

**Victorian Purchasing Guide for  
PSP04 Public Sector Training Package  
Version No 4.2**

**August 2012**





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## Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
PSP04 Public Sector Training Package 4.2	1 August 2012	<ul style="list-style-type: none"> <li>Pathways information added to Translating and Interpreting qualifications. Elective unit grouping adjusted in PSP40304. Evidence Guide text updated in some Security, Regulatory and OHS units. Equivalent imported elective units updated</li> </ul>
PSP04 Public Sector Training Package 4.1	16 December 2011	<ul style="list-style-type: none"> <li>Incorporation of Green skills and packaging flexibility rules into qualifications not addressed in previous version</li> </ul>
PSP04 Public Sector Training Package 4	26 October 2010	<ul style="list-style-type: none"> <li>Removal of 7 qualifications in Enterprise Architecture, Strategic Procurement, Contract Management and Recordkeeping.</li> <li>Addition of Translating and Interpreting sector; addition of qualifications in Workplace Relations; Trade Measurement; Procurement and Contracting; Procurement; Radiation Safety, addition and revision of Court units; Work Pace relations units, Radiation Safety units, addition, deletion and revision of Procurement and Contract Management units</li> </ul>
PSP04 Public Sector Training Package 3	12 May 2009	<ul style="list-style-type: none"> <li>Inclusion of new qualification and units in Rail Safety Regulation</li> </ul>
PSP04 Public Sector Training Package 2	27 August 2008	<ul style="list-style-type: none"> <li>New qualification and units in Revenue Administration</li> <li>Removal of BSB qualification; superseded BSZ units and packaging rules restrictions in PSP41304.</li> <li>Inclusion of Employability Skills</li> </ul>
PSP04 Public Sector Training Package	17 May 2005	<ul style="list-style-type: none"> <li>Supersedes PSP99 Public Sector Training Package</li> </ul>

# PSP04 Public Sector Training Package Victorian Purchasing Guide

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## INTRODUCTION

### ***What is a Victorian Purchasing Guide?***

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

### ***Registration***

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

## QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
PSP20104	Certificate II in Government	205	290
PSP30104	Certificate III in Government	244	375
PSP40104	Certificate IV in Government	427	800
PSP50104	Diploma of Government	370	630
PSP60104	Advanced Diploma of Government	603	940
PSP30204	Certificate III in Government (Border Protection)	280	375
PSP30304	Certificate III in Government (Court Compliance)	305	385
PSP30404	Certificate III in Government (Land Administration)	290	435
PSP30504	Certificate III in Government (Security)	290	345
PSP30604	Certificate III in Government (School Support Services)	206	510
PSP30704	Certificate III in School Support Services	256	560
PSP40204	Certificate IV in Government (Border Protection)	535	655
PSP40304	Certificate IV in Government (Court Compliance)	410	550
PSP40404	Certificate IV in Government (Court Services)	440	550
PSP40504	Certificate IV in Government (Financial Services)	470	645
PSP40604	Certificate IV in Government (Fraud Control)	450	595
PSP40704	Certificate IV in Government (Service Delivery)	475	550
PSP40804	Certificate IV in Government (Injury Claims Administration)	490	525
PSP40904	Certificate IV in Government (Injury Rehabilitation Management )	510	610
PSP41004	Certificate IV in Government (Land Administration)	485	640
PSP41104	Certificate IV in Government (Occupational Health & Safety)	560	635
PSP41204	Certificate IV in Government (Project Management)	595	740
PSP41404	Certificate IV in Government (Statutory Compliance)	480	740
PSP41504	Certificate IV in Government (Investigation)	550	760
PSP41604	Certificate IV in Government (Security)	495	605
PSP41704	Certificate IV in Government (Personnel Security)	535	610
PSP41804	Certificate IV in Government (Road Transport Compliance)	555	640

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
PSP41904	Certificate IV in Government (School Support Services)	400	910
PSP42010	Certificate IV in School Support Services	445	955
PSP42108	Certificate IV in Government (Revenue Administration)	410	535
PSP42210	Certificate IV in Government (Workplace Relations)	515	650
PSP42310	Certificate IV in Government (Trade Measurement)	600	630
PSP42410	Certificate IV in Government (Procurement and Contracting)	510	590
PSP50204	Diploma of Government (Community Capacity)	575	675
PSP50304	Diploma of Government (Court Services)	352	585
PSP50504	Diploma of Government (Financial Services)	505	515
PSP50604	Diploma of Government (Fraud Control)	455	515
PSP50704	Diploma of Government (Service Delivery)	495	545
PSP50804	Diploma of Government (Human Resources)	465	600
PSP50904	Diploma of Government (Injury Management)	475	560
PSP51004	Diploma of Government (Land Administration)	475	675
PSP51104	Diploma of Government (Management)	445	545
PSP51204	Diploma of Government (Occupational Health & Safety)	505	545
PSP51304	Diploma of Government (Project Management)	565	625
PSP51404	Diploma of Government (Policy Development)	485	595
PSP51704	Diploma of Government (Investigation)	565	725
PSP51804	Diploma of Government (Security)	475	575
PSP51904	Diploma of Government (Workplace Inspection)	935	965
PSP52008	Diploma of Government (Rail Safety Regulation)	475	995
PSP52110	Diploma of Government (Workplace Relations)	460	580
PSP52210	Diploma of Government (Trade Measurement)	525	620
PSP52310	Diploma of Translating	310	490
PSP52410	Diploma of Interpreting	370	540
PSP52510	Diploma of Government (Procurement and Contracting)	515	590
PSP60304	Advanced Diploma of Government (Financial Management)	710	850

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
PSP60404	Advanced Diploma of Government (Human Resources)	650	860
PSP60504	Advanced Diploma of Government (Management)	780	960
PSP60604	Advanced Diploma of Government (Occupational Health & Safety)	750	790
PSP60904	Advanced Diploma of Government (Workplace Inspection)	860	1080
PSP61010	Advanced Diploma of Translating	380	580
PSP61110	Advanced Diploma of Interpreting	490	640
PSP61210	Advanced Diploma of Government (Procurement and Contracting)	720	800
PSP70110	Vocational Graduate Certificate in Strategic Procurement	280	320
PSP70210	Vocational Graduate Certificate in Radiation Safety	375	



## UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of PSP04 Public Sector Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

### Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
PSPETHC301B	Uphold the values and principles of public service	30
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPETHC501B	Promote the values and ethos of public service	30
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPETHC701A	Lead and influence ethical practice in the public sector	40
PSPGOV201B	Work in a public sector environment	30
PSPGOV202B	Use routine workplace communication techniques	30
PSPGOV203B	Deliver a service to clients	30
PSPGOV204B	Access and use resources	20
PSPGOV205B	Participate in workplace change	20
PSPGOV206B	Handle workplace information	20
PSPGOV207B	Use technology in the workplace	30
PSPGOV208A	Write routine workplace materials	30
PSPGOV301B	Work effectively in the organisation	20
PSPGOV302B	Contribute to workgroup activities	30
PSPGOV303B	Build and maintain internal networks	20
PSPGOV305B	Access and use resources and financial systems	30
PSPGOV306B	Implement change	30
PSPGOV307B	Organise workplace information	20
PSPGOV308B	Work effectively with diversity	30
PSPGOV309A	Address client needs	30
PSPGOV310A	Work in and with small, regional and remote organisations	30
PSPGOV311A	Work with a coach or mentor	20
PSPGOV312A	Use workplace communication strategies	30
PSPGOV313A	Compose workplace documents	30
PSPGOV314A	Contribute to conflict management	30
PSPGOV315A	Give and receive workplace feedback	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV403B	Use resources to achieve work unit goals	30
PSPGOV404B	Develop and implement work unit plans	30

Unit Code	Unit Title	Nominal Hours
PSPGOV405B	Provide input to change processes	40
PSPGOV406B	Gather and analyse information	30
PSPGOV407B	Provide a quotation	20
PSPGOV408A	Value diversity	30
PSPGOV409A	Provide support to Parliament	60
PSPGOV410A	Undertake career planning	30
PSPGOV411A	Deal with conflict	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV413A	Compose complex workplace documents	40
PSPGOV414A	Provide workplace mentoring	40
PSPGOV415A	Provide workplace coaching	40
PSPGOV416A	Monitor performance and provide feedback	40
PSPGOV417A	Identify and treat risks	60
PSPGOV418A	Develop internal and external networks	30
PSPGOV419A	Work with interpreters	40
PSPGOV420A	Use translation services	30
PSPGOV421A	Exercise delegations	30
PSPGOV422A	Apply government processes	30
PSPGOV502B	Develop client services	40
PSPGOV503B	Coordinate resource allocation and usage	40
PSPGOV504B	Undertake research and analysis	60
PSPGOV505A	Promote diversity	50
PSPGOV506A	Support workplace coaching and mentoring	50
PSPGOV507A	Undertake negotiations	50
PSPGOV508A	Manage conflict	50
PSPGOV509A	Conduct evaluations	50
PSPGOV510A	Undertake and promote career management	50
PSPGOV511A	Provide leadership	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPGOV513A	Refine complex workplace documents	40
PSPGOV514A	Facilitate change	50
PSPGOV515A	Develop and use political nous	40
PSPGOV516A	Develop and use emotional intelligence	40
PSPGOV517A	Coordinate risk management	50
PSPGOV518A	Benchmark performance	70
PSPGOV519A	Manage performance	50
PSPGOV520A	Scope statistical data collection	60
PSPGOV521A	Collect statistical data	40
PSPGOV522A	Process statistical data	40

Unit Code	Unit Title	Nominal Hours
PSPGOV523A	Interrogate and analyse statistical data	40
PSPGOV524A	Interpret data and related statistics	50
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPGOV603B	Develop a tender submission response	50
PSPGOV604A	Foster leadership and innovation	50
PSPGOV605A	Persuade and influence opinion	50
PSPGOV606A	Prepare high-level/sensitive written materials	50
PSPLEGN301B	Comply with legislation in the public sector	25
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPOHS201B	Follow workplace safety procedures	20
PSPOHS301A	Contribute to workplace safety	30
PSPOHS401B	Implement workplace safety procedures and programs	35
PSPOHS501A	Monitor and maintain workplace safety	40
PSPOHS601B	Establish and maintain a workplace safety system	40
PSPOHS602A	Manage workplace safety	60
PSPBORD301A	Conduct patrols	30
PSPBORD302A	Use border protection technology equipment	25
PSPBORD303A	Deploy detector dog	25
PSPBORD304A	Maintain detector dog proficiency	40
PSPBORD305A	Calculate taxes, fees and charges	20
PSPBORD401A	Create and maintain profiles	30
PSPBORD402A	Develop surveillance flight routes	40
PSPBORD403A	Review operational schedules	40
PSPBORD404A	Analyse surveillance products	30
PSPBORD405A	Develop operational effectiveness of detector dog teams	30
PSPBORD406A	Conduct detector dog team training	40
PSPBORD407A	Command operational groups	40
PSPBORD408A	Examine and test firearms	30
PSPBORD501A	Command operational forces	35
PSPBORD601A	Manage operations	50
PSPCOM501A	Prepare for community engagement	50
PSPCOM502A	Develop and implement community engagement strategies	50
PSPCOM503A	Build and maintain community relationships	50
PSPCRT301B	Audio record court proceedings	30
PSPCRT401C	Carry out court orderly functions	50
PSPCRT402C	Manage witnesses	20

