Victorian Purchasing Guide

PSP Public Sector Training Package

Release 3.0

June 2022

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Victorian Purchasing Guide - Release History

Note: RTOs should refer to the [National Register](https://training.gov.au/Home/Tga) for the detail of changes in each Release.

| Training Package Release | Date VPG Approved | Comments |
| --- | --- | --- |
| Release 3.0 | 6 June 2022 | This Victorian Purchasing Guide reflects a major release for the PSP Public Sector Training Package inclusive of:   * Qualifications:   + Five (5) Government (revised)   + Two (2) Trade measurement (revised)   + One (1) deleted: PSP80216 * Skill sets:   + Six (6) updated, one (1) new and three (3) deleted * Units of competency:   + 155 units (revised)   + 1 new: PSPWPI015   + 108 deleted |
| Release 2 | 24/08/2018 | This Victorian Purchasing Guide reflects a major release for the PSP Public Sector Training Package inclusive of:   * Qualifications:   + Four (4) Auslan (new) * Units of competency:   Fifteen (15) Languages other than English (new) |
| Release 1 | 6 June 2016 | First release of this training package under the new *Standards for Training Packages* |

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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 maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

## 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 Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

## Transition

The relationship between new units and any superseded or replaced units from the previous version of PSP Public Sector Training Package Release 3.0 is provided in theTraining PackageCompanionVolume Implementation Guide. (See [VETnet.gov.au](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the PSP Public Sector Training Package Release 3.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

# Qualifications

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
| --- | --- | --- | --- |
| PSP20122 | Certificate II in Government | 295 | 310 |
| PSP20218 | Certificate II in Auslan | N/A | 520 |
| PSP30122 | Certificate III in Government | 485 | 510 |
| PSP30218 | Certificate III in Auslan | N/A | 1050 |
| PSP40122 | Certificate IV in Government | 708 | 745 |
| PSP40216 | Certificate IV in Court Operations | 456 | 480 |
| PSP40316 | Certificate IV in Government Security | 561 | 590 |
| PSP40416 | Certificate IV in Government Investigations | 618 | 650 |
| PSP40522 | Certificate IV in Trade Measurement | 561 | 590 |
| PSP40616 | Certificate IV in Procurement and Contracting | 527 | 555 |
| PSP40716 | Certificate IV in Heavy Vehicle Road Compliance | 570 | 600 |
| PSP40818 | Certificate IV in Auslan | N/A | 1530 |
| PSP50122 | Diploma of Government | 827 | 870 |
| PSP50216 | Diploma of Court Operations | 461 | 485 |
| PSP50316 | Diploma of Government Security | 508 | 535 |
| PSP50416 | Diploma of Government Investigations | 537 | 565 |
| PSP50522 | Diploma of Trade Measurement | 594 | 625 |
| PSP50616 | Diploma of Procurement and Contracting | 527 | 555 |
| PSP50716 | Diploma of Fraud Control | 490 | 515 |
| PSP50816 | Diploma of Translating | 546 | 575 |
| PSP50916 | Diploma of Interpreting (LOTE-English) | 542 | 570 |
| PSP51018 | Diploma of Auslan | N/A | 2070 |
| PSP60122 | Advanced Diploma of Government | 846 | 890 |
| PSP60616 | Advanced Diploma of Procurement and Contracting | 556 | 585 |
| PSP60816 | Advanced Diploma of Translating | 698 | 735 |
| PSP60916 | Advanced Diploma of Interpreting (LOTE-English) | 684 | 720 |
| PSP80116 | Graduate Certificate in Strategic Procurement | 266 | 280 |

# Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| PSPBDR016 | Conduct patrols | 30 |
| PSPBDR017 | Command operational groups | 40 |
| PSPBDR018 | Examine and test firearms | 30 |
| PSPBDR019 | Command operational forces | 35 |
| PSPBDR020 | Manage operations | 50 |
| PSPCRT004 | Handle exhibits and documents tendered | 20 |
| PSPCRT005 | Serve process | 25 |
| PSPCRT006 | Handle monies received in satisfaction of warrants and orders | 10 |
| PSPCRT008 | Undertake court listings | 30 |
| PSPCRT009 | Provide court registry and information services | 30 |
| PSPCRT010 | Administer court fines and debt management | 25 |
| PSPCRT011 | Provide court support to Indigenous clients | 30 |
| PSPCRT012 | Audio record complex court proceedings | 40 |
| PSPCRT013 | Record court proceedings using shorthand | 40 |
| PSPCRT014 | Contribute to an integrated service delivery program | 30 |
| PSPCRT015 | Administer court legislation | 20 |
| PSPCRT016 | Administer alternative dispute-resolution proceedings | 35 |
| PSPCRT017 | Provide support to self-represented litigants | 40 |
| PSPCRT018 | Perform court duties | 30 |
| PSPCRT019 | Manage jurors | 25 |
| PSPCRT020 | Execute process | 40 |
| PSPCRT021 | Carry out possessions and evictions | 30 |
| PSPCRT022 | Undertake senior court listing activities | 30 |
| PSPCRT023 | Perform quasi-judicial functions | 50 |
| PSPCRT024 | Record complex court proceedings | 50 |
| PSPCRT025 | Manage court practice and process | 50 |
| PSPCRT026 | Record court proceedings | 30 |
| PSPCRT027 | Perform duties to support a hearing | 50 |
| PSPCRT028 | Manage witnesses | 20 |
| PSPCRT029 | Compile and use official notes | 30 |
| PSPETH006 | Uphold the values and principles of public service | 35 |
| PSPETH007 | Uphold and support the values and principles of public service | 45 |
| PSPETH008 | Promote the values and ethos of public service | 35 |
| PSPETH009 | Maintain and enhance confidence in public service | 30 |
| PSPETH010 | Lead and influence ethical practice in the public sector | 40 |
| PSPFRU001 | Monitor data for indicators of fraud | 40 |
| PSPFRU002 | Conduct fraud control awareness sessions | 40 |
| PSPFRU003 | Communicate fraud control awareness | 40 |
| PSPFRU005 | Conduct fraud risk assessments | 40 |
| PSPFRU006 | Develop fraud control plans | 40 |
| PSPFRU007 | Implement fraud control activities | 40 |
| PSPFRU008 | Coordinate development and implementation of fraud information systems | 40 |
| PSPFRU013 | Anticipate and detect possible fraud activity | 100 |
| PSPFRU014 | Develop fraud control strategy | 60 |
| PSPFRU015 | Manage fraud risk assessment and action plan | 60 |
| PSPFRU016 | Manage fraud control awareness | 50 |
| PSPFRU017 | Review fraud control activities | 40 |
| PSPGEN086 | Undertake career planning | 30 |
| PSPGEN087 | Undertake and promote career management | 50 |
| PSPGEN088 | Deliver a service to clients | 30 |
| PSPGEN089 | Address client needs | 35 |
| PSPGEN090 | Engage with stakeholders | 35 |
| PSPGEN091 | Develop client services | 45 |
| PSPGEN092 | Manage quality client service | 40 |
| PSPGEN093 | Implement change | 30 |
| PSPGEN094 | Provide input to change processes | 40 |
| PSPGEN095 | Facilitate change | 50 |
| PSPGEN096 | Use workplace communication strategies | 35 |
| PSPGEN097 | Contribute to conflict management | 35 |
| PSPGEN098 | Deal with conflict | 35 |
| PSPGEN099 | Undertake negotiations | 50 |
| PSPGEN100 | Manage conflict | 55 |
| PSPGEN101 | Use complex workplace communication strategies | 50 |
| PSPGEN102 | Persuade and influence opinion | 55 |
| PSPGEN103 | Work with interpreters | 40 |
| PSPGEN104 | Build and maintain community relationships | 50 |
| PSPGEN105 | Gather and analyse information | 30 |
| PSPGEN106 | Conduct research and analysis | 65 |
| PSPGEN107 | Access and use resources and financial systems | 30 |
| PSPGEN108 | Use public sector financial processes | 30 |
| PSPGEN109 | Apply public sector financial policies and processes | 40 |
| PSPGEN110 | Apply complex public sector financial requirements | 60 |
| PSPGEN111 | Apply government processes | 30 |
| PSPGEN112 | Apply government systems | 60 |
| PSPGEN113 | Exercise delegations | 30 |
| PSPGEN114 | Work effectively with diversity and inclusion | 35 |
| PSPGEN115 | Uphold and support inclusive workplace practices | 35 |
| PSPGEN116 | Facilitate the effective implementation of diversity and inclusion strategies | 55 |
| PSPGEN117 | Implement and manage diversity and inclusion strategies | 65 |
| PSPGEN118 | Provide leadership | 50 |
| PSPGEN119 | Foster leadership and innovation | 50 |
| PSPGEN120 | Provide strategic direction | 60 |
