**Victorian Purchasing Guide**

**for**

**PSP Public Sector**

**Release 2**

**July 2018**

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**Victorian Purchasing Guide - Version History**

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| --- | --- | --- |
| **Training Package Version** | **Date VPG Released** | **Comments** |
| PSP Public Sector Training Package  Release 2 | 24/08/2018 | Four new qualifications:   * Certificate II in Auslan * Certificate III in Auslan * Certificate IV in Auslan * Diploma of Auslan |

**PSP 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 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 education and training providers in VET who provide courses to domestic students only and who offer training in Victoria only or Victoria and Western Australia only.

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** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| PSP20116 | Certificate II in Government | 257 | 270 |
| PSP20218 | Certificate II in Auslan | N/A | 520 |
| PSP30116 | Certificate III in Government | 470 | 495 |
| PSP30218 | Certificate III in Auslan | N/A | 1050 |
| PSP40116 | Certificate IV in Government | 523 | 550 |
| PSP40216 | Certificate IV in Court Operations | 456 | 480 |
| PSP40316 | Certificate IV in Government Security | 561 | 590 |
| PSP40416 | Certificate IV in Government Investigations | 618 | 650 |
| PSP40516 | Certificate IV in Trade Measurement | 570 | 600 |
| 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 |
| PSP50116 | Diploma of Government | 907 | 955 |
| PSP50216 | Diploma of Court Operations | 461 | 485 |
| PSP50716 | Diploma of Fraud Control | 508 | 535 |
| PSP50416 | Diploma of Government Investigations | 537 | 565 |
| PSP50316 | Diploma of Government Security | 480 | 505 |
| PSP50516 | Diploma of Trade Measurement | 527 | 555 |
| PSP50816 | Diploma of Translating | 490 | 515 |
| PSP50916 | Diploma of Interpreting (LOTE-English) | 546 | 575 |
| PSP50616 | Diploma of Procurement and Contracting | 542 | 570 |
| PSP51018 | Diploma of Auslan | N/A | 2070 |
| PSP60116 | Advanced Diploma of Government | 874 | 920 |
| PSP60816 | Advanced Diploma of Translating | 556 | 585 |
| PSP60916 | Advanced Diploma of Interpreting (LOTE-English) | 698 | 735 |
| PSP60616 | Advanced Diploma of Procurement and Contracting | 684 | 720 |
| PSP80116 | Graduate Certificate in Strategic Procurement | 266 | 280 |
| PSP80216 | Graduate Certificate in Radiation Safety | 356 | 375 |