Unit Code	Unit Title	Nominal Hours
PSPCRT403C	Handle exhibits and documents tendered	20
PSPCRT404C	Serve process	25
PSPCRT405C	Handle monies received in satisfaction of warrants or orders	10
PSPCRT406C	Compile and use official notes	30
PSPCRT407B	Undertake court listings	30
PSPCRT408B	Provide court registry and information services	30
PSPCRT409B	Administer court fines and debt management	25
PSPCRT410B	Provide court support to Indigenous clients	30
PSPCRT411B	Audio record complex court proceedings	40
PSPCRT412B	Record court proceedings	40
PSPCRT413A	Contribute to delivery of an integrated service delivery program	30
PSPCRT414A	Administer court legislation	20
PSPCRT415A	Administer alternative dispute resolution proceedings	35
PSPCRT416A	Provide support to self represented litigants	40
PSPCRT501C	Perform court duties	30
PSPCRT502C	Manage jurors	25
PSPCRT503C	Execute process	40
PSPCRT504C	Carry out possessions/evictions	30
PSPCRT505B	Undertake senior court listing activities	30
PSPCRT506B	Perform quasi-judicial functions	50
PSPCRT507B	Record complex court proceedings	50
PSPCRT601B	Manage court practice and process	50
PSPFIN401A	Use public sector financial processes	30
PSPFIN501A	Apply public sector financial policies and processes	40
PSPFIN601A	Apply complex public sector financial requirements	60
PSPFIN602A	Undertake strategic financial analysis	50
PSPFIN603A	Develop public sector financial strategies	60
PSPFRAU401B	Monitor data for indicators of fraud	40
PSPFRAU407B	Conduct fraud control awareness sessions	40
PSPFRAU501B	Communicate fraud control awareness	40
PSPFRAU502B	Anticipate and detect possible fraud activity	100
PSPFRAU504B	Conduct fraud risk assessments	40
PSPFRAU505B	Develop fraud control plans	40
PSPFRAU506B	Implement fraud control activities	40
PSPFRAU507B	Coordinate development and implementation of fraud information systems	40
PSPFRAU601B	Develop fraud control strategy	60
PSPFRAU602B	Manage fraud risk assessment and action plan	60
PSPFRAU603B	Manage fraud control awareness	50

Unit Code	Unit Title	Nominal Hours
PSPFRAU605B	Review fraud control activities	40
PSPGSD401A	Identify and select government service delivery options	40
PSPGSD402A	Administer government service delivery requirements	30
PSPGSD403A	Conduct government service delivery interviews	30
PSPGSD404A	Administer delivery of financial and other benefits	30
PSPGSD405A	Introduce the government service delivery model	30
PSPGSD406A	Facilitate participation in government service delivery	30
PSPGSD407A	Assist self-management of government service offers	30
PSPGSD408A	Assist government service recipients with complex needs	30
PSPGSD409A	Deal with incorrect payments and debts	25
PSPGSD501A	Develop and implement procedures for government service delivery	50
PSPGSD502A	Manage the emergent dynamics of government service delivery	50
PSPGSD503A	Provide specialist technical service delivery	60
PSPHR402A	Administer human resource processes	40
PSPHR403A	Provide a consultancy service for human resource management	50
PSPHR503A	Facilitate performance management processes	50
PSPHR504A	Implement workforce planning and succession strategies	50
PSPHR505A	Implement staffing policies	50
PSPHR506A	Coordinate employment relations	40
PSPHR507A	Coordinate employee support	100
PSPHR508A	Coordinate career development	100
PSPHR603B	Provide advisory and mediation services	40
PSPHR612A	Manage recruitment	60
PSPHR613A	Manage retention and separation	40
PSPHR614A	Manage employment relations	50
PSPHR615A	Manage human resource development strategies	40
PSPHR616A	Manage performance management system	60
PSPHR617A	Manage redeployment	40
PSPHR618A	Manage human resource information	40
PSPHR619A	Manage remuneration strategies and plans	40
PSPHR620A	Manage organisational development	40
PSPHR621A	Manage organisational design strategies	40
PSPHR702B	Formulate a strategic human resource plan	60
PSPHR703B	Provide leadership in strategic human resource management	40
PSPIM301A	Process claims	20
PSPIM401A	Conduct initial claim assessments	30
PSPIM402A	Undertake initial rehabilitation assessments	40
PSPIM403A	Make claim determinations	30
PSPIM404A	Conduct situational workplace assessments	40

Unit Code	Unit Title	Nominal Hours
PSPIM405A	Develop return to work plans	30
PSPIM406A	Implement and monitor return to work plans	35
PSPIM407A	Promote and educate about injury management	50
PSPIM408A	Monitor and review injury management cases	40
PSPIM409A	Maintain injury management case files	35
PSPIM501A	Determine liability and negotiate settlements	50
PSPIM502A	Manage case direction and outcomes	50
PSPIM503A	Maintain and monitor service standards	40
PSPIM504A	Contribute to a quality injury management system	60
PSPLAND301A	Collect land revenue	30
PSPLAND302A	Investigate tenure and land use history	40
PSPLAND303A	Administer public land tenures	40
PSPLAND304A	Provide administrative support for public reserves	20
PSPLAND305A	Provide administrative support for reserve management bodies	40
PSPLAND306A	Dispose of public land	30
PSPLAND307A	Assist in processing Aboriginal land claims/applications	20
PSPLAND308A	Compile and check survey plans	30
PSPLAND309A	Administer roads	25
PSPLAND401A	Assess Crown land	40
PSPLAND402A	Undertake native title assessments	40
PSPLAND403A	Prepare and lodge non-claimant native title applications	30
PSPLAND404A	Investigate tenure applications	40
PSPLAND405A	Administer public reserves	30
PSPLAND406A	Monitor reserves management	35
PSPLAND407A	Coordinate land board sittings	30
PSPLAND408A	Investigate Aboriginal land claims/applications	35
PSPLAND409A	Handle compensation claims	35
PSPLAND501A	Review planning documents and environmental assessments	40
PSPLAND502A	Develop and market public land	50
PSPLAND503A	Manage native title future act processes	50
PSPLAND504A	Manage public land tenures and applications	50
PSPLAND505A	Provide technical expertise	60
PSPLAND506A	Identify and manage contaminated sites	40
PSPLAND507A	Undertake land acquisitions/withdrawals	50
PSPLAND508A	Coordinate Aboriginal land claims/applications	50
PSPLAND509A	Negotiate/mediate public land business agreements	40
PSPLAND601A	Manage unallocated land	60
PSPMNGT602B	Manage resources	60
PSPMNGT603B	Facilitate people management	60

Unit Code	Unit Title	Nominal Hours
PSPMNGT604B	Manage change	60
PSPMNGT605B	Manage diversity	60
PSPMNGT606B	Manage quality client service	40
PSPMNGT607B	Develop a business case	60
PSPMNGT608B	Manage risk	60
PSPMNGT609B	Formulate business strategies	60
PSPMNGT610A	Manage public sector financial resources	60
PSPMNGT611A	Manage evaluations	60
PSPMNGT612A	Review and improve business performance	60
PSPMNGT613A	Develop partnering arrangements	60
PSPMNGT614A	Facilitate knowledge management	60
PSPMNGT615A	Influence workforce effectiveness	60
PSPMNGT701B	Provide strategic direction	60
PSPMNGT702A	Influence and shape diversity management	70
PSPMNGT703A	Lead and influence change	70
PSPMNGT704A	Undertake enterprise risk management	60
PSPPA501A	Provide public affairs writing and editorial services	60
PSPPA502A	Coordinate public affairs events and activities	50
PSPPA601A	Manage public affairs	70
PSPPA602A	Provide public affairs advisory service	50
PSPPA603A	Manage media relationships	50
PSPPM401B	Design simple projects	65
PSPPM402B	Manage simple projects	65
PSPPM403B	Close simple projects	65
PSPPM404A	Carry out simple project activities	40
PSPPM405A	Administer simple projects	40
PSPPM501B	Design complex projects	80
PSPPM502B	Manage complex projects	80
PSPPM503B	Close complex projects	80
PSPPM504A	Carry out complex project activities	50
PSPPM601B	Direct complex project activities	40
PSPPOL401A	Contribute to policy development	40
PSPPOL402A	Assist with specialist policy development	50
PSPPOL403A	Give and receive policy information	40
PSPPOL404A	Support policy implementation	30
PSPPOL405A	Implement e-correspondence policies	50
PSPPOL501A	Develop organisation policy	60
PSPPOL502A	Advise on organisation policy	40
PSPPOL601A	Develop public policy	80



