monitor performance and provide feedback	Nil	201
General	PSPGEN038	Identify and treat risks	Nil	914
General	PSPGEN039	Develop internal and external networks	Nil	137
General	PSPGEN040	Work with interpreters	Nil	1
General	PSPGEN041	Use translation services	Nil	0
General	PSPGEN042	Exercise delegations	Nil	503
General	PSPGEN043	Apply government processes	Nil	1390
General	PSPGEN044	Develop client services	Nil	184
General	PSPGEN045	Coordinate resource allocation and usage	Nil	489
General	PSPGEN046	Undertake research and analysis	Nil	672
General	PSPGEN047	Promote diversity	Nil	943
General	PSPGEN048	Support workplace coaching and mentoring	Nil	197
General	PSPGEN049	Undertake negotiations	Nil	817
General	PSPGEN050	Manage conflict	Nil	622
General	PSPGEN051	Conduct evaluations	Nil	20
General	PSPGEN052	Undertake and promote career management	Nil	47
General	PSPGEN053	Provide leadership	Nil	481
General	PSPGEN054	Use complex workplace communication strategies	Nil	1301
General	PSPGEN055	Refine complex workplace documents	Nil	238
General	PSPGEN056	Facilitate change	Nil	460
General	PSPGEN057	Develop and use political nous	Nil	176
General	PSPGEN058	Coordinate risk management	Nil	194
General	PSPGEN059	Benchmark performance	Nil	0
General	PSPGEN060	Manage performance	Nil	249
General	PSPGEN061	Scope statistical data collection	Nil	0
General	PSPGEN062	Collect statistical data	Nil	0
General	PSPGEN063	Process statistical data	Nil	0
General	PSPGEN064	Interrogate and analyse statistical data	Nil	10
General	PSPGEN065	Interpret data and related statistics	Nil	21
General	PSPGEN066	Apply government systems	Nil	131
General	PSPGEN067	Establish and maintain strategic networks	Nil	997
General	PSPGEN068	Develop a tender submission response	Nil	0
General	PSPGEN069	Foster leadership and innovation	Nil	126
General	PSPGEN070	Persuade and influence opinion	Nil	200
General	PSPGEN071	Prepare high-level written communication	Nil	10
General	PSPGEN072	Manage compliance with workplace relations legislation	Nil	37
General	PSPGEN073	Prepare for community engagement	Nil	1
General	PSPGEN074	Develop and implement community engagement strategies	Nil	0

General	PSPGEN075	Build and maintain community relationships	Nil	13
General	PSPGEN076	Use public sector financial processes	Nil	260
General	PSPGEN077	Apply public sector financial policies and processes	Nil	33
General	PSPGEN078	Apply complex public sector financial requirements	Nil	50
General	PSPGEN079	Undertake strategic financial analysis	Nil	0
General	PSPGEN080	Develop public sector financial strategies	Nil	5
General	PSPGEN081	Provide public affairs writing and editorial services	Nil	0
General	PSPGEN082	Coordinate public affairs events and activities	Nil	0
General	PSPGEN083	Manage public affairs	Nil	0
General	PSPGEN084	Provide public affairs advisory service	Nil	0
General	PSPGEN085	Manage media relationships	Nil	0
Government Science and Technology	PSPSCI001	Contribute to the provision of scientific technical support	Nil	0
Government Science and Technology	PSPSCI002	Assist with scientific technical support	Nil	0
Government Science and Technology	PSPSCI003	Support innovation and change through extension	Nil	0
Government Science and Technology	PSPSCI004	Undertake scientific/technological research	Nil	
Government Science and Technology	PSPSCI005	Provide scientific technical support	Nil	0
Government Science and Technology	PSPSCI006	Promote innovation and change through extension	Nil	
Government Science and Technology	PSPSCI007	Organise and undertake scientific/technological research	Nil	0
Government Science and Technology	PSPSCI008	Provide high-level scientific technical support	Nil	0
Government Science and Technology	PSPSCI009	Facilitate innovation and change through extension	Nil	0
Government Science and Technology	PSPSCI010	Develop and undertake scientific/technological research	Nil	0
Government Science and Technology	PSPSCI011	Manage the provision of high-level scientific technical support	Nil	0
Government Science and Technology	PSPSCI012	Influence innovation and change through extension	Nil	0