UNITS OF COMPETENCY

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| PSPBDR001 | Conduct patrols | 30 |
| PSPBDR002 | Use border protection technology equipment | 25 |
| PSPBDR003 | Deploy detector dog | 25 |
| PSPBDR004 | Maintain detector dog proficiency | 40 |
| PSPBDR005 | Calculate taxes, fees and charges | 20 |
| PSPBDR006 | Create and maintain profiles | 30 |
| PSPBDR007 | Develop surveillance flight routes | 40 |
| PSPBDR008 | Review operational schedules | 40 |
| PSPBDR009 | Analyse surveillance products | 30 |
| PSPBDR010 | Develop operational effectiveness of detector dog teams | 30 |
| PSPBDR011 | Conduct detector dog team training | 40 |
| PSPBDR012 | Command operational groups | 40 |
| PSPBDR013 | Examine and test firearms | 30 |
| PSPBDR014 | Command operational forces | 35 |
| PSPBDR015 | Manage operations | 50 |
| PSPCRT001 | Audio record court proceedings | 30 |
| PSPCRT002 | Perform duties to support a hearing | 50 |
| PSPCRT003 | Manage witnesses | 20 |
| PSPCRT004 | Handle exhibits and documents tendered | 20 |
| PSPCRT005 | Serve process | 25 |
| PSPCRT006 | Handle monies received in satisfaction of warrants and orders | 10 |
| PSPCRT007 | Compile and use official notes | 30 |
| 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 |
| PSPETH001 | Uphold the values and principles of public service | 30 |
| PSPETH002 | Uphold and support the values and principles of public service | 40 |
| PSPETH003 | Promote the values and ethos of public service | 30 |
| PSPETH004 | Maintain and enhance confidence in public service | 30 |
| PSPETH005 | 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 |
| PSPFRU004 | Anticipate and detect possible fraud activity | 100 |
| 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 |
| PSPFRU009 | Develop fraud control strategy | 60 |
| PSPFRU010 | Manage fraud risk assessment and action plan | 60 |
| PSPFRU011 | Manage fraud control awareness | 50 |
| PSPFRU012 | Review fraud control activities | 40 |
| PSPGEN001 | Work in a public sector environment | 30 |
| PSPGEN002 | Use routine workplace communication techniques | 30 |
| PSPGEN003 | Deliver a service to clients | 30 |
| PSPGEN004 | Access and use resources | 20 |
| PSPGEN005 | Participate in workplace change | 20 |
| PSPGEN006 | Handle workplace information | 20 |
| PSPGEN007 | Use technology in the workplace | 30 |
| PSPGEN008 | Write routine workplace materials | 30 |
| PSPGEN009 | Work effectively in the organisation | 20 |
| PSPGEN010 | Contribute to workgroup activities | 30 |
| PSPGEN011 | Build and maintain internal networks | 20 |
| PSPGEN012 | Access and use resources and financial systems | 30 |
| PSPGEN013 | Implement change | 30 |
| PSPGEN014 | Organise workplace information | 20 |
| PSPGEN015 | Work effectively with diversity | 30 |
| PSPGEN016 | Address client needs | 30 |
| PSPGEN017 | Work in and with small, regional and remote organisations | 30 |
| PSPGEN018 | Work with a coach or mentor | 20 |
| PSPGEN019 | Use workplace communication strategies | 30 |
| PSPGEN020 | Compose workplace documents | 30 |
| PSPGEN021 | Contribute to conflict management | 30 |
| PSPGEN022 | Give and receive workplace feedback | 40 |
| PSPGEN023 | Deliver and monitor service to clients | 30 |
| PSPGEN024 | Use resources to achieve work unit goals | 30 |
| PSPGEN025 | Develop and implement work unit plans | 30 |
| PSPGEN026 | Provide input to change processes | 40 |
| PSPGEN027 | Gather and analyse information | 30 |
| PSPGEN028 | Provide a quotation | 20 |
| PSPGEN029 | Value diversity | 30 |
| PSPGEN030 | Provide support to Parliament | 60 |
| PSPGEN031 | Undertake career planning | 30 |
| PSPGEN032 | Deal with conflict | 30 |
| PSPGEN033 | Use advanced workplace communication strategies | 50 |
| PSPGEN034 | Compose complex workplace documents | 40 |
| PSPGEN035 | Provide workplace mentoring | 40 |
| PSPGEN036 | Provide workplace coaching | 40 |
| PSPGEN037 | Monitor performance and provide feedback | 40 |
| PSPGEN038 | Identify and treat risks | 60 |
| PSPGEN039 | Develop internal and external networks | 30 |
| PSPGEN040 | Work with interpreters | 40 |