Unit Code	Unit Title	Nominal Hours
PSPPOL602A	Provide policy advice	40
PSPPOL603A	Manage policy implementation	40
PSPPOL701A	Influence strategic policy	60
PSPPROC303A	Carry out basic procurement	40
PSPPROC405C	Dispose of assets	20
PSPPROC406B	Procure goods and services	60
PSPPROC411A	Plan procurement	40
PSPPROC412A	Develop and distribute requests for offers	40
PSPPROC413A	Select providers and develop contracts	30
PSPPROC414A	Manage contracts	40
PSPPROC503B	Manage contract performance	50
PSPPROC504B	Finalise contracts	30
PSPPROC505A	Manage procurement risk	40
PSPPROC506A	Plan to manage a contract	50
PSPPROC507A	Plan for procurement outcomes	35
PSPPROC508A	Make procurement decisions	40
PSPPROC509A	Participate in budget and procurement review processes	40
PSPPROC510A	Conduct and manage coordinated procurement	35
PSPPROC603C	Divest strategic assets	40
PSPPROC604B	Plan for strategic procurement	60
PSPPROC605B	Coordinate strategic procurement	50
PSPPROC606B	Negotiate strategic procurement	50
PSPPROC607A	Manage strategic contracts	50
PSPPROC704A	Influence and define strategic procurement direction	80
PSPPROC705A	Establish the strategic procurement context	80
PSPPROC706A	Evaluate and improve strategic procurement performance	80
PSPRAD701A	Work safely in a radiation environment	50
PSPRAD702A	Work safely with radioactive ores and minerals	60
PSPRAD703A	Perform basic radiation measurements	50
PSPRAD704A	Consign radioactive material	60
PSPRAD705A	Handle and transport radioactive material	50
PSPRAD706A	Work safely with radiation sealed source equipment	60
PSPRAD707A	Monitor radiation	60
PSPRAD708A	Coordinate radiation safety	50
PSPRAD709A	Select, commission and maintain radiation measuring instruments	50
PSPRAD710A	Apply radiation safety knowledge to develop and implement ionising radiation management plans	60
PSPREG201A	Carry out inspections and monitoring under guidance	30
PSPREG301A	Undertake routine inspections and monitoring	40



Unit Code	Unit Title	Nominal Hours
PSPREG401C	Exercise regulatory powers	60
PSPREG402C	Promote client compliance	40
PSPREG403B	Assess compliance	60
PSPREG404C	Investigate non-compliance	50
PSPREG405B	Act on non-compliance	30
PSPREG406C	Make arrests	20
PSPREG407B	Produce formal record of interview	60
PSPREG408C	Conduct search and seizure	60
PSPREG409B	Prepare a brief of evidence	60
PSPREG410B	Give evidence	30
PSPREG411A	Gather information through interviews	50
PSPREG412A	Gather and manage evidence	40
PSPREG413A	Undertake inspections and monitoring	40
PSPREG414A	Conduct surveillance	30
PSPREG415A	Receive and validate data	40
PSPREG416A	Conduct data analysis	40
PSPREG417A	Undertake compliance audits	50
PSPREG418A	Advise on progress of investigations	30
PSPREG419A	Finalise and report on investigations	30
PSPREG420A	Plan and implement recovery action	20
PSPREG421A	Take custody of and store weapons	20
PSPREG501B	Conduct prosecutions	80
PSPREG502A	Coordinate investigation processes	80
PSPREG503A	Supervise and carry out complex inspections and monitoring	70
PSPREG504A	Manage plant movement health risk	80
PSPREG505A	Conduct measurement licensee auditing	80
PSPREG601B	Manage regulatory compliance	100
PSPREG602B	Evaluate regulatory compliance	100
PSPREG603A	Manage and lead inspection and monitoring programs	60
PSPREG701A	Manage investigations program	80
PSPREV401A	Identify and apply statute law	30
PSPREV402A	Undertake legislative decision making	15
PSPREV403A	Manage information on legal entities, relationships and property	20
PSPREV404A	Interpret and assess contracts	15
PSPREV405A	Assess applications for grants, subsidies and rebates	15
PSPREV406A	Evaluate returns-based taxes	40
PSPREV407A	Determine land tax liability	15
PSPREV408A	Determine stamp duties	40
PSPREV409A	Administer levies, fines and other taxes	20

Unit Code	Unit Title	Nominal Hours
PSPSCI201A	Contribute to the provision of scientific technical support	25
PSPSCI301A	Assist with scientific technical support	30
PSPSCI302A	Support innovation and change through extension	35
PSPSCI303A	Undertake scientific/technological research	40
PSPSCI401A	Provide scientific technical support	30
PSPSCI402A	Promote innovation and change through extension	40
PSPSCI403A	Organise and undertake scientific/technological research	40
PSPSCI501A	Provide high-level scientific technical support	40
PSPSCI502A	Facilitate innovation and change through extension	50
PSPSCI503A	Develop and undertake scientific/technological research	60
PSPSCI601A	Manage the provision of high-level scientific technical support	50
PSPSCI602A	Influence innovation and change through extension	60
PSPSCI603A	Initiate and conduct scientific/technological research	80
PSPSCI701A	Create innovation and change through extension	60
PSPSCI702A	Initiate and lead sophisticated scientific/technological research	80
PSPSEC301A	Secure government assets	35
PSPSEC302A	Respond to government security incidents	25
PSPSEC303A	Conduct security awareness sessions	35
PSPSEC304A	Undertake information technology security audits	30
PSPSEC401A	Undertake government security risk analysis	40
PSPSEC402A	Implement security risk treatments	40
PSPSEC403A	Develop and advise on government security procedures	40
PSPSEC404A	Conduct personnel security assessments	40
PSPSEC405A	Handle security classified information	30
PSPSEC406A	Provide government security briefings	35
PSPSEC501A	Assess security risks	60
PSPSEC502A	Develop security risk management plans	40
PSPSEC503A	Implement and monitor security risk management plans	50
PSPSEC504A	Coordinate protective security	50
PSPSEC505A	Protect security classified information	30
PSPSEC506A	Communicate security awareness	60
PSPSEC601A	Define information systems framework	80
PSPSEC602A	Manage security awareness	60
PSPTRAN401A	Inspect vehicles	35
PSPTRAN402A	Assess driver compliance	30
PSPTRAN403A	Assess vehicle compliance	40
PSPTRAN404A	Conduct detailed vehicle examination	40
PSPTRAN405A	Operate weighbridges	20
PSPTRAN501A	Provide specialist vehicle technical advice	40

Unit Code	Unit Title	Nominal Hours
PSPWPI501B	Evaluate workplace legislative compliance	260
PSPWPI502B	Facilitate improvement in workplace legislative performance	260
PSPWPI503C	Investigate possible breaches of workplace legislation	70
PSPWPI601B	Improve compliance through industry partnerships	50
PSPWPI602B	Investigate complex issues	200
PSPWPI603B	Manage emerging issues	50
PSPWPI604B	Represent and promote the organisation	50
PSPWPI605B	Audit management systems	120
PSPWPI606B	Contribute to the development and revision of legislation and related documents	40
PSPSOHS401A	Contribute to the implementation of a systematic approach to managing OHS	40
PSPSOHS402A	Contribute to the implementation of the OHS consultation process	40
PSPSOHS403A	Identify hazards and assess OHS risks	40
PSPSOHS404A	Contribute to the implementation of strategies to control OHS risk	40
PSPSOHS405A	Contribute to the implementation of emergency procedures	40
PSPSOHS406A	Use equipment to conduct workplace monitoring	40
PSPSOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	50
PSPSOHS502A	Participate in the management of the OHS information and data systems	50
PSPSOHS503A	Assist in the design and development of OHS participative arrangements	50
PSPSOHS504A	Apply principles of OHS risk management	50
PSPSOHS505A	Manage hazards in the work environment	50
PSPSOHS506A	Monitor and facilitate the management of hazards associated with plant	50
PSPSOHS507A	Facilitate the application of principles of occupational health to control OHS risk	50
PSPSOHS508A	Participate in the investigation of incidents	50
PSPSOHS601A	Develop a systematic approach to managing OHS including OHS management systems (OHSMS)	60
PSPSOHS602A	Develop OHS information and data analysis and reporting and recording processes	50
PSPSOHS603A	Analyse and evaluate OHS risk	50
PSPSOHS604A	Apply ergonomic principles to control OHS risk	50
PSPSOHS605A	Apply occupational hygiene principles to control OHS risk	50
PSPSOHS606A	Develop and implement crisis management processes	60
PSPSOHS607A	Advise on application of safe design to control OHS risk	60
PSPSOHS608A	Conduct an OHS audit	60
PSPSOHS609A	Evaluate an organisation's OHS performance	50
PSPRAIL501A	Operate within the regulatory framework for rail safety	50

Unit Code	Unit Title	Nominal Hours
PSPRAIL502A	Assess and administer accreditation and registration applications	40
PSPRAIL503A	Receive and act on industry safety information and intelligence	50
PSPRAIL504A	Review and promote safety culture	50
PSPRAIL505A	Review training arrangements	50
PSPRAIL601A	Coordinate audit or inspection programs	60
PSPWPR401A	Process incoming workplace relations queries	50
PSPWPR402A	Respond to general workplace relations enquiries	50
PSPWPR403A	Support the provision of workplace relations information	60
PSPWPR501A	Provide advice on complex workplace relations issues	70
PSPWPR502A	Manage compliance with workplace relations legislation	60
PSPWPR503A	Apply workplace relations dispute resolution procedures	40
PSPWPR504A	Support resolution of complaints relating to workplace relations processes or outcomes	60
PSPTIS501A	Negotiate translating and interpreting assignments	25
PSPTIS502A	Prepare to translate and interpret	25
PSPTIS503A	Apply codes and standards to ethical practice	30
PSPTIS504A	Maintain and enhance professional practice	20
PSPTIS505A	Translate general purpose texts from English to LOTE	50
PSPTIS506A	Interpret in general dialogue settings (LOTE)	100
PSPTIS507A	Manage discourses in general settings	20
PSPTIS508A	Analyse texts to be translated (LOTE)	20
PSPTIS509A	Interpret in general monologue settings (LOTE)	80
PSPTIS510A	Analyse, recall and reproduce source messages (LOTE)	30
PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts	70
PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts	70
PSPTIS513A	Translate general purpose texts from LOTE to English	50
PSPTIS601A	Translate special purpose texts from English to LOTE	60
PSPTIS602A	Quality assure translations	30
PSPTIS603A	Apply codes and standards to professional judgement	20
PSPTIS604A	Translate multimedia source material	30
PSPTIS605A	Interpret in complex dialogue settings (LOTE)	100
PSPTIS606A	Interpret in complex monologue settings (LOTE)	100
PSPTIS607A	Interpret as part of a team	30
PSPTIS608A	Interpret using communication media	40
PSPTIS609A	Prepare translated scripts	30
PSPTIS610A	Manage discourses in complex settings	30
PSPTIS611A	Translate special purpose texts from LOTE to English	60
PSPTIS612A	Use translation technology	30

Unit Code	Unit Title	Nominal Hours
PSPTIS613A	Sight translate (LOTE)	60
PSPTIS614A	Apply theories to describe and review work assignments	40

## SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **Code Title Training Package**, but are by no means mandatory.

<b>Occupation</b>	Administrative Trainee	
<b>Qualification Title</b>	Certificate II in Government	
<b>Qualification Code</b>	PSP20104	
<b>Description</b>	Appropriate for a person working in Reception/Basic administration support role.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPGOV201B	Work in a public sector environment	30
PSPGOV202B	Use routine workplace communication techniques	30
PSPGOV203B	Deliver a service to clients	30
PSPOHS201B	Follow workplace safety procedures	20
<b>Electives</b>		
PSPGOV204B	Access and use resources	20
PSPGOV206B	Handle workplace information	20
PSPGOV207B	Use technology in the workplace	30
BSBINM202A	Handle mail	15
BSBITU201A	Produce simple word processed documents	60
<b>Total</b>		<b>255</b>

<b>Occupation</b>	Administration Officer	
<b>Qualification Title</b>	Certificate III in Government	
<b>Qualification Code</b>	PSP30104	
<b>Description</b>	Appropriate for a person providing support to an Executive Assistant.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC301B	Uphold the values and principles of public service	30
PSPGOV301B	Work effectively in the organisation	20
PSPGOV302B	Contribute to workgroup activities	30
PSPGOV308B	Work effectively with diversity	30
PSPGOV312A	Use workplace communication strategies	30
PSPLEGN301B	Comply with legislation in the public sector	25
PSPOHS301A	Contribute to workplace safety	30
<b>Electives</b>		
PSPGOV303B	Build and maintain internal networks	20
PSPGOV305B	Access and use resources and financial systems	30
PSPGOV307B	Organise workplace information	20
PSPGOV309A	Address client needs	30
<b>Total</b>		<b>295</b>

<b>Occupation</b>	Administrative Officer	
<b>Qualification Title</b>	Certificate IV in Government	
<b>Qualification Code</b>	PSP40104	
<b>Description</b>	Appropriate for a person providing support to a policy development team.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
<b>Electives</b>		
PSPOHS301A	Contribute to workplace safety	30
PSPGOV403B	Use resources to achieve work unit goals	30
PSPGOV404B	Develop and implement work unit plans	30
PSPGOV405B	Provide input to change processes	40
PSPGOV406B	Gather and analyse information	30
PSPPOL402A	Assist with specialist policy development	50
PSPPOL403A	Give and receive policy information	40
BSBCMM401A	Make a presentation	30
<b>Total</b>		<b>520</b>



<b>Occupation</b>	Administrative Officer	
<b>Qualification Title</b>	Diploma of Government (Community Capacity)	
<b>Qualification Code</b>	PSP50204	
<b>Description</b>	Appropriate for a person providing support to Community Support activities.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPCOM501A	Prepare for community engagement	50
PSPCOM502A	Develop and implement community engagement strategies	50
PSPCOM503A	Build and maintain community relationships	50
<b>Electives</b>		
CHCCD505D	Develop community resources	90
CHCCD508C	Support community action	90
CHCCD509C	Support community leadership	90
<b>Total</b>		<b>615</b>

<b>Occupation</b>	Sheriff Officer	
<b>Qualification Title</b>	Certificate IV in Government (Court Compliance)	
<b>Qualification Code</b>	PSP40304	
<b>Description</b>	Appropriate for an officer who carries out the enforcement duties of the court, including serving and executing court orders and preparing court documentation.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
<b>Group A Elective</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Group B Electives</b>		
PSPCRT403C	Handle exhibits and documents tendered	20
PSPCRT404C	Serve process	25
PSPCRT405C	Handle monies received in satisfaction of warrants or orders	10
PSPCRT406C	Compile and use official notes	30
<b>Group C Electives</b>		
PSPCRT503C	Execute process	40
PSPREG402C	Promote client compliance	40
PSPREG408C	Conduct search and seizure	60
<b>Total</b>		<b>495</b>

<b>Occupation</b>	Bench/Registry Clerk	
<b>Qualification Title</b>	Certificate IV in Government (Court Services)	
<b>Qualification Code</b>	PSP40404	
<b>Description</b>	Appropriate for a person working in the Local/Magistrate's Court, duties including bench clerking and working in the registry.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
<b>Group A Elective</b>		
PSPCRT403C	Handle exhibits and documents tendered	20
<b>Group B Electives</b>		
PSPCRT403C	Handle exhibits and documents tendered	20
PSPCRT407B	Undertake court listings	30
PSPCRT408B	Provide court registry and information services	30
PSPCRT501C	Perform court duties	30
PSPCRT409B	Administer court fines and debt management	25
<b>Units from elsewhere in the Training Package</b>		
PSPGOV411A	Deal with conflict	30
BSBRKG404A	Monitor and maintain records in an online environment	50
<b>Total</b>		<b>475</b>

<b>Occupation</b>	Deputy Court Registrar	
<b>Qualification Title</b>	Diploma of Government (Court Services)	
<b>Qualification Code</b>	PSP50304	
<b>Description</b>	Appropriate for a person working in the Local/Magistrates' Court as a Deputy Court Registrar assisting in the overall functioning and management of the Court, including liaising with stakeholders; management of all legal, judicial and quasi-judicial functions; management and preparing appropriate reports.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV502B	Develop client services	40
PSPGOV505A	Promote diversity	50
PSPOHS501A	Monitor and maintain workplace safety	40
PSPLEGN501B	Promote compliance with legislation in the public sector	25
<b>Group A Elective (Court Compliance)</b>		
PSPGOV504B	Undertake research and analysis	60
<b>Group D Electives</b>		
PSPCRT506A	Perform quasi-judicial functions	50
PSPCRT505A	Undertake senior court listing activities	30
<b>Electives from elsewhere in the training package</b>		
PSPGOV512A	Use complex workplace communication strategies	50
PSPGOV519A	Manage performance	50
<b>Total</b>		<b>425</b>

<b>Occupation</b>	Finance Officer	
<b>Qualification Title</b>	Certificate IV in Government (Financial Services)	
<b>Qualification Code</b>	PSP40504	
<b>Description</b>	Appropriate for a person working as a Finance Officer in the Public Sector.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
PSPFIN401A	Use public sector financial processes	30
<b>Group A elective</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Group B electives</b>		
BSBFIA401A	Prepare financial reports	50
BSBFIA402A	Report on financial activity	30
FNSACC402A	Prepare operational budgets	40
FNSACC404A	Prepare financial statements for non-reporting entities	60
FNSICORG509B	Maintain integrity of financial systems	60
FNSICACC307B	Reconcile and monitor accounts receivable	50
<b>Total</b>		<b>590</b>

<b>Occupation</b>	Senior Finance Officer	
<b>Qualification Title</b>	Diploma of Government (Financial Services)	
<b>Qualification Code</b>	PSP50504	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV504B	Undertake research and analysis	60
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPFIN501A	Apply public sector financial policies and processes	40
<b>Electives</b>		
FNSACC501A	Provide financial and business performance information	60
FNSACC505A	Establish and maintain accounting information systems	50
FNSACC506A	Implement and maintain internal control procedures	40
FNSACC507A	Provide management accounting information	60
<b>Total</b>		<b>505</b>

<b>Occupation</b>	Finance Manager	
<b>Qualification Title</b>	Advanced Diploma of Government (Financial Management)	
<b>Qualification Code</b>	PSP60304	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT605B	Manage diversity	60
PSPOHS602A	Manage workplace safety	60
PSPPOL603A	Manage policy implementation	40
PSPFIN601A	Apply complex public sector financial requirements	60
<b>Group A Elective</b>		
PSPFIN602A	Undertake strategic financial analysis	50
<b>Group B Electives</b>		
FNSACC602A	Audit and report on financial systems and records	40
FNSACC604A	Monitor corporate governance activities	60
FNSACC605A	Implement organisational improvement programs	60
FNSACC607A	Evaluate business performance	60
FNSACC610A	Develop and implement financial strategies	60
FNSACC613A	Prepare and analyse management accounting information	60
<b>Total</b>		<b>780</b>

<b>Occupation</b>	Fraud Control Officer	
<b>Qualification Title</b>	Certificate IV in Government (Fraud Control)	
<b>Qualification Code</b>	PSP40604	
<b>Description</b>	Appropriate for a person involved in the detection and prevention of fraud.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
PSPFRAU401B	Monitor data for indicators of fraud	40
PSPFRAU407B	Conduct fraud control awareness sessions	40
PSPREG415A	Receive and validate data	40
<b>Electives</b>		
PSPREG403B	Assess compliance	60
PSPOHS301A	Contribute to workplace safety	30
PSPREG416A	Conduct data analysis	40
PSPFRAU501B	Communicate fraud control awareness	40
PSPREG402C	Promote client compliance	40
<b>Total</b>		<b>575</b>



<b>Occupation</b>	Senior Investigator	
<b>Qualification Title</b>	Diploma of Government (Fraud Control)	
<b>Qualification Code</b>	PSP50604	
<b>Description</b>	Appropriate for person working as a Senior Investigator in Fraud Control.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV504B	Undertake research and analysis	60
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPFRAU504B	Conduct fraud risk assessments	40
PSPFRAU505B	Develop fraud control plans	40
PSPFRAU506B	Implement fraud control activities	40
PSPFRAU507B	Coordinate development and implementation of fraud information systems	40
<b>Electives</b>		
PSPFRAU502B	Anticipate and detect possible fraud activity	100
<b>Total</b>		<b>515</b>

<b>Occupation</b>	Service Delivery Officer	
<b>Qualification Title</b>	Certificate IV in Government (Service Delivery)	
<b>Qualification Code</b>	PSP40704	
<b>Description</b>	Appropriate for a person working without supervision delivering services in a government service delivery context.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
PSPGSD401A	Identify and select government service delivery options	40
PSPGSD402A	Administer government service delivery requirements	30
PSPGSD403A	Conduct government service delivery interviews	30
<b>Group A Elective</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Group B Electives</b>		
PSPGSD404A	Administer delivery of financial and other benefits	30
PSPGSD405A	Introduce the government service delivery model	30
PSPGSD406A	Facilitate participation in government service delivery	30
PSPGSD407A	Assist self-management of government service offers	30
<b>Total</b>		<b>490</b>

<b>Occupation</b>	Service Delivery Manager	
<b>Qualification Title</b>	Diploma of Government (Service Delivery)	
<b>Qualification Code</b>	PSP50704	
<b>Description</b>	Appropriate for a person responsible for the management of teams delivering services in a government service delivery context.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV504B	Undertake research and analysis	60
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPGSD501A	Develop and implement procedures for government service delivery	50
PSPGSD502A	Manage the emergent dynamics of government service delivery	50
PSPGSD503A	Provide specialist technical service delivery	60
<b>Electives</b>		
PSPCOM502A	Develop and implement community engagement strategies	50
PSPCOM503A	Build and maintain community relationships	50
<b>Total</b>		<b>515</b>