| PSPGEN121 | Work with a coach or mentor | 20 |
| PSPGEN122 | Give and receive workplace feedback | 45 |
| PSPGEN123 | Provide workplace mentoring | 45 |
| PSPGEN124 | Provide workplace coaching | 40 |
| PSPGEN125 | Support workplace coaching and mentoring | 50 |
| PSPGEN126 | Monitor performance and provide feedback | 40 |
| PSPGEN127 | Facilitate people management | 60 |
| PSPGEN128 | Manage performance | 50 |
| PSPGEN129 | Access and use resources | 20 |
| PSPGEN130 | Use resources to achieve work unit goals | 30 |
| PSPGEN131 | Coordinate resource allocation and usage | 40 |
| PSPGEN132 | Manage resources | 60 |
| PSPGEN133 | Identify and treat risks | 60 |
| PSPGEN134 | Coordinate risk management | 50 |
| PSPGEN135 | Manage risk | 60 |
| PSPGEN136 | Undertake enterprise risk management | 60 |
| PSPGEN137 | Handle workplace information | 20 |
| PSPGEN138 | Organise workplace information | 20 |
| PSPGEN139 | Compose workplace documents | 30 |
| PSPGEN140 | Use advanced workplace communication strategies | 55 |
| PSPGEN141 | Compose complex workplace documents | 40 |
| PSPGEN142 | Refine complex workplace documents | 40 |
| PSPGEN143 | Prepare high-level written communication | 50 |
| PSPGEN144 | Work in a public sector environment | 30 |
| PSPGEN145 | Work effectively in the organisation | 20 |
| PSPGEN146 | Contribute to workgroup activities | 35 |
| PSPGEN147 | Build and maintain internal networks | 25 |
| PSPGEN148 | Develop internal and external networks | 30 |
| PSPGEN149 | Develop and use political nous | 40 |
| PSPGEN150 | Establish and maintain strategic networks | 40 |
| PSPGEN151 | Facilitate knowledge management | 60 |
| PSPGSD013 | Identify and select government service delivery options | 40 |
| PSPGSD014 | Administer government service delivery requirements | 30 |
| PSPGSD015 | Conduct government service delivery interviews | 30 |
| PSPGSD016 | Administer delivery of financial and other benefits | 30 |
| PSPGSD017 | Assist self-management of government service offers | 30 |
| PSPGSD018 | Assist government service recipients with complex needs | 30 |
| PSPHRM012 | Provide a consultancy service for human resource management | 55 |
| PSPHRM013 | Implement workforce planning and succession strategies | 60 |
| PSPHRM014 | Coordinate career development | 100 |
| PSPINV001 | Plan and initiate an investigation | 50 |
| PSPINV003 | Finalise an investigation | 30 |
| PSPINV004 | Conduct an investigation | 40 |
| PSPLAN001 | Converse in Auslan at a basic user level | 370 |
| PSPLAN002 | Compare the fundamental differences between Auslan and English structure | 50 |
| PSPLAN003 | Source information on Deaf culture, and communicate according to Deaf protocol | 100 |
| PSPLAN004 | Converse in Auslan at an independent user level (familiar subjects) | 370 |
| PSPLAN005 | Analyse the structure of Auslan signs | 80 |
| PSPLAN006 | Research the development of educational and social conditions for Australian Deaf communities | 80 |
| PSPLAN007 | Converse in Auslan at an independent user level (abstract and concrete notions) | 370 |
| PSPLAN008 | Compare the structure of sentences in Auslan and English | 60 |
| PSPLAN009 | Compare other sign languages to Auslan | 50 |
| PSPLAN010 | Communicate with Deafblind people | 60 |
| PSPLAN011 | Take notes for Deaf, hard of hearing and Deafblind people | 50 |
| PSPLAN012 | Converse in Auslan at a proficient user level | 380 |
| PSPLAN013 | Analyse the semantics and sociolinguistics of Auslan | 60 |
| PSPLAN014 | Convey information between Auslan and English | 50 |
| PSPLAN015 | Research the role of an Auslan interpreter | 50 |
| PSPLEG005 | Comply with legislation in the public sector | 25 |
| PSPLEG006 | Encourage compliance with legislation in the public sector | 30 |
| PSPLEG007 | Promote compliance with legislation in the public sector | 25 |
| PSPLEG008 | Manage compliance with legislation in the public sector | 40 |
| PSPLND013 | Investigate tenure and land use history | 40 |
| PSPLND014 | Compile and check survey plans | 30 |
| PSPMGT003 | Manage change | 60 |
| PSPMGT006 | Develop a business case | 60 |
| PSPMGT008 | Formulate business strategies | 60 |
| PSPMGT010 | Review and improve business performance | 60 |
| PSPPCM002 | Dispose of assets | 20 |
| PSPPCM004 | Plan procurement | 40 |
| PSPPCM005 | Develop and distribute requests for offers | 40 |
| PSPPCM006 | Select providers and develop contracts | 30 |
| PSPPCM007 | Manage contracts | 40 |
| PSPPCM008 | Manage contract performance | 50 |
| PSPPCM009 | Finalise contracts | 30 |
| PSPPCM010 | Manage procurement risk | 40 |
| PSPPCM011 | Plan to manage a contract | 50 |
| PSPPCM012 | Plan for procurement outcomes | 35 |