| PSPGEN041 | Use translation services | 30 |
| PSPGEN042 | Exercise delegations | 30 |
| PSPGEN043 | Apply government processes | 30 |
| PSPGEN044 | Develop client services | 40 |
| PSPGEN045 | Coordinate resource allocation and usage | 40 |
| PSPGEN046 | Undertake research and analysis | 60 |
| PSPGEN047 | Promote diversity | 50 |
| PSPGEN048 | Support workplace coaching and mentoring | 50 |
| PSPGEN049 | Undertake negotiations | 50 |
| PSPGEN050 | Manage conflict | 50 |
| PSPGEN051 | Conduct evaluations | 50 |
| PSPGEN052 | Undertake and promote career management | 50 |
| PSPGEN053 | Provide leadership | 50 |
| PSPGEN054 | Use complex workplace communication strategies | 50 |
| PSPGEN055 | Refine complex workplace documents | 40 |
| PSPGEN056 | Facilitate change | 50 |
| PSPGEN057 | Develop and use political nous | 40 |
| PSPGEN058 | Coordinate risk management | 50 |
| PSPGEN059 | Benchmark performance | 70 |
| PSPGEN060 | Manage performance | 50 |
| PSPGEN061 | Scope statistical data collection | 60 |
| PSPGEN062 | Collect statistical data | 40 |
| PSPGEN063 | Process statistical data | 40 |
| PSPGEN064 | Interrogate and analyse statistical data | 40 |
| PSPGEN065 | Interpret data and related statistics | 50 |
| PSPGEN066 | Apply government systems | 60 |
| PSPGEN067 | Establish and maintain strategic networks | 40 |
| PSPGEN068 | Develop a tender submission response | 50 |
| PSPGEN069 | Foster leadership and innovation | 50 |
| PSPGEN070 | Persuade and influence opinion | 50 |
| PSPGEN071 | Prepare high-level written communication | 50 |
| PSPGEN072 | Manage compliance with workplace relations legislation | 60 |
| PSPGEN073 | Prepare for community engagement | 50 |
| PSPGEN074 | Develop and implement community engagement strategies | 50 |
| PSPGEN075 | Build and maintain community relationships | 50 |
| PSPGEN076 | Use public sector financial processes | 30 |
| PSPGEN077 | Apply public sector financial policies and processes | 40 |
| PSPGEN078 | Apply complex public sector financial requirements | 60 |
| PSPGEN079 | Undertake strategic financial analysis | 50 |
| PSPGEN080 | Develop public sector financial strategies | 60 |
| PSPGEN081 | Provide public affairs writing and editorial services | 60 |
| PSPGEN082 | Coordinate public affairs events and activities | 50 |
| PSPGEN083 | Manage public affairs | 70 |
| PSPGEN084 | Provide public affairs advisory service | 50 |
| PSPGEN085 | Manage media relationships | 50 |
| PSPGSD001 | Identify and select government service delivery options | 40 |
| PSPGSD002 | Administer government service delivery requirements | 30 |
| PSPGSD003 | Conduct government service delivery interviews | 30 |
| PSPGSD004 | Administer delivery of financial and other benefits | 30 |
| PSPGSD005 | Introduce the government service delivery model | 30 |
| PSPGSD006 | Facilitate participation in government service delivery | 30 |
| PSPGSD007 | Assist self-management of government service offers | 30 |
| PSPGSD008 | Assist government service recipients with complex needs | 30 |
| PSPGSD009 | Deal with incorrect payments and debts | 25 |
| PSPGSD010 | Develop and implement procedures for government service delivery | 50 |
| PSPGSD011 | Manage the emergent dynamics of government service delivery | 50 |
| PSPGSD012 | Provide specialist technical service delivery | 60 |
| PSPHRM001 | Administer human resource processes | 40 |
| PSPHRM002 | Provide a consultancy service for human resource management | 50 |
| PSPHRM003 | Facilitate performance management processes | 50 |
| PSPHRM004 | Implement workforce planning and succession strategies | 50 |
| PSPHRM005 | Implement staffing policies | 50 |
| PSPHRM006 | Coordinate employment relations | 40 |
| PSPHRM007 | Coordinate employee support | 100 |
| PSPHRM008 | Coordinate career development | 100 |
| PSPHRM009 | Provide advisory and mediation services | 40 |
| PSPHRM010 | Formulate a strategic human resource plan | 60 |
| PSPHRM011 | Provide leadership in strategic human resource management | 40 |
| PSPINM001 | Process claims | 20 |
| PSPINM002 | Conduct initial claim assessments | 30 |