<b>Occupation</b>	Human Resources Officer	
<b>Qualification Title</b>	Diploma of Government (Human Resources)	
<b>Qualification Code</b>	PSP50804	
<b>Description</b>	Appropriate for a person working independently and performing self directed work in Human Resources in the Public Sector.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV504B	Undertake research and analysis	60
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
<b>Electives</b>		
PSPHR503A	Facilitate performance management processes	50
PSPHR504A	Implement workforce planning and succession strategies	50
PSPHR505A	Implement staffing policies	50
PSPHR506A	Coordinate employment relations	40
PSPHR507A	Coordinate employee support	100
<b>Total</b>		<b>545</b>

<b>Occupation</b>	Human Resources Manager	
<b>Qualification Title</b>	Advanced Diploma of Government (Human Resources)	
<b>Qualification Code</b>	PSP60404	
<b>Description</b>	Appropriate for a person managing human resources within a public sector organisation.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT605B	Manage diversity	60
PSPOHS602A	Manage workplace safety	60
PSPPOL603A	Manage policy implementation	40
<b>Electives</b>		
PSPHR615A	Manage human resource development strategies	40
PSPHR616A	Manage performance management system	60
PSPHR618A	Manage human resource information	40
PSPHR620A	Manage organisational development	40
PSPHR621A	Manage organisational design strategies	40
PSPHR702B	Formulate a strategic human resource plan	60
PSPHR703A	Provide leadership in strategic human resource management	40
PSPMNGT611A	Manage evaluations	60
<b>Total</b>		<b>710</b>

<b>Occupation</b>	Injury Claims Administrator	
<b>Qualification Title</b>	Certificate IV in Government (Injury Claims Administration)	
<b>Qualification Code</b>	PSP40804	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
PSPIM401A	Conduct initial claim assessments	30
PSPIM408A	Monitor and review injury management cases	40
PSPIM409A	Maintain injury management case files	35
<b>Group A Elective</b>		
PSPOHS401B	Implement workplace safety procedures and programs	35
<b>Group B Electives</b>		
PSPIM301A	Process claims	20
PSPIM403A	Make claim determinations	30
PSPIM407A	Promote and educate about injury management	50
PSPREG410B	Give evidence	30
<b>Total</b>		<b>510</b>

<b>Occupation</b>	Rehabilitation Practitioner	
<b>Qualification Title</b>	Certificate IV in Government (Injury Rehabilitation Management)	
<b>Qualification Code</b>	PSP40904	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
PSPIM402A	Undertake initial rehabilitation assessments	40
PSPIM404A	Conduct situational workplace assessments	40
PSPIM405A	Develop return to work plans	30
PSPIM406A	Implement and monitor return to work plans	35
<b>Group A Elective</b>		
PSPOHS401B	Implement workplace safety procedures and programs	35
<b>Group B electives</b>		
PSPIM407A	Promote and educate about injury management	50
PSPIM408A	Monitor and review injury management cases	40
PSPIM409A	Maintain injury management case files	35
<b>Total</b>		<b>545</b>

<b>Occupation</b>	Injury Management Case Manager	
<b>Qualification Title</b>	Diploma of Government (Injury Management)	
<b>Qualification Code</b>	PSP50904	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPIM501A	Determine liability and negotiate settlements	50
PSPIM502A	Manage case direction and outcomes	50
PSPIM503A	Maintain and monitor service standards	40
PSPIM504A	Contribute to a quality injury management system	60
<b>Electives</b>		
PSPGOV511A	Provide leadership	50
CHCCM503C	Develop, facilitate and monitor all aspects of case management	75
<b>Total</b>		<b>520</b>



<b>Occupation</b>	Public Land Administration Officer	
<b>Qualification Title</b>	Certificate III in Government (Land Administration)	
<b>Qualification Code</b>	PSP30404	
<b>Description</b>	Appropriate for a person working at operational level in public land administration.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC301B	Uphold the values and principles of public service	30
PSPGOV308B	Work effectively with diversity	30
PSPLEGN301B	Comply with legislation in the public sector	25
PSPOHS301A	Contribute to workplace safety	30
PSPLAND302A	Investigate tenure and land use history	40
<b>Electives</b>		
PSPLAND303A	Administer public land tenures	40
PSPLAND304A	Provide administrative support for public reserves	20
PSPLAND305A	Provide administrative support for reserve management bodies	40
PSPLAND308A	Compile and check survey plans	30
FPICOT2233A	Navigate in forest areas	40
AHCWRK311A	Conduct site inspections	80
<b>Total</b>		<b>405</b>

<b>Occupation</b>	Senior Public Land Administration Officer	
<b>Qualification Title</b>	Certificate IV in Government (Land Administration)	
<b>Qualification Code</b>	PSP41004	
<b>Description</b>	Appropriate for a person working as a public land administration officer.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV408A	Value diversity	30
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPLAND404A	Investigate tenure applications	40
<b>Electives</b>		
PSPLAND401A	Assess Crown land	40
PSPLAND402A	Undertake native title assessments	40
PSPLAND403A	Prepare and lodge non-claimant native title applications	30
PSPLAND405A	Administer public reserves	30
PSPLAND406A	Monitor reserves management	35
PSPLAND407A	Coordinate land board sittings	30
PSPLAND409A	Handle compensation claims	35
PSPREG404C	Investigate non-compliance	50
PSPREG412A	Gather and manage evidence	40
PSPREG417A	Undertake compliance audits	50
<b>Total</b>		<b>550</b>

<b>Occupation</b>	Public Land Administration Manager	
<b>Qualification Title</b>	Diploma of Government (Land Administration)	
<b>Qualification Code</b>	PSP51004	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV512A	Use complex workplace communication strategies	50
PSPGOV505A	Promote diversity	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
<b>Electives</b>		
PSPLAND501A	Review planning documents and environmental assessments	40
PSPLAND503A	Manage native title future act processes	50
PSPLAND504A	Manage public land tenures and applications	50
PSPLAND505A	Provide technical expertise	60
PSPLAND507A	Undertake land acquisitions/withdrawals	50
PSPLAND509A	Negotiate/mediate public land business agreements	40
AHCLPW501A	Develop a management plan for a designated area	200
<b>Total</b>		<b>645</b>

<b>Occupation</b>	Manager - Public Sector	
<b>Qualification Title</b>	Diploma of Government (Management)	
<b>Qualification Code</b>	PSP51104	
<b>Description</b>	Appropriate for a person working as a specialist manager in the public sector.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV502B	Develop client services	40
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPGOV519A	Manage performance	50
<b>Electives</b>		
PSPGOV516A	Develop and use emotional intelligence	40
BSBWOR501B	Manage personal work priorities and professional development	60
BSBINM501A	Manage an information or knowledge management system	50
BSBMGT516A	Facilitate continuous improvement	60
<b>Total</b>		<b>495</b>

<b>Occupation</b>	Project Officer	
<b>Qualification Title</b>	Advanced Diploma of Government (Management)	
<b>Qualification Code</b>	PSP60504	
<b>Description</b>	Appropriate for a person working as a Project Officer in a Corporate Services area.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units Common to all Streams</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT605B	Manage diversity	60
PSPPOL603A	Manage policy implementation	40
PSPOHS602A	Manage workplace safety	60
<b>Electives</b>		
PSPMNGT602B	Manage resources	60
PSPMNGT603B	Facilitate people management	60
PSPMNGT604B	Manage change	60
PSPMNGT607B	Develop a business case	60
PSPMNGT608B	Manage risk	60
PSPMNGT609B	Formulate business strategies	60
PSPMNGT612A	Review and improve business performance	60
PSPMNGT615A	Influence workforce effectiveness	60
<b>Total</b>		<b>810</b>

<b>Occupation</b>	Manager of Compliance Services	
<b>Qualification Title</b>	Advanced Diploma of Government (Management)	
<b>Qualification Code</b>	PSP60504	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units Common to all Streams</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT605B	Manage diversity	60
PSPPOL603A	Manage policy implementation	40
PSPOHS602A	Manage workplace safety	60
<b>Additional Core - Compliance Management Stream</b>		
PSPREG601B	Manage regulatory compliance	100
PSPREG602B	Evaluate regulatory compliance	100
<b>Electives</b>		
PSPMNGT602B	Manage resources	60
PSPMNGT606B	Manage quality client service	40
PSPMNGT608B	Manage risk	60
PSPMNGT701B	Provide strategic direction	60
PSPHR616A	Manage performance management system	60
PSPOHS601B	Establish and maintain a workplace safety system	40
<b>Total</b>		<b>850</b>

<b>Occupation</b>	Principal Investigator in Fraud Control	
<b>Qualification Title</b>	Advanced Diploma of Government (Management)	
<b>Qualification Code</b>	PSP60504	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core Units Common to all Streams</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT605B	Manage diversity	60
PSPPOL603A	Manage policy implementation	40
PSPOHS602A	Manage workplace safety	60
<b>Additional Core Units - Fraud Control Management Stream</b>		
PSPFRAU502B	Anticipate and detect possible fraud activity	100
PSPFRAU601B	Develop fraud control strategy	60
PSPFRAU602B	Manage fraud risk assessment and action plan	60
PSPFRAU603B	Manage fraud control awareness	50
PSPFRAU605B	Review fraud control activities	40
<b>Electives</b>		
PSPGOV605A	Persuade and influence opinion	50
PSPGOV606A	Prepare high-level/sensitive written materials	50
PSPMNGT608B	Manage risk	60
<b>Total</b>		<b>800</b>

<b>Occupation</b>	Occupational Health and Safety practitioner	
<b>Qualification Title</b>	Certificate IV in Government (Occupational Health & Safety)	
<b>Qualification Code</b>	PSP41104	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
PSPSOHS401A	Contribute to the implementation of a systematic approach to managing OHS	40
PSPSOHS402A	Contribute to the implementation of the OHS consultation process	40
PSPSOHS403A	Identify hazards and assess OHS risks	40
PSPSOHS404A	Contribute to the implementation of strategies to control OHS risk	40
PSPSOHS405A	Contribute to the implementation of emergency procedures	40
<b>Electives</b>		
PSPSOHS406A	Use equipment to conduct workplace monitoring	40
PSPPOL401A	Contribute to policy development	40
PSPPM404A	Carry out simple project activities	40
<b>Total</b>		<b>560</b>



