

QUALIFICATION CODE	PSP40121
QUALIFICATION TITLE	Certificate IV in Government
QUALIFICATION DESCRIPTION	<p>This qualification reflects the requirements of operational roles demonstrating autonomy, judgement, and limited responsibility within established parameters in the public sector.</p> <p>The general qualification, without specialisation, is suited to work in an environment requiring multi-skilled personnel and/or small or regionally based organisations.</p> <p>The four specialisation streams; human resources, injury rehabilitation management, revenue administration and regulation; outlined cover the skills required to work in each of the specialty roles in the public sector.</p> <p>The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.</p>
ENTRY REQUIREMENTS	There are no entry requirements for this qualification.

PACKAGING RULES	<p>15 units of competency must be completed:</p> <ul style="list-style-type: none"> ■ 4 core unit ■ 11 elective units consisting of: <ul style="list-style-type: none"> ◦ at least 1 elective from group A ◦ at least 9 elective units from Group B to Group G ◦ up to 1 units from any endorsed Training Package or accredited course. <p>Packaging Rules for each specialisation:</p> <ul style="list-style-type: none"> ◦ 6 Group B electives must be selected for award of the Certificate IV in Government (Human Resources) ◦ 3 Group C electives must be selected for award of the Certificate IV in Government (Injury Rehabilitation) ◦ 6 Group D electives must be selected for award of the Certificate IV in Government (Revenue Administration) ◦ 2 Group E plus 4 Group G electives must be selected for award of the Certificate IV in Government (Regulation). <p>All elective units chosen must contribute to a valid, industry-supported vocational outcome.</p>
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CORE UNITS	<p>Core units</p> <p>PSPETH001 Uphold the values and principles of public service</p> <p>Apply government processes</p> <p>PSPGEN043 Work effectively with diversity</p> <p>PSPGEN015 Deliver and monitor service to clients</p> <p>PSPGEN023</p>
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ELECTIVE UNITS	<p>Group A: Work health safety</p> <p>BSBWHS211 Contribute to the health and safety of self and others</p> <p>BSBWHS311 Assist with maintaining workplace safety</p> <p>BSBWHS411 Implement and monitor WHS policies, procedures and programs</p>
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Group B: Human resources management specialisation

BSBHRM412 Support employee and industrial relations

BSBHRM415 Coordinate recruitment and onboarding

BSBHRM417 Support human resources functions and processes

BSBLDR413 Lead effective workplace relationships

BSBPEF501 Manage personal and professional development

BSBPMG421 Apply project time management techniques

BSBPMG424 Apply project human resources management approaches

PSPHRM002 Provide a consultancy service for human resource management

Group C: Injury rehabilitation management specialisation

BSBHRM530 Coordinate rehabilitation and return to work programs

FNSPIM434 Manage personal injury claims

FNSPIM415 Manage personal injury case loads

Group D: Revenue administration specialisation

PSPREV001 Identify and apply statute law

PSPREV002 Undertake legislative decision making

PSPREV003 Manage information on legal entities, relationships and properties

PSPREV004 Interpret and assess contracts

PSPREV005 Access applications for grants, subsidies and rebates

PSPREV006 Evaluate returns-based taxes

PSPREV007 Determine land tax liability

PSPREV008 Determine stamp duties

PSPREV009 Administer levies, fines and other taxes

Group E: Regulation specialisation

PSPGEN042 Exercise delegation

PSPREG003 Apply regulatory powers

Group F: Regulation specialisation

AHCWRK509 Provide specialist advice to clients

BSBAUD411 Participate in a quality audits

BSBAUD511 Initiate quality audits

BSBAUD512 Lead quality audits

BSBAUD513 Report on quality audits

PSPREG002 Undertake routine inspections and monitoring

PSPREG004 Promote client compliance

PSPREG012 Gather information through interviews

PSPREG014 Conduct surveillance

PSPREG017 Undertake Compliance Audits

PSPREG027 Manage regulatory compliance

PSPREV002 Undertake legislative decision making

PSPWPI007 Represent and promote the organisation

Group H: General elective units

BSBPMG430 Undertake project work

BSBSUS411 Implement and monitor environmentally sustainable work practices

PSPBDR001 Conduct patrols

PSPBDR012 Command operational groups

PSPBDR013 Examine and test firearms

PSPGEN009 Work effectively in the organisation

PSPGEN014 Organise workplace information

PSPGEN023 Deliver and monitor service to clients

PSPGEN024 Use resources to achieve work unit goals

PSPGEN026 Provide input to change processes

PSPGEN027 Gather and analyse information

PSPGEN029 Value diversity

PSPGEN031	Undertake career planning
PSPGEN032	Deal with conflict
PSPGEN033	Use advanced workplace communication strategies
PSPGEN034	Compose complex workplace documents
PSPGEN035	Provide workplace mentoring
PSPGEN036	Provide workplace coaching
PSPGEN037	Monitor performance and provide feedback
PSPGEN038	Identify and treat risks
PSPGEN039	Develop internal and external networks
PSPGEN040	Work with interpreters
PSPGEN042	Exercise delegations
PSPGEN043	Apply government processes
PSPGEN046	Undertake research and analysis
PSPGEN071	Prepare high-level written communication
PSPGEN076	Use public sector financial processes
PSPGSD001	Identify and select government service delivery options
PSPGSD002	Administer government service delivery requirements
PSPGSD003	Conduct government service delivery interviews
PSPGSD004	Administer delivery of financial and other benefits
PSPGSD007	Assist self-management of government service offers
PSPGSD008	Assist government service recipients with complex needs
PSPINV002	Conduct an investigation
PSPLEG002	Encourage compliance with legislation in the public sector
PSPPCM003	Procure good and services
PSPPCY002	Assist with specialist policy development
PSPPCY003	Give and receive policy information
PSPPCY004	Support policy implementation

	<p>PSPPCY005 Implement e-correspondence policies</p> <p>PSPREG011 Give evidence</p> <p>PSPREG017 Undertake compliance audits</p> <p>PUAFER005 Operate as part of an emergency control organisation</p> <p>PUAFER009 Participate as a member of a facility emergency response team</p>
QUALIFICATION MAPPING INFORMATION	This qualification supersedes and is equivalent to PSP40116 Certificate IV in Government.
LINKS	Companion Volume Implementation Guide