| PSPINM003 | Undertake initial rehabilitation assessments | 40 |
| PSPINM004 | Make claim determinations | 30 |
| PSPINM005 | Conduct situational workplace assessments | 40 |
| PSPINM006 | Develop return to work plans | 30 |
| PSPINM007 | Implement and monitor return to work plans | 35 |
| PSPINM008 | Promote and educate about injury management | 50 |
| PSPINM009 | Monitor and review injury management cases | 40 |
| PSPINM010 | Maintain injury management case files | 35 |
| PSPINM011 | Determine liability and negotiate settlements | 50 |
| PSPINM012 | Manage case direction and outcomes | 50 |
| PSPINM013 | Maintain and monitor service standards | 40 |
| PSPINM014 | Contribute to a quality injury management system | 60 |
| PSPINV001 | Plan and initiate an investigation | 50 |
| PSPINV002 | Conduct an investigation | 40 |
| PSPINV003 | Finalise an investigation | 30 |
| 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 |
| PSPLEG001 | Comply with legislation in the public sector | 25 |
| PSPLEG002 | Encourage compliance with legislation in the public sector | 30 |
| PSPLEG003 | Promote compliance with legislation in the public sector | 25 |
| PSPLEG004 | Manage compliance with legislation in the public sector | 40 |
| PSPLND001 | Investigate tenure and land use history | 40 |
| PSPLND002 | Compile and check survey plans | 30 |
| PSPLND003 | Assess Crown land | 40 |
| PSPLND004 | Undertake native title assessments | 40 |
| PSPLND005 | Prepare and lodge non-claimant native title applications | 30 |
| PSPLND006 | Investigate tenure applications | 40 |
| PSPLND007 | Administer public reserves | 30 |
| PSPLND008 | Monitor reserves management | 35 |
| PSPLND009 | Coordinate land board sittings | 30 |
| PSPLND010 | Investigate Aboriginal land claims and/or applications | 35 |
| PSPLND011 | Handle compensation claims | 35 |
| PSPLND012 | Review planning documents and environmental assessments | 40 |
| PSPMGT001 | Manage resources | 60 |
| PSPMGT002 | Facilitate people management | 60 |
| PSPMGT003 | Manage change | 60 |
| PSPMGT004 | Manage diversity | 60 |
| PSPMGT005 | Manage quality client service | 40 |
| PSPMGT006 | Develop a business case | 60 |
| PSPMGT007 | Manage risk | 60 |
| PSPMGT008 | Formulate business strategies | 60 |
| PSPMGT009 | Manage public sector financial resources | 60 |
| PSPMGT010 | Review and improve business performance | 60 |
| PSPMGT011 | Develop partnering arrangements | 60 |
| PSPMGT012 | Facilitate knowledge management | 60 |
| PSPMGT013 | Provide strategic direction | 60 |
| PSPMGT014 | Undertake enterprise risk management | 60 |
| PSPPCM001 | Carry out basic procurement | 40 |
| PSPPCM002 | Dispose of assets | 20 |
| PSPPCM003 | Procure goods and services | 60 |
| 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 |
| PSPPCY001 | Contribute to policy development | 40 |
| PSPPCY002 | Assist with specialist policy development | 50 |
| PSPPCY003 | Give and receive policy information | 40 |
| PSPPCY004 | Support policy implementation | 30 |
| PSPPCY005 | Implement e-correspondence policies | 50 |
| PSPPCY006 | Develop organisation policy | 60 |
| PSPPCY007 | Advise on organisation policy | 40 |
| PSPPCY008 | Develop public policy | 80 |
| PSPPCY009 | Provide policy advice | 40 |
| PSPPCY010 | Manage policy implementation | 40 |
| PSPPCY011 | Influence strategic policy | 60 |
| PSPRAD001 | Work safely in a radiation environment | 50 |
| PSPRAD002 | Work safely with radioactive ores and minerals | 60 |
| PSPRAD003 | Perform basic radiation measurements | 50 |
| PSPRAD004 | Consign radioactive material | 60 |
| PSPRAD005 | Handle and transport radioactive material | 50 |
| PSPRAD006 | Work safely with radiation‑sealed source equipment | 60 |
| PSPRAD007 | Monitor radiation | 60 |
| PSPRAD008 | Coordinate radiation safety | 50 |
| PSPRAD009 | Select, commission and maintain radiation measuring instruments | 50 |
| PSPRAD010 | Apply radiation safety knowledge to develop and implement ionising radiation management plans | 60 |
| PSPRAD011 | Work safely with radiation-unsealed source equipment | 60 |
| PSPREG001 | Carry out inspections and monitoring under guidance | 30 |