Government Science and Technology	PSPSCI013	Initiate and conduct scientific/technological research	Nil	1
Government Service Delivery	PSPGSD001	Identify and select government service delivery options	Nil	140
Government Service Delivery	PSPGSD002	Administer government service delivery requirements	Nil	139
Government Service Delivery	PSPGSD003	Conduct government service delivery interviews	Nil	141
Government Service Delivery	PSPGSD004	Administer delivery of financial and other benefits	Nil	139
Government Service Delivery	PSPGSD005	Introduce the government service delivery model	Nil	1
Government Service Delivery	PSPGSD006	Facilitate participation in government service delivery	Nil	0
Government Service Delivery	PSPGSD007	Assist self-management of government service offers	Nil	46
Government Service Delivery	PSPGSD008	Assist government service recipients with complex needs	Nil	140
Government Service Delivery	PSPGSD009	Deal with incorrect payments and debts	Nil	0
Government Service Delivery	PSPGSD011	Manage the emergent dynamics of government service delivery	Nil	0
Government Service Delivery	PSPGSD012	Provide specialist technical service delivery	Nil	0
Human Resource Management	PSPHRM001	Administer human resource processes	Nil	10
Human Resource Management	PSPHRM002	Provide a consultancy service for human resource management	Nil	10
Human Resource Management	PSPHRM003	Facilitate performance management processes	Nil	5
Human Resource Management	PSPHRM004	Implement workforce planning and succession strategies	Nil	1
Human Resource Management	PSPHRM005	Implement staffing policies	Nil	7
Human Resource Management	PSPHRM006	Coordinate employment relations	Nil	6
Human Resource Management	PSPHRM007	Coordinate employee support	Nil	10
Human Resource Management	PSPHRM008	Coordinate career development	Nil	245
Human Resource Management	PSPHRM009	Provide advisory and mediation services	Nil	0
Human Resource Management	PSPHRM010	Formulate a strategic human resource plan	Nil	0
Human Resource Management	PSPHRM011	Provide leadership in strategic human resource management	Nil	1
Injury Management	PSPINM001	Process claims	Nil	0
Injury Management	PSPINM002	Conduct initial claim assessments	Nil	0
Injury Management	PSPINM003	Undertake initial rehabilitation assessments	Nil	1
Injury Management	PSPINM004	Make claim determinations	Nil	0

Injury Management	PSPINM005	Conduct situational workplace assessments	Nil	1
Injury Management	PSPINM006	Develop return to work plans	Nil	15
Injury Management	PSPINM007	Implement and monitor return to work plans	Nil	6
Injury Management	PSPINM008	Promote and educate about injury management	Nil	0
Injury Management	PSPINM009	Monitor and review injury management cases	Nil	1
Injury management	PSPINM010	Maintain injury management case files	Nil	3
Injury Management	PSPINM011	Determine liability and negotiate settlements	Nil	4
Injury Management	PSPINM012	Manage case direction and outcomes	Nil	5
Injury Management	PSPINM013	Maintain and monitor service standards	Nil	7
Injury Management	PSPINM014	Contribute to a quality injury management system	Nil	19
Investigation	PSPINV002	Conduct an investigation	Nil	1928
Legislation and compliance	PSPLEG001	Comply with legislation in the public sector	Nil	411
Legislation and Compliance	PSPLEG002	Encourage compliance with legislation in the public sector	Nil	2137
Legislation and Compliance	PSPLEG003	Promote compliance with legislation in the public sector	Nil	1549
Legislation and Compliance	PSPLEG004	Manage compliance with legislation in the public sector	Nil	192
Management	PSPMGT001	Manage resources	Nil	54
Management	PSPMGT002	Facilitate people management	Nil	45
Management	PSPMGT004	Manage diversity	Nil	133
Management	PSPMGT005	Manage quality client service	Nil	24
Management	PSPMGT007	Manage risk	Nil	444
Management	PSPMGT009	Manage public sector financial resources	Nil	0
Management	PSPMGT011	Develop partnering arrangements	Nil	26
Management	PSPMGT012	Facilitate knowledge management	Nil	31
Management	PSPMGT013	Provide strategic direction	Nil	39
Management	PSPMGT014	Undertake enterprise risk management	Nil	115
Policy	PSPPCY002	Assist with specialist policy development	Nil	14
Policy	PSPPCY003	Give and receive policy information	Nil	45
Policy	PSPPCY004	Support policy implementation	Nil	1163
Policy	PSPPCY005	Implement e-correspondence policies	Nil	131
Policy	PSPPCY006	Develop organisation policy	Nil	40
Policy	PSPPCY007	Advise on organisation policy	Nil	139
Policy	PSPPCY008	Develop public policy	Nil	4
Policy	PSPPCY009	Provide policy advice	Nil	27
Policy	PSPPCY010	Manage policy implementation	Nil	147
Policy	PSPPCY011	Influence strategic policy	Nil	2
Procurement	PSPPCM001	Carry out basic procurement	Nil	35
Procurement	PSPPCM003	Procure good and services	Nil	57