<b>Occupation</b>	Senior Occupational Health and Safety Practitioner	
<b>Qualification Title</b>	Diploma of Government (Occupational Health & Safety)	
<b>Qualification Code</b>	PSP51204	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV502B	Develop client services	40
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPSOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	50
PSPSOHS502A	Participate in the management of the OHS information and data systems	50
PSPSOHS503A	Assist in the design and development of OHS participative arrangements	50
BSBOHS504A	Apply principles of OHS risk management	60
<b>Electives</b>		
PSPSOHS506A	Monitor and facilitate the management of hazards associated with plant	50
PSPSOHS507A	Facilitate the application of principles of occupational health to control OHS risk	50
<b>Total</b>		<b>505</b>

<b>Occupation</b>	Occupational Health and Safety Manager	
<b>Qualification Title</b>	Advanced Diploma of Government (Occupational Health & Safety)	
<b>Qualification Code</b>	PSP60604	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT605B	Manage diversity	60
PSPPOL603A	Manage policy implementation	40
<b>Electives</b>		
PSPSOHS601A	Develop a systematic approach to managing OHS including OHS management systems (OHSMS)	60
PSPSOHS602A	Develop OHS information and data analysis and reporting and recording processes	50
PSPSOHS603A	Analyse and evaluate OHS risk	50
PSPSOHS606A	Develop and implement crisis management processes	60
PSPSOHS607A	Advise on application of safe design to control OHS risk	60
PSPSOHS608A	Conduct an OHS audit	60
PSPMNGT607B	Develop a business case	60
PSPMNGT609B	Formulate business strategies	60
PSPPROC607B	Manage strategic contracts	50
<b>Total</b>		<b>780</b>

<b>Occupation</b>	Administrative Officer working in Grants Administration	
<b>Qualification Title</b>	Certificate IV in Government (Project Management)	
<b>Qualification Code</b>	PSP41204	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV417A	Identify and treat risks	60
PSPGOV422A	Apply government processes	30
PSPPOL404A	Support policy implementation	30
PSPPM401B	Design simple projects	65
PSPPM402B	Manage simple projects	65
PSPPM403B	Close simple projects	65
<b>Group A Electives</b>		
PSPOHS301A	Contribute to workplace safety	30
PSPGOV404B	Develop and implement work unit plans	30
PSPGOV406B	Gather and analyse information	30
BSBWOR501B	Manage personal work priorities and professional development	60
BSBWOR404B	Develop work priorities	40
<b>Total</b>		<b>655</b>

<b>Occupation</b>	Project Management Co-ordinator	
<b>Qualification Title</b>	Diploma of Government (Project Management)	
<b>Qualification Code</b>	PSP51304	
<b>Description</b>	Appropriate for a person responsible for the coordination of personnel responsible for the management of projects.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV504B	Undertake research and analysis	60
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPGOV517A	Coordinate risk management	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPPM501B	Design complex projects	80
PSPPM502B	Manage complex projects	80
PSPPM503B	Close complex projects	80
<b>Electives</b>		
PSPPM601B	Direct complex project activities	40
<b>Total</b>		<b>585</b>

<b>Occupation</b>	Policy Officer	
<b>Qualification Title</b>	Diploma of Government (Policy Development)	
<b>Qualification Code</b>	PSP51404	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV504B	Undertake research and analysis	60
PSPGOV505A	Promote diversity	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPPOL501A	Develop organisation policy	60
PSPPOL502A	Advise on organisation policy	40
PSPPOL601A	Develop public policy	80
PSPPOL602A	Provide policy advice	40
<b>Electives</b>		
PSPMNGT608B	Manage risk	60
PSPMNGT607B	Develop a business case	60
<b>Total</b>		<b>555</b>

<b>Occupation</b>	Procurement Officer	
<b>Qualification Title</b>	Certificate IV in Government (Procurement and Contracting)	
<b>Qualification Code</b>	PSP42410	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV417A	Identify and treat risks	60
PSPGOV421A	Exercise delegations	30
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPROC411A	Plan procurement	40
PSPPROC412A	Prepare and develop requests for offer	40
PSPPROC413A	Select providers	30
PSPPROC414A	Manage contracts	40
<b>Group A Elective: Research and Analysis</b>		
PSPGOV406B	Gather and analyse information	30
<b>Group B Electives: General</b>		
PSPPROC505A	Manage procurement risk	40
PSPPROC507A	Plan for procurement outcomes	35
PSPFIN401A	Use public sector financial processes	30
PSPPM405A	Administer simple projects	40
PSPGOV418A	Develop internal and external networks	30
<b>Total</b>		<b>515</b>

<b>Occupation</b>	Contract/Procurement Officer	
<b>Qualification Title</b>	Diploma of Government (Procurement and Contracting)	
<b>Qualification Code</b>	PSP52510	
<b>Description</b>	Appropriate for a person working as a Contract Manager in the public sector.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV507A	Undertake negotiations	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPPROC503B	Manage contract performance	50
PSPPROC504B	Finalise contracts	30
PSPPROC505A	Manage procurement risk	40
PSPPROC506A	Plan to manage a contract	50
PSPPROC507A	Plan for procurement outcomes	35
PSPPROC508A	Make procurement decisions	40
<b>Group A Elective: Research and Analysis</b>		
PSPGOV504B	Undertake research and analysis	60
<b>Group B Electives: General</b>		
BSBPMG510A	Manage projects	60
BSBPUR504B	Manage a supply chain	60
PSPPROC509A	Participate in budget and procurement review processes	40
<b>Total</b>		<b>570</b>

<b>Occupation</b>	Senior Procurement Officer	
<b>Qualification Title</b>	Advanced Diploma of Government (Procurement and Contracting)	
<b>Qualification Code</b>	PSP61210	
<b>Description</b>	Appropriate for a person responsible for the management of strategic procurement in public sector organisations.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT608B	Manage risk	60
PSPMNGT607B	Develop a business case	60
PSPPROC604B	Plan for strategic procurement	60
PSPPROC605B	Coordinate strategic procurement	50
PSPPROC606B	Negotiate strategic procurement	50
PSPPROC607A	Manage strategic contracts	50
<b>Electives</b>		
PSPFIN601A	Apply complex public sector financial requirements	60
PSPGOV601B	Apply government systems	60
PSPMNGT609B	Formulate business strategies	60
PSPMNGT613A	Develop partnering arrangements	60
PSPPM601B	Direct complex project activities	40
PSPPROC603C	Divest strategic assets	40
<b>Total</b>		<b>760</b>



<b>Occupation</b>	Strategic Sourcing Specialist	
<b>Qualification Title</b>	Vocational Graduate Certificate in Strategic Procurement	
<b>Qualification Code</b>	PSP70110	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPPROC704A	Influence and define strategic procurement direction	80
PSPPROC705A	Establish the strategic procurement context	80
PSPPROC706A	Evaluate and improve strategic procurement performance	80
<b>Electives</b>		
BSBREL701A	Develop and cultivate collaborative partnerships and relationships	40
<b>Total</b>		<b>280</b>

<b>Occupation</b>	Fisheries Officer	
<b>Qualification Title</b>	Certificate IV in Government (Statutory Compliance)	
<b>Qualification Code</b>	PSP41404	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
PSPREG401C	Exercise regulatory powers	60
<b>Group A Elective</b>		
PSPOHS401B	Implement workplace safety procedures and programs	35
<b>Group B Electives</b>		
PSPREG405B	Act on non-compliance	30
PSPREG407B	Produce formal record of interview	60
PSPREG408C	Conduct search and seizure	60
PSPREG409B	Prepare a brief of evidence	60
PSPREG410B	Give evidence	30
PSPREG418A	Advise on progress of investigations	30
<b>Total</b>		<b>575</b>

<b>Occupation</b>	Investigator in Fraud Control	
<b>Qualification Title</b>	Certificate IV in Government (Investigation)	
<b>Qualification Code</b>	PSP41504	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV412A	Use advanced workplace communication strategies	50
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPREG401C	Exercise regulatory powers	60
PSPREG404C	Investigate non-compliance	50
PSPREG407B	Produce formal record of interview	60
PSPREG411A	Gather information through interviews	50
PSPREG412A	Gather and manage evidence	40
PSPREG418A	Advise on progress of investigations	30
PSPREG419A	Finalise and report on investigations	30
<b>Electives</b>		
PSPOHS301A	Contribute to workplace safety	30
PSPFRAU401B	Monitor data for indicators of fraud	40
PSPFRAU407B	Conduct fraud control awareness sessions	40
PSPREG415A	Receive and validate data	40
PSPREG416A	Conduct data analysis	40
<b>Total</b>		<b>630</b>

<b>Occupation</b>	Senior Investigator in Fraud Control	
<b>Qualification Title</b>	Diploma of Government (Investigation)	
<b>Qualification Code</b>	PSP51704	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV503B	Coordinate resource allocation and usage	40
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPREG502A	Coordinate investigation processes	80
PUAPOL024A	Conduct investigations	60
PUAPOL028A	Manage investigation information processes	80
PUAPOL030A	Review and evaluate major investigations	80
<b>Group A Elective</b>		
PUAPOL001A	Maintain operational safety	80
<b>Group B Electives</b>		
PSPFRAU501B	Communicate fraud control awareness	40
PSPFRAU502B	Anticipate and detect possible fraud activity	100
<b>Total</b>		<b>665</b>

<b>Occupation</b>	Trainee Security Officer	
<b>Qualification Title</b>	Certificate III in Government (Security)	
<b>Qualification Code</b>	PSP30504	
<b>Description</b>	Entry level program for a career in the government security area of the public sector	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC301B	Uphold the values and principles of public service	30
PSPGOV301B	Work effectively in the organisation	20
PSPGOV302B	Contribute to workgroup activities	30
PSPGOV308B	Work effectively with diversity	30
PSPGOV312A	Use workplace communication strategies	30
PSPLEGN301B	Comply with legislation in the public sector	25
PSPOHS301A	Contribute to workplace safety	30
PSPSEC405A	Handle security classified information	30
<b>Group A Electives</b>		
PSPSEC302A	Respond to government security incidents	25
PSPSEC304A	Undertake information technology security audits	30
<b>Group B Elective</b>		
PSPGOV303B	Build and maintain internal networks	20
<b>Total</b>		<b>300</b>