| PSPREG002 | Undertake routine inspections and monitoring | 40 |
| PSPREG003 | Apply regulatory powers | 60 |
| PSPREG004 | Promote client compliance | 40 |
| PSPCRT403C | Assess compliance | 60 |
| PSPREG006 | Produce formal record of interview | 60 |
| PSPREG007 | Make arrests | 20 |
| PSPREG008 | Act on non-compliance | 30 |
| PSPREG009 | Conduct search and seizure | 60 |
| PSPREG010 | Prepare a brief of evidence | 60 |
| PSPREG011 | Give evidence | 30 |
| PSPREG012 | Gather information through interviews | 50 |
| PSPREG013 | Undertake inspections and monitoring | 40 |
| PSPREG014 | Conduct surveillance | 30 |
| PSPREG015 | Receive and validate data | 40 |
| PSPREG016 | Conduct data analysis | 40 |
| PSPREG017 | Undertake compliance audits | 50 |
| PSPREG018 | Plan and implement recovery action | 20 |
| PSPREG019 | Take custody of and store weapons | 20 |
| PSPREG020 | Conduct prosecutions | 80 |
| PSPREG021 | Coordinate investigation processes | 80 |
| PSPREG022 | Supervise and carry out complex inspections and monitoring | 70 |
| PSPREG023 | Manage plant movement health risk | 80 |
| PSPREG024 | Conduct measurement licensee audit | 80 |
| PSPREG025 | Manage investigations | 70 |
| PSPREG026 | Review and evaluate investigations | 40 |
| PSPREG027 | Manage regulatory compliance | 100 |
| PSPREG028 | Evaluate regulatory compliance | 100 |
| PSPREG029 | Manage and lead inspection and monitoring programs | 60 |
| PSPREG030 | Manage investigations program | 80 |
| PSPREV001 | Identify and apply statute law | 30 |
| PSPREV002 | Undertake legislative decision making | 15 |
| PSPREV003 | Manage information on legal entities, relationships and property | 20 |
| PSPREV004 | Interpret and assess contracts | 15 |
| PSPREV005 | Assess applications for grants, subsidies and rebates | 15 |
| PSPREV006 | Evaluate returns-based taxes | 40 |
| PSPREV007 | Determine land tax liability | 15 |
| PSPREV008 | Determine stamp duties | 40 |
| PSPREV009 | Administer levies, fines and other taxes | 20 |
| PSPSCI001 | Contribute to the provision of scientific technical support | 25 |
| PSPSCI002 | Assist with scientific technical support | 30 |
| PSPSCI003 | Support innovation and change through extension | 35 |
| PSPSCI004 | Undertake scientific/technological research | 40 |
| PSPSCI005 | Provide scientific technical support | 30 |
| PSPSCI006 | Promote innovation and change through extension | 40 |
| PSPSCI007 | Organise and undertake scientific/technological research | 40 |
| PSPSCI008 | Provide high-level scientific technical support | 40 |
| PSPSCI009 | Facilitate innovation and change through extension | 50 |
| PSPSCI010 | Develop and undertake scientific/technological research | 60 |
| PSPSCI011 | Manage the provision of high-level scientific technical support | 50 |
| PSPSCI012 | Influence innovation and change through extension | 60 |
| PSPSCI013 | Initiate and conduct scientific/technological research | 80 |
| PSPSEC001 | Secure government assets | 35 |
| PSPSEC002 | Respond to government security incidents | 25 |
| PSPSEC003 | Conduct security awareness sessions | 35 |
| PSPSEC004 | Undertake information technology security audits | 30 |
| PSPSEC005 | Undertake government security risk analysis | 40 |
| PSPSEC006 | Implement security risk treatments | 40 |
| PSPSEC007 | Develop and advise on government security procedures | 40 |
| PSPSEC008 | Conduct personnel security assessments | 40 |
| PSPSEC009 | Handle security classified information | 30 |
| 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 |
| PSPSEC016 | Define information systems framework | 80 |
| PSPSEC017 | 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 |
| PSPWPI001 | Evaluate workplace legislative compliance | 260 |
| PSPWPI002 | Facilitate improvement in workplace legislative performance | 260 |
| PSPWPI003 | Investigate possible breaches of workplace legislation | 70 |
| PSPWPI004 | Improve compliance through industry partnerships | 50 |
| PSPWPI005 | Investigate complex issues | 200 |
| PSPWPI006 | Manage emerging issues | 50 |
| PSPWPI007 | Represent and promote the organisation | 50 |
|  |  |  |
|  |  |  |

SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **PSP Public Sector Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

|  |  |  |
| --- | --- | --- |
| **Occupation** | Administrative Trainee | |
| **Qualification Title** | Certificate II in Government | |
| **Qualification Code** | PSP20116 | |
| **Description** | Appropriate for a person working in in the Public Sector in a Reception/Basic Administration Support Role | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | | |
| PSPGEN001 | Work in a public sector environment | 30 |
| PSPGEN002 | Use routine workplace communication techniques | 30 |
| PSPGEN003 | Deliver a service to clients | 30 |
| BSBWHS201 | Contribute to health and safety of self and others | 20 |
| **Electives** | | |
| PSPGEN004 | Access and use resources | 20 |
| PSPGEN006 | Handle workplace information | 20 |
| PSPGEN007 | Use technology in the workplace | 30 |
| PSPGEN008 | Write routine workplace materials | 30 |
| BSBITU201 | Produce simple word processed documents | 60 |
| Total: | | **270** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Border Protection Officer | |
| **Qualification Title** | Certificate III in Government (Border Protection) | |
| **Qualification Code** | PSP30116 | |
| **Description** | Appropriate for a person working at operational level in Border Protection | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |  |  |
| PSPETH001 | Uphold the values and principles of public service | 30 |
| PSPGEN015 | Work effectively with diversity | 30 |
| PSPGEN019 | Use workplace communication strategies | 30 |
| PSPLEG001 | Comply with legislation in the public sector | 25 |
| **Electives** | | |
| **Group A: Work Health and Safety** | | |
| BSBWHS301 | Maintain workplace safety | 40 |
| **Group D: Border protection specialisation** | | |
| PSPBDR001 | Conduct patrols | 30 |
| PSPREG009 | Conduct search and seizure | 60 |
| PSPGEN038 | Identify and treat risks | 60 |
| PSPBDR002 | Use border protection technology equipment | 25 |
| PSPBDR003 | Deploy detector dog | 25 |
| PSPBDR004 | Maintain detector dog proficiency | 40 |
| **Group H: General electives** | | |
| PSPGEN022 | Give and receive workplace feedback | 40 |
| PSPGEN038 | Identify and treat risks | 60 |
| **Total:** | | **495** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Rehabilitation Practitioner | |
| **Qualification Title** | Certificate IV in Government (Injury RehabilitationManagement) | |
| **Qualification Code** | PSP40116 | |
| **Description** | Appropriate for a person working as rehabilitation practitionerin the public sector | |
| **Unit Code** | **Descript** | **Hours** |
| **Core** | | |
| PSPETH001 | Uphold the values and principles of public service | 30 |
| PSPGEN023 | Deliver and monitor service to clients | 30 |
| PSPGEN029 | Value diversity | 30 |
| PSPGEN043 | Apply government processes | 30 |
| PSPLEG002 | Encourage compliance with legislation in the public sector | 30 |
| PSPPCY004 | Support policy implementation | 30 |
| **Elective units** | | |
| **Group A: Work health safety** | | |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | 50 |
| **Group F: Injury rehabilitation management specialisation** | | |
| PSPINM003 | Undertake initial rehabilitation assessments | 40 |
| PSPINM005 | Conduct situational workplace assessments | 40 |
| PSPINM006 | Develop return to work plans | 30 |
| PSPINM007 | Implement and monitor return to work plans | 35 |
| PSPINM008 | Promote and educate about injury management | 50 |
| PSPINM009 | Monitor and review injury management cases | 40 |
| PSPINM010 | Maintain injury management case files | 35 |
| **Group I: General elective units** | | |
| PSPGEN033 | Use advanced workplace communication strategies | 50 |
| **Total:** | | **550** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Bench/Registry Clerk | |
| **Qualification Title** | Certificate IV in Court Operations | |
| **Qualification Code** | PSP40216 | |
| **Description** | Appropriate for a person working in the Local/Magistrate's Court, duties include bench clerking and working in the registry. | |
| **Unit Code** | **Unit title** | **Hours** |
| **Core** | | |
| PSPETH001 | Uphold the values and principles of public service | 30 |
| PSPGEN023 | Deliver and monitor service to clients | 30 |
| PSPGEN029 | Value diversity | 30 |
| PSPGEN033 | Use advanced workplace communication strategies | 50 |
| PSPGEN043 | Apply government processes | 30 |
| PSPLEG002 | Encourage compliance with legislation in the public sector | 30 |
| **Elective units** | | |
| **Group A: Work health safety** | | |
| BSBWHS301 | Maintain workplace safety | 40 |
| **Group C: Services specialisation** | | |
| PSPCRT004 | Handle exhibits and documents tendered | 20 |
| PSPCRT008 | Undertake court listings | 30 |
| PSPCRT009 | Provide court registry and information services | 30 |
| PSPCRT018 | Perform court duties | 30 |
| PSPCRT016 | Administer alternative dispute-resolution proceedings | 35 |
| PSPCRT010 | Administer court fines and debt management | 25 |
| **Group D: General elective units** | | |
| PSPCRT020 | Execute process | 40 |
| PSPPCY004 | Support policy implementation | 30 |
| **Total:** | | **480** |