Public Land Administration	PSPLND001	Investigate tenure and land use history	Nil	35
Public Land Administration	PSPLND002	Compile and check survey plans	Nil	59
Public Land administration	PSPLND003	Assess Crown land	Nil	0
Public land Administration	PSPLND004	Undertake native title assessments	Nil	0
Public Land Administration	PSPLND005	Prepare and lodge non-claimant native title applications	Nil	0
Public Land Administration	PSPLND006	Investigate tenure applications	Nil	0
Public Land Administration	PSPLND007	Administer public reserves	Nil	0
Public Land Administration	PSPLND008	Monitor reserves management	Nil	0
Public Land Administration	PSPLND009	Coordinate land board sittings	Nil	0
Public Land Administration	PSPLND010	Investigate Aboriginal land claims and/or applications	Nil	0
Public Land Administration	PSPLND011	Handle compensation claims	Nil	0
Public Land Administration	PSPLND012	Review planning documents and environmental assessments	Nil	0
Radiation Safety	PSPRAD001	Work safely in a radiation environment	Nil	14
Radiation Safety	PSPRAD002	Work safely with radioactive ores and minerals	Nil	0
Radiation Safety	PSPRAD003	Perform basic radiation measurements	Nil	0
Radiation safety	PSPRAD004	Consign radioactive material	Nil	0
Radiation Safety	PSPRAD005	Handle and transport radioactive material	Nil	0
Radiation Safety	PSPRAD006	Work safely with radiation-sealed source equipment	Nil	0
Radiation Safety	PSPRAD007	Monitor radiation	Nil	0
Radiation Safety	PSPRAD008	Coordinate radiation safety	Nil	0
Radiation Safety	PSPRAD009	Select, commission and maintain radiation measuring instruments	Nil	0
Radiation Safety	PSPRAD010	Apply radiation safety knowledge to develop and implement ionising radiation management plans	Nil	0
Radiation Safety	PSPRAD011	Work safely with radiation-unsealed source equipment	Nil	0
Radiation Safety	PSPREG001	Carry out inspections and monitoring under guidance	Nil	0
Regulatory	PSPREG002	Undertake routine inspections and monitoring	Nil	53
Regulatory	PSPREG003	Apply regulatory powers	Nil	2288
Regulatory	PSPREG005	Assess compliance	Nil	1087
Regulatory	PSPREG006	Produce formal record of interview	Nil	1300
Regulatory	PSPREG008	Act on non-compliance	Nil	1336
Regulatory	PSPREG009	Conduct search and seizure	Nil	619