<b>Occupation</b>	Government Security Officer	
<b>Qualification Title</b>	Certificate IV in Government (Security)	
<b>Qualification Code</b>	PSP41604	
<b>Description</b>	Appropriate for person working without supervision in the government security area of the public sector	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPSEC401A	Undertake government security risk analysis	40
PSPSEC402A	Implement security risk treatments	40
PSPSEC403A	Develop and advise on government security procedures	40
PSPSEC405A	Handle security classified information	30
<b>Group A Electives</b>		
PSPOHS301A	Contribute to workplace safety	30
PSPPOL404A	Support policy implementation	30
<b>Units from elsewhere</b>		
PSPSEC406A	Provide government security briefings	35
CPPSEC3003A	Determine response to security risk situation	24
BSBWOR402A	Promote team effectiveness	50
<b>Total</b>		<b>529</b>

<b>Occupation</b>	Personnel Security Officer
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<b>Qualification Title</b>	Certificate IV in Government (Personnel Security)	
<b>Qualification Code</b>	PSP41704	
<b>Description</b>	Appropriate for a person working without supervision in the personnel security area of the public sector	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPSEC401A	Undertake government security risk analysis	40
PSPSEC402A	Implement security risk treatments	40
PSPSEC404A	Conduct personnel security assessments	40
PSPSEC405A	Handle security classified information	30
PSPSEC406A	Provide government security briefings	35
PSPREG411A	Gather information through interviews	50
PSPREG416A	Conduct data analysis	40
<b>Electives</b>		
PSPOHS401B	Implement workplace safety procedures and programs	35
CPPSEC3003A	Determine response to security risk situation	24
BSBWOR402A	Promote team effectiveness	50
<b>Total</b>		<b>564</b>

<b>Occupation</b>	National Road Transport Inspector	
<b>Qualification Title</b>	Certificate IV in Government (Road Transport Compliance)	
<b>Qualification Code</b>	PSP41804	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV417A	Identify and treat risks	60
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPREG401C	Exercise regulatory powers	60
PSPREG405B	Act on non-compliance	30
PSPTRAN401A	Inspect vehicles	35
PSPTRAN402A	Assess driver compliance	30
PSPTRAN403A	Assess vehicle compliance	40
<b>Group A Elective</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Group B Electives</b>		
PSPREG402C	Promote client compliance	40
PSPREG408C	Conduct search and seizure	60
<b>Total</b>		<b>595</b>



<b>Occupation</b>	Workplace Inspector/Field Officer	
<b>Qualification Title</b>	Diploma of Government (Workplace Inspection)	
<b>Qualification Code</b>	PSP51904	
<b>Description</b>	Appropriate for a person conducting statutory investigation and enforcement of legislative requirements eg OHS legislation, workers compensation legislation	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPGOV512A	Use complex workplace communication strategies	50
PSPMNGT608B	Manage risk	60
PSPWPI501B	Evaluate workplace legislative compliance	260
PSPWPI502B	Facilitate improvement in workplace legislative performance	260
PSPWPI503B	Investigate possible breaches of workplace legislation	70
<b>Electives</b>		
PSPGOV502B	Develop client services	40
PSPGOV503B	Coordinate resource allocation and usage	40
PSPGOV504B	Undertake research and analysis	60
PSPREG410B	Give evidence	30
<b>Total</b>		<b>925</b>

<b>Occupation</b>	Trade Measurement Inspector	
<b>Qualification Title</b>	Certificate IV in Government (Trade Measurement)	
<b>Qualification Code</b>	PSP42310	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPREG405B	Act on non-compliance	30
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV414A	Provide workplace mentoring	40
PSPREG413A	Undertake inspections and monitoring	40
PSPGOV412A	Use advanced workplace communication strategies	50
MSL944001A	Maintain laboratory/field workplace safety	50
PSPREG401C	Exercise regulatory powers	60
PSPREG403B	Assess compliance	60
<b>Group A Electives (Trade Measurement)</b>		
MSATMINS403A	Inspect a range of trading practices	50
MSATMINS401A	Inspect a range of weighing instruments	60
MSATMINS402A	Inspect a range of liquid measuring instruments using volume measures	60
MSATMINS404A	Inspect a range of pre-packaged products	60
<b>Total</b>		<b>600</b>

<b>Occupation</b>	Senior Trade Measurement Inspector	
<b>Qualification Title</b>	Diploma of Government (Trade Measurement)	
<b>Qualification Code</b>	PSP52210	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV503B	Coordinate resource allocation and usage	40
PSPGOV511A	Provide leadership	50
PSPGOV512A	Use complex workplace communication strategies	50
PSPREG503A	Supervise and carry out complex inspections and monitoring	70
PSPREG505A	Conduct measurement licensee auditing	80
MSATMINS501A	Inspect a range of complex measuring instruments	60
<b>Electives</b>		
PSPGOV508A	Manage conflict	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPGOV504B	Undertake research and analysis	60
PSPGOV502B	Develop client services	40
<b>Total</b>		<b>555</b>

<b>Occupation</b>	Senior Field Manager	
<b>Qualification Title</b>	Advanced Diploma of Government (Workplace Inspection)	
<b>Qualification Code</b>	PSP60904	
<b>Description</b>	Appropriate for those responsible for management of statutory investigation and enforcement of legislative requirements.	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC601B	Maintain and enhance confidence in public service	30
PSPGOV601B	Apply government systems	60
PSPGOV602B	Establish and maintain strategic networks	40
PSPLEGN601B	Manage compliance with legislation in the public sector	40
PSPMNGT608B	Manage risk	60
PSPWPI601B	Improve compliance through industry partnerships	50
PSPWPI602B	Investigate complex issues	200
PSPWPI603B	Manage emerging issues	50
PSPWPI604B	Represent and promote the organisation	50
<b>Electives</b>		
PSPMNGT605B	Manage diversity	60
PSPPOL603A	Manage policy implementation	40
PSPWPI605B	Audit management systems	120
PSPWPI606B	Contribute to the development and revision of legislation and related documents	40
BSBMGT515A	Manage operational plan	60
BSBLED501A	Develop a workplace learning environment	60
<b>Total</b>		<b>960</b>

<b>Occupation</b>	Workplace Relations Adviser	
<b>Qualification Title</b>	Certificate IV in Government (Workplace Relations)	
<b>Qualification Code</b>	PSP42210	
<b>Description</b>	Customer Contact Advisory Role	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
PSPPOL404A	Support policy implementation	30
<b>Group A Electives: Workplace Relations</b>		
BSBCCO301A	Use multiple information systems	40
PSPWPR401A	Process incoming workplace relations queries	50
PSPWPR402A	Respond to general workplace relations enquiries	50
PSPWPR403A	Support the provision of workplace relations information	60
<b>Group B Electives: General</b>		
BSBCUS201A	Deliver a service to customers	40
BSBCMM301A	Process customer complaints	30
BSBIND101A	Work effectively in a contact centre environment	40
BSBRES402A	Research, locate and provide legal and other information in response to requests	60
<b>Total</b>		<b>610</b>

<b>Occupation</b>	Senior Workplace Relations Advisor	
<b>Qualification Title</b>	Diploma of Government (Workplace Relations)	
<b>Qualification Code</b>	PSP52110	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPGOV504B	Undertake research and analysis	60
PSPGOV512A	Use complex workplace communication strategies	50
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS401B	Implement workplace safety procedures and programs	35
<b>Group A Electives: Workplace Relations</b>		
PSPWPR501A	Provide advice on complex workplace relations issues	70
PSPWPR502A	Manage compliance with workplace relations legislation	60
PSPWPR503A	Apply workplace relations dispute resolution procedures	40
PSPWPR504A	Support resolution of complaints relating to workplace relations processes or outcomes	60
<b>Group B Electives: General</b>		
PSPREG503A	Supervise and carry out complex inspections and monitoring	70
PSPWPI503C	Investigate possible breaches of workplace legislation	70
<b>Total</b>		<b>570</b>

<b>Occupation</b>	Administration Officer - School Support Services	
<b>Qualification Title</b>	Certificate III in Government (School Support Services)	
<b>Qualification Code</b>	PSP30604	
<b>Description</b>	Appropriate for a person providing experienced administrative school support services in a <b>government</b> school	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC301B	Uphold the values and principles of public service	30
PSPGOV301B	Work effectively in the organisation	20
PSPGOV302B	Contribute to workgroup activities	30
PSPGOV308B	Work effectively with diversity	30
PSPLEGN301B	Comply with legislation in the public sector	25
<b>Group A Elective</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Group C Electives</b>		
PSPPROC303A	Carry out basic procurement	40
BSBITU301A	Create and use databases	30
BSBITU203A	Communicate electronically	20
BSBADM311A	Maintain business resources	15
BSBRKG301B	Control records	40
<b>Total</b>		<b>310</b>

<b>Occupation</b>	Senior Administration Officer - School Support Services	
<b>Qualification Title</b>	Certificate IV in Government (School Support Services)	
<b>Qualification Code</b>	PSP41904	
<b>Description</b>	Appropriate for person providing experienced administration school support services in a government school	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
<b>Group A Elective</b>		
PSPOHS401B	Implement workplace safety procedures and programs	35
<b>Electives from Administration Competency Stream</b>		
PSPFIN401A	Use public sector financial processes	30
BSBITA401A	Design databases	60
BSBADM405B	Organise meetings	20
BSBFIA401A	Prepare financial reports	50
BSBRKG402B	Provide information from and about records	20
BSBRKG403B	Set up a business or records system for a small office	40
PSPPROC406B	Procure goods and services	60
BSBITS401A	Maintain business technology	40
<b>Total</b>		<b>515</b>



<b>Occupation</b>	Library Assistant - School Support Services	
<b>Qualification Title</b>	Certificate III in School Support Services	
<b>Qualification Code</b>	PSP30704	
<b>Description</b>	Appropriate for a person providing library school support services in a <b>non-government</b> school	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPGOV301B	Work effectively in the organisation	20
PSPGOV302B	Contribute to workgroup activities	30
PSPGOV308B	Work effectively with diversity	30
PSPGOV312A	Use workplace communication strategies	30
CHCADMIN5C	Work within the administration protocols of the organisation	75
<b>Electives</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Electives from Library Support Competency Stream</b>		
CULLB401C	Assist customers to access information	40
CULLB205C	Process and maintain information resources	30
CULLB004B	Process information resource orders	40
CULMS207C	Assist with the presentation of public activities and events	50
CULLB307C	Use multimedia	30
<b>Total</b>		<b>405</b>