| PSPPCM013 | Make procurement decisions | 40 |
| PSPPCM014 | Participate in budget and procurement review processes | 40 |
| PSPPCM015 | Conduct and manage coordinated procurement | 35 |
| PSPPCM016 | Plan and implement strategic sourcing | 50 |
| PSPPCM017 | Plan and implement procurement category management | 50 |
| PSPPCM018 | Conduct demand and procurement spend analysis | 40 |
| PSPPCM019 | Divest strategic assets | 40 |
| PSPPCM020 | Plan for strategic procurement | 60 |
| PSPPCM021 | Coordinate strategic procurement | 50 |
| PSPPCM022 | Negotiate strategic procurement | 50 |
| PSPPCM023 | Manage strategic contracts | 50 |
| PSPPCM024 | Manage fundamental aspects of supply chain | 50 |
| PSPPCM025 | Influence and define strategic procurement direction | 80 |
| PSPPCM026 | Establish the strategic procurement context | 80 |
| PSPPCM027 | Evaluate and improve strategic procurement performance | 80 |
| PSPPCM028 | Carry out basic procurement | 40 |
| PSPPCM029 | Procure goods and services | 60 |
| PSPPCY001 | Contribute to policy development | 40 |
| PSPPCY012 | Assist with specialist policy development | 50 |
| PSPPCY013 | Give and receive policy information | 40 |
| PSPPCY014 | Support policy implementation | 30 |
| PSPPCY015 | Implement e-correspondence policies | 50 |
| PSPPCY016 | Advise on organisation policy | 40 |
| PSPPCY017 | Provide policy advice | 45 |
| PSPPCY018 | Manage policy implementation | 40 |
| PSPRAD012 | Work safely in a radiation environment | 50 |
| PSPREG004 | Promote client compliance | 40 |
| PSPREG007 | Make arrests | 20 |
| PSPREG010 | Prepare a brief of evidence | 60 |
| PSPREG016 | Conduct data analysis | 40 |
| PSPREG018 | Plan and implement recovery action | 20 |
| PSPREG021 | Coordinate investigation processes | 80 |
| PSPREG026 | Review and evaluate investigations | 40 |
| PSPREG031 | Carry out inspections and monitoring under guidance | 35 |
| PSPREG032 | Undertake routine inspections and monitoring | 45 |
| PSPREG033 | Apply regulatory powers | 65 |
| PSPREG034 | Assess compliance | 60 |
| PSPREG035 | Produce formal record of interview | 60 |
| PSPREG036 | Act on non-compliance | 35 |
| PSPREG037 | Conduct search and seizure | 60 |
| PSPREG038 | Give evidence | 35 |
| PSPREG039 | Gather information through interviews | 55 |
| PSPREG040 | Undertake inspections and monitoring | 45 |
| PSPREG041 | Conduct surveillance | 30 |
| PSPREG042 | Receive and validate data | 40 |
| PSPREG043 | Undertake compliance audits | 55 |
| PSPREG044 | Conduct prosecutions | 80 |
| PSPREG045 | Supervise and carry out complex inspections and monitoring | 80 |
| PSPREG046 | Manage investigations | 70 |
| PSPREG047 | Manage regulatory compliance | 100 |
| PSPREG048 | Evaluate regulatory compliance | 100 |
| PSPREG049 | Manage investigations program | 80 |
| PSPREG050 | Conduct measurement licensee audit | 80 |
| PSPREV010 | Identify and apply statute law | 30 |
| PSPREV011 | Undertake legislative decision-making | 15 |
| PSPREV012 | Manage information on legal entities, relationships and property | 20 |
| PSPREV013 | Interpret and assess contracts | 15 |
| PSPREV014 | Assess applications for grants, subsidies and rebates | 15 |
| PSPREV015 | Evaluate returns-based taxes | 40 |
| PSPREV016 | Determine land tax liability | 15 |
| PSPREV017 | Determine stamp duties | 40 |
| PSPREV018 | Administer levies, fines and other taxes | 20 |
| PSPSEC007 | Develop and advise on government security procedures | 40 |
| PSPSEC010 | Provide government security briefings | 35 |
| PSPSEC011 | Assess security risks | 60 |
| PSPSEC012 | Develop security risk management plans | 40 |
| PSPSEC013 | Implement and monitor security risk management plans | 50 |
| PSPSEC014 | Coordinate protective security | 50 |
| PSPSEC015 | Communicate security awareness | 60 |
| PSPSEC018 | Secure government assets | 35 |
| PSPSEC019 | Respond to government security incidents | 25 |
| PSPSEC020 | Conduct security awareness sessions | 35 |
| PSPSEC021 | Undertake government security risk analysis | 40 |
| PSPSEC022 | Implement security risk treatments | 40 |
| PSPSEC023 | Conduct personnel security assessments | 40 |
| PSPSEC024 | Handle sensitive information | 30 |
| PSPSEC025 | Manage security awareness | 60 |
| PSPTIS001 | Apply codes and standards to ethical practice | 30 |
| PSPTIS002 | Build glossaries for translating and interpreting assignments | 20 |
| PSPTIS003 | Prepare to translate and interpret | 30 |
| PSPTIS004 | Conduct career planning | 25 |
| PSPTIS020 | Analyse text types for translation of general purpose texts (LOTE-English) | 50 |
| PSPTIS021 | Translate and certify non-narrative texts | 25 |