Regulatory	PSPREG011	Give evidence	Nil	1136
Regulatory	PSPREG012	Gather information through interviews	Nil	1900
Regulatory	PSPREG013	Undertake inspections and monitoring	Nil	748
Regulatory	PSPREG015	Receive and validate data	Nil	322
Regulatory	PSPREG017	Undertake compliance audits	Nil	259
Regulatory	PSPREG019	Take custody of and store weapons	Nil	0
Regulatory	PSPREG020	Conduct prosecutions	Nil	14
Regulatory	PSPREG022	Supervise and carry out complex inspections and monitoring	Nil	
Regulatory	PSPREG023	Manage plant movement health risk	Nil	0
Regulatory	PSPREG024	Conduct measurement licensee audit	Nil	1
Regulatory	PSPREG025	Manage investigations	Nil	12
Regulatory	PSPREG027	Manage regulatory compliance	Nil	
Regulatory	PSPREG028	Evaluate regulatory compliance	Nil	68
Regulatory	PSPREG029	Manage and lead inspection and monitoring programs	Nil	1
Regulatory	PSPREG030	Manage investigations program	Nil	59
Revenue Administration	PSPREV001	Identify and apply statute law	Nil	16
Revenue Administration	PSPREV002	Undertake legislative decision making	Nil	97
Revenue Administration	PSPREV003	Manage information on legal entities, relationships and property	Nil	15
Revenue Administration	PSPREV004	Interpret and assess contracts	Nil	13
Revenue Administration	PSPREV005	Assess applications for grants, subsidies and rebates	Nil	9
Revenue Administration	PSPREV006	Evaluate returns-based taxes	Nil	11
Revenue Administration	PSPREV007	Determine land tax liability	Nil	15
Revenue Administration	PSPREV008	Determine stamp duties	Nil	12
Revenue Administration	PSPREV009	Administer levies, fines and other taxes	Nil	5
Security	PSPSEC001	Secure government assets	Nil	5
Security	PSPSEC002	Respond to government security incidents	Nil	6
Security	PSPSEC003	Conduct security awareness sessions	Nil	6
Security	PSPSEC004	Undertake information technology security audits	Nil	0
Security	PSPSEC005	Undertake government security risk analysis	Nil	68
Security	PSPSEC006	Implement security risk treatments	Nil	43
Security	PSPSEC008	Conduct personnel security assessments	Nil	141
Security	PSPSEC009	Handle sensitive information	Nil	211
Security	PSPSEC016	Define information systems framework		0

Workplace Inspection	PSPWPI001	Evaluate workplace legislative compliance	Nil	72
Workplace Inspection	PSPWPI002	Facilitate improvement in workplace legislative performance	Nil	72
Workplace Inspection	PSPWPI003	Investigate possible breaches of workplace legislation	Nil	117
Workplace Inspection	PSPWPI004	Improve compliance through industry partnerships	Nil	29
Workplace inspection	PSPWPI005	Investigate complex issues	Nil	24
Workplace Inspection	PSPWPI006	Manage emerging issues	Nil	24
Workplace Inspection	PSPWPI007	Represent and promote the organisation	Nil	28

The following Units nominated for deletion are outside the scope of this project

Court Operations	PSPCRT010	Administer court fines and debt management
Court Operations	PSPCRT011	Provide court support to Indigenous clients
Court Operations	PSPCRT012	Audio record complex court proceedings
Court Operations	PSPCRT013	Record court proceedings using shorthand
Court Operations	PSPCRT014	Contribute to an integrated service delivery program
Court Operations	PSPCRT021	Carry out possessions and evictions
Court Operations	PSPCRT024	Record complex court proceedings
Translating and Interpreting	PSPTIS020	Analyse text types for translation of general purpose texts (LOTE-English)
Translating and Interpreting	PSPTIS023	Translate general purpose texts from LOTE to English
Translating and Interpreting	PSPTIS024	Read and analyse general purpose LOTE texts to be translated
Translating and Interpreting	PSPTIS026	Demonstrate routine written LOTE proficiency in different subjects and cultural contexts
Translating and Interpreting	PSPTIS027	Demonstrate routine written English proficiency in different subjects and cultural contexts
Transport	PSPTRP005	Pilot or escort oversize and/or over-mass vehicles
Transport	PSPTRP006	Undertake access assessments and approvals
Transport	PSPTRP009	Provide vehicle technical advice

Attachment A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements which detail what a learner must demonstrate and know in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. what the task is that learners will be able to complete once they are deemed competent
APPLICATION	The Application summarises: • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation • the Unit of Competency's scope, purpose and operation in different contexts; for example, by showing how it applies in the workplace
PREREQUISITE UNIT	Prerequisites are other Units of Competency or in some cases licences, etc. that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential for a learner to undertake this Unit
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task
FOUNDATION SKILLS	If Foundation Skills essential to performance in a Unit are not explicit in the Performance Criteria they can be listed here, along with a brief context statement. Not all Foundation Skills will apply to all Units. Only those skills required and not explicit in the Performance Criteria need to be included.
SKILLS	**DESCRIPTION**
Reading skills to:	•
Writing skills to:	•
Oral communication skills to:	•
Numeracy skills to:	•
Learning skills to:	•

Problem-solving skills to:	•
Initiative and enterprise skills to:	•
Teamwork skills to:	•
Planning and organising skills to:	•
Self-management skills to:	•
Technology skills to:	•
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.