<b>Occupation</b>	Library Assistant - School Support Services	
<b>Qualification Title</b>	Certificate III in School Support Services	
<b>Qualification Code</b>	PSP30704	
<b>Description</b>	Appropriate for a person providing library school support services in a <b>non-government</b> school	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPGOV301B	Work effectively in the organisation	20
PSPGOV302B	Contribute to workgroup activities	30
PSPGOV308B	Work effectively with diversity	30
PSPGOV312A	Use workplace communication strategies	30
CHCADMIN5C	Work within the administration protocols of the organisation	75
<b>Electives</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Electives from Library Support Competency Stream</b>		
CULLB401C	Assist customers to access information	40
CULLB205C	Process and maintain information resources	30
CULLB004B	Process information resource orders	40
CULMS207C	Assist with the presentation of public activities and events	50
CULLB307C	Use multimedia	30
<b>Total</b>		<b>405</b>

<b>Occupation</b>	Human Resources Administrator	
<b>Qualification Title</b>	Certificate IV in School Support Services	
<b>Qualification Code</b>	PSP42010	
<b>Description</b>	Appropriate for person providing experienced Human Resources administration in a non- <b>government</b> school	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPGOV402B	Deliver and monitor service to clients	30
PSPGOV403B	Use resources to achieve work unit goals	30
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
CHCADMIN305D	Work within the administration protocols of the organisation	75
CHCLEG411A	Use relevant legislation in response to client needs	50
<b>Electives</b>		
PSPOHS401B	Implement workplace safety procedures and programs	35
<b>Group D Electives Human Resource Administration</b>		
BSBWOR404B	Develop work priorities	40
BSBINN301A	Promote innovation in a team environment	40
BSBHRM401A	Review human resources functions	40
BSBHRM501A	Manage human resources services	60
BSBHRM402A	Recruit, select and induct staff	50
BSBWOR401A	Establish effective workplace relationships	50
BSBWOR402A	Promote team effectiveness	50
PSPHR402A	Administer human resource processes	40
<b>Total</b>		<b>670</b>

<b>Occupation</b>	Staff member employed as a 'Tax Investigator' - focussing on Payroll Tax	
<b>Qualification Title</b>	Certificate IV in Government (Revenue Administration)	
<b>Qualification Code</b>	PSP42108	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC401A	Uphold and support the values and principles of public service	40
PSPGOV408A	Value diversity	30
PSPGOV412A	Use advanced workplace communication strategies	50
PSPGOV422A	Apply government processes	30
PSPLEGN401A	Encourage compliance with legislation in the public sector	30
<b>Group A Elective</b>		
PSPOHS301A	Contribute to workplace safety	30
<b>Group B Electives</b>		
PSPREV401A	Identify and apply statute law	30
PSPREV402A	Undertake legislative decision making	15
PSPREV404A	Interpret and assess contracts	15
PSPREV405A	Assess applications for grants, subsidies and rebates	15
PSPREV406A	Evaluate returns-based taxes	40
<b>Group C Electives</b>		
PSPGOV421A	Exercise delegations	30
PSPFRAU401B	Monitor data for indicators of fraud	40
<b>Units from elsewhere in the Training Package</b>		
PSPREG402C	Promote client compliance	40
PSPREG409B	Prepare a brief of evidence	60
<b>Total</b>		<b>495</b>

<b>Occupation</b>	Transport Safety Officer	
<b>Qualification Title</b>	Diploma of Government (Rail Safety Regulation)	
<b>Qualification Code</b>	PSP52008	
<b>Code</b>	<b>Descript</b>	<b>Hours</b>
<b>Core</b>		
PSPETHC501B	Promote the values and ethos of public service	30
PSPLEGN501B	Promote compliance with legislation in the public sector	25
PSPOHS501A	Monitor and maintain workplace safety	40
PSPRAIL501A	Operate within the regulatory framework for rail safety	50
PSPREG401C	Exercise regulatory powers	60
PSPGOV517A	Coordinate risk management	50
BSBAUD503B	Lead a quality audit	60
<b>Electives</b>		
PSPREG503A	Supervise and carry out complex inspections and monitoring	70
PSPWPI503C	Investigate possible breaches of workplace legislation	70
PSPREG409B	Prepare a brief of evidence	60
PUAPOL013B	Create, maintain and enhance productive working relationships	40
<b>Total</b>		<b>555</b>

<b>Occupation</b>	Paraprofessional Interpreter	
<b>Qualification Title</b>	Diploma of Interpreting	
<b>Qualification Code</b>	PSP52410	
<b>Description</b>	Person who interprets in community and welfare settings. Interprets between government agencies in public service dealing with domains that do not require complex terminology	
<b>Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPTIS501A	Negotiate translating and interpreting assignments	25
PSPTIS502A	Prepare to translate and interpret	25
PSPTIS503A	Apply codes and standards to ethical practice	30
PSPTIS506A	Interpret in general dialogue settings (LOTE)	100
PSPTIS507A	Manage discourses in general settings	20
PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts	70
<b>Electives</b>		
PSPTIS504A	Maintain and enhance professional practice	20
PSPTIS509A	Interpret in general monologue settings (LOTE)	80
PSPTIS510A	Analyse, recall and reproduce source messages (LOTE)	30
BSBMED301B	Interpret and apply medical terminology appropriately	60
<b>Total</b>		<b>460</b>

<b>Occupation</b>	Professional Interpreter	
<b>Qualification Title</b>	Advanced Diploma of Interpreting	
<b>Qualification Code</b>	PSP61110	
<b>Description</b>	Person who interprets in complex contexts such as legal, medical and conferences proceedings.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPTIS501A	Negotiate translating and interpreting assignments	25
PSPTIS502A	Prepare to translate and interpret	25
PSPTIS510A	Analyse, recall and reproduce source messages (LOTE)	30
PSPTIS603A	Apply codes and standards to professional judgement	20
PSPTIS605A	Interpret in complex dialogue settings (LOTE)	100
PSPTIS606A	Interpret in complex monologue settings (LOTE)	100
PSPTIS610A	Manage discourses in complex settings	30
PSPTIS613A	Sight translate (LOTE)	60
<b>Electives</b>		
PSPTIS614A	Apply theories to describe and review work assignments	40
PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts	70
PSPTIS608A	Interpret using communication media	40
BSBRES403A	Research legal processes	50
<b>Total</b>		<b>590</b>

<b>Occupation</b>	Paraprofessional Translator	
<b>Qualification Title</b>	Diploma of Translating	
<b>Qualification Code</b>	PSP52310	
<b>Description</b>	Person who translates simple instructions in community settings such as community centre, resource centre etc, They do not require special knowledge or terminology with legal or medical implications.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPTIS501A	Negotiate translating and interpreting assignments	25
PSPTIS502A	Prepare to translate and interpret	25
PSPTIS503A	Apply codes and standards to ethical practice	30
PSPTIS508A	Analyse texts to be translated (LOTE)	20
PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts	70
<b>Electives</b>		
PSPTIS505A	Translate general purpose texts from English to LOTE	50
PSPTIS513A	Translate general purpose texts from LOTE to English	50
PSPTIS504A	Maintain and enhance professional practice	20
PSPTIS511A	Demonstrate language proficiency in different subjects and cultural contexts	70
ICAICT203A	Operate application software packages	60
<b>Total</b>		<b>420</b>



<b>Occupation</b>	Professional translator	
<b>Qualification Title</b>	Advanced Diploma of Translating	
<b>Qualification Code</b>	PSP61010	
<b>Description</b>	Person who translates in highly specialist domains such as legal, medical and business contexts.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
PSPTIS501A	Negotiate translating and interpreting assignments	25
PSPTIS502A	Prepare to translate and interpret	25
PSPTIS508A	Analyse texts to be translated (LOTE)	20
PSPTIS512A	Demonstrate written language proficiency in different subjects and cultural contexts	70
PSPTIS602A	Quality assure translations	30
PSPTIS603A	Apply codes and standards to professional judgement	20
<b>Electives</b>		
PSPTIS601A	Translate special purpose texts from English to LOTE	60
PSPTIS611A	Translate special purpose texts from LOTE to English	60
PSPTIS604A	Translate multimedia source material	30
PSPTIS609A	Prepare translated scripts	30
PSPTIS612A	Use translation technology	30
PSPTIS614A	Apply theories to describe and review work assignments	40
<b>Total</b>		<b>440</b>

## CONTACTS AND LINKS

<b>Industry Skills Council (ISC)</b>		
Government Skills Australia	This ISC is responsible for developing this <b>Code Title Training Package</b> and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 11, 147 Pirie Street, Adelaide, SA. 5000. Phone: +61 8 8100 7400 Fax: +61 8 8232 7444 Email: <a href="mailto:info@governmentskills.com.au">info@governmentskills.com.au</a> Web: <a href="http://www.governmentskills.com.au">http://www.governmentskills.com.au</a>
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	<a href="http://www.training.gov.au/">www.training.gov.au/</a>
<b>Australian Government</b>		
The Department of Education, Employment and Workplace Relations (DEEWR)	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications.	<a href="http://www.deewr.gov.au">www.deewr.gov.au</a>
<b>State Government</b>		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: <a href="http://www.skills.vic.gov.au">www.skills.vic.gov.au</a> Approved Training Schemes: <a href="http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides">http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides</a>
<b>Curriculum Maintenance Manager (CMM)</b>		
Business Industries (except for <i>Translating and Interpreting</i> )	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group	Alan Daniel Address: C/- Chisholm Institute, PO Box 684, Dandenong, VIC 3175 Phone/fax: 03 9238 8501/ 03 9238 8504 Email: <a href="mailto:Alan.Daniel@chisholm.edu.au">Alan.Daniel@chisholm.edu.au</a> Web: <a href="http://trainingsupport.skills.vic.gov.au">http://trainingsupport.skills.vic.gov.au</a>
Service Industries (General Studies) <i>For Translating and Interpreting Sector</i>	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group	Nadia Casarotto Address: C/- Victoria University Phone /:Fax 03 9919 5300/03 9919 5274 Email: <a href="mailto:sicmm.generalstudies@vu.edu.au">sicmm.generalstudies@vu.edu.au</a> Web: <a href="http://trainingsupport.skills.vic.gov.au">http://trainingsupport.skills.vic.gov.au</a>

<b>State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	<a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a> Phone: 03 9637 2806
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector vocational education and training sector.  ASQA regulates courses and training providers to ensure nationally approved quality standards are met.	<a href="http://www.asqa.gov.au">www.asqa.gov.au</a> Info line: 1300 701 801
<b>WorkSafe</b>		
WorkSafe Victoria	WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a> Info line: 1800 136 089

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Nominal Hours</b>	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.