| PSPTIS022 | Translate general purpose texts from English to LOTE | 50 |
| PSPTIS023 | Translate general purpose texts from LOTE to English | 50 |
| PSPTIS024 | Read and analyse general purpose LOTE texts to be translated | 30 |
| PSPTIS025 | Read and analyse general purpose English texts to be translated | 30 |
| PSPTIS026 | Demonstrate routine written LOTE proficiency in different subjects and cultural contexts | 60 |
| PSPTIS027 | Demonstrate routine written English proficiency in different subjects and cultural contexts | 60 |
| PSPTIS040 | Interpret in general dialogue settings (LOTE-English) | 100 |
| PSPTIS041 | Interpret in general monologue settings (LOTE-English) | 80 |
| PSPTIS042 | Manage discourses in general settings | 20 |
| PSPTIS043 | Use routine subject matter terminology in interpreting (LOTE-English) | 40 |
| PSPTIS044 | Demonstrate routine LOTE proficiency in different subjects and cultural contexts | 60 |
| PSPTIS045 | Demonstrate routine English proficiency in different subjects and cultural contexts | 60 |
| PSPTIS046 | Use routine education terminology in interpreting (LOTE-English) | 25 |
| PSPTIS047 | Use routine health terminology in interpreting (LOTE-English) | 25 |
| PSPTIS048 | Use routine legal terminology in interpreting (LOTE-English) | 25 |
| PSPTIS060 | Analyse text types for translation of special purpose texts (LOTE-English) | 60 |
| PSPTIS061 | Quality assure translations | 30 |
| PSPTIS062 | Translate special purpose texts from English to LOTE | 60 |
| PSPTIS063 | Translate special purpose texts from LOTE to English | 60 |
| PSPTIS064 | Read and analyse special purpose English texts to be translated | 30 |
| PSPTIS065 | Read and analyse special purpose LOTE texts to be translated | 30 |
| PSPTIS066 | Apply theories to translating and interpreting work practices | 40 |
| PSPTIS067 | Demonstrate complex written LOTE proficiency in different subjects and cultural contexts | 60 |
| PSPTIS068 | Demonstrate complex written English proficiency in different subjects and cultural contexts | 60 |
| PSPTIS069 | Maintain and enhance professional practice | 20 |
| PSPTIS070 | Prepare translated transcripts | 50 |
| PSPTIS071 | Translate multimedia source material | 40 |
| PSPTIS072 | Use translation technology | 30 |
| PSPTIS080 | Interpret in complex dialogue settings (LOTE-English) | 100 |
| PSPTIS081 | Interpret in complex monologue settings (LOTE-English) | 100 |
| PSPTIS082 | Interpret through communication media | 40 |
| PSPTIS083 | Manage discourses in complex settings | 30 |
| PSPTIS084 | Sight translate (LOTE-English) | 60 |
| PSPTIS085 | Use complex subject area terminology in interpreting (LOTE-English) | 50 |
| PSPTIS086 | Use chuchotage (whispered simultaneous) to interpret (LOTE-English) | 40 |
| PSPTIS087 | Use note taking to recall and reproduce source messages (LOTE-English) | 30 |
| PSPTIS088 | Demonstrate complex LOTE proficiency in different subjects and cultural contexts | 60 |
| PSPTIS089 | Demonstrate complex English proficiency in different subjects and cultural contexts | 60 |
| PSPTIS090 | Interpret as part of a team | 30 |
| PSPTIS091 | Use complex education terminology in interpreting (LOTE-English) | 25 |
| PSPTIS092 | Use complex health terminology in interpreting (LOTE-English) | 25 |
| PSPTIS093 | Use complex legal terminology in interpreting (LOTE-English) | 25 |
| PSPTIS100 | Apply codes and standards to professional judgement | 20 |
| PSPTIS101 | Negotiate translating and interpreting assignments | 25 |
| PSPTRP001 | Intercept vehicles and assess vehicle compliance | 40 |
| PSPTRP002 | Operate weighbridges | 20 |
| PSPTRP003 | Intercept vehicles and assess driver compliance | 45 |
| PSPTRP004 | Conduct detailed vehicle inspections | 40 |
| PSPTRP005 | Pilot or escort oversize and/or over-mass vehicles | 45 |
| PSPTRP006 | Undertake access assessments and approvals | 30 |
| PSPTRP007 | Provide information on vehicle configuration compliance | 30 |
| PSPTRP008 | Operate within the regulatory framework for road transport compliance | 60 |
| PSPTRP009 | Provide vehicle technical advice | 35 |
| PSPWPI008 | Evaluate and report on workplace legislative compliance | 260 |
| PSPWPI009 | Facilitate improvement in workplace legislative performance | 120 |
| PSPWPI010 | Investigate possible breaches of workplace legislation | 70 |
| PSPWPI011 | Improve compliance through industry partnerships | 50 |
| PSPWPI012 | Investigate complex issues | 200 |
| PSPWPI013 | Manage emerging issues | 50 |
| PSPWPI014 | Represent and promote the organisation | 50 |
| PSPWPI015 | Advise on work health and safety (WHS) legislative frameworks | 50 |

# Contacts and Links

Curriculum Maintenance Manager (CMM) Service

Business Industries

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

Jennifer Fleischer

Executive Officer

C/- Chisholm Institute

PO Box 684

Dandenong, Victoria 3175

Ph: (03) 9238 8501

Email: [jennifer.fleischer@chisholm.edu.au](mailto:jennifer.fleischer@chisholm.edu.au)

Or [cmmbi@chisholm.edu.au](mailto:cmmbi@chisholm.edu.au)

Service Skills Organisation (SSO) - SkillsIQ

SkillsIQ is responsible for developing the PSP Public Sector Training Package and can be contacted for further information.

Address: Level 1, 332 Kent Street Sydney, NSW 2000

Phone: 02 9392 8100

Email: enquiries@skillsiq.com.au

Website: <https://www.skillsiq.com.au/>

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](http://training.gov.au/) for more information.

Australian Government - Department of Education, Skills and Employment

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [dese.gov.au](https://www.dese.gov.au/) for more information.

State Government - Department of Education and Training (DET)

DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [education.vic.gov.au](http://www.education.vic.gov.au/) for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia’s VET sector. Info line: 1300 701 801 See [asqa.gov.au](http://www.asqa.gov.au/) for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/)

Industry Regulatory Bodies

WorkSafe Victoria Add additional regulators as relevant

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

WorkSafe needs to provide written verification before high risk work units can be added to an RTO’s scope of registration. [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.auS) See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

222 Exhibition Street,

Melbourne 3000

(03) 9641 1444 or

1800 136 089 (toll free)

[info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au)

See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

# Glossary

**Code** Nationally endorsed Training Package qualification code.

**Title** Nationally endorsed Training Package qualification title.

**Unit Code** Nationally endorsed Training Package unit code.

**Unit Title** Nationally endorsed Training Package unit title.

**Maximum Payable Hours** The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.

Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.

**Scope of Registration** 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.

**Nominal Hours** Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.