|  |  |  |
| --- | --- | --- |
| **Occupation/ Work Function** | Note taker | |
| **Qualification Title** | Certificate IV in Auslan | |
| **Qualification Code** | PSP40818 | |
| **Description** | This sample training program is appropriate for a person wanting to become a note taker. Note takers may gain employment in an education setting or in any  Situation where a note taker is required such as government or court setting. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core:** | | |
| 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 |
| **Electives:** | | |
| PSPLAN011 | Take notes for Deaf, hard of hearing and Deaf/blind people | 50 |
| **Total:** | | **1530** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Fraud Control investigator | |
| **Qualification Title** | Certificate IV in Government Security (Fraud Control) | |
| **Qualification Code** | PSP40316 | |
| **Description** | Appropriate for a person working in fraud control specialising in investigation in the public sector | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPETH002 | Uphold and support the values and principles of public service | 40 |
| PSPLEG002 | Encourage compliance with legislation in the public sector | 30 |
| PSPSEC009 | Handle sensitive information | 30 |
| **Elective units** | | |
| **Group A: Work health safety** | | |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | 50 |
| **Group C: Fraud control specialisation** | | |
| PSPCRT007 | Compile and use official notes | 30 |
| PSPPCY004 | Support policy implementation | 30 |
| PSPFRU001 | Monitor data for indicators of fraud | 40 |
| PSPFRU002 | Conduct fraud control awareness sessions | 40 |
| PSPGEN034 | Compose complex workplace documents | 40 |
| PSPREG005 | Assess compliance | 60 |
| **Group D: General elective units** | | |
| PSPREG016 | Conduct data analysis | 40 |
| PSPREG006 | Produce formal record of interview | 60 |
| **Group B: Personnel vetting specialisation** | | |
| PSPGEN033 | Use advanced workplace communication strategies | 50 |
| PSPREG012 | Gather information through interviews | 50 |
| **Total:** | | **590** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Fisheries Officer | |
| **Qualification Title** | Certificate IV in Government Investigations (Regulatory Compliance) | |
| **Qualification Code** | PSP40416 | |
| **Description** | Appropriate for a person working in the regulatory compliance area of Fisheries and Environment sector of the public sector. | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPETH002 | Uphold and support the values and principles of public service | 40 |
| PSPINV001 | Plan and initiate an investigation | 50 |
| PSPINV002 | Conduct an investigation | 40 |
| PSPINV003 | Finalise an investigation | 30 |
| PSPREG003 | Apply regulatory powers | 60 |
| PSPREG012 | Gather information through interviews | 50 |
| **Group A: Work health safety** | | |
| BSBWHS301 | Maintain workplace safety | 40 |
| **Group B: Regulatory compliance specialisation** | | |
| PSPREG018 | Plan and implement recovery action | 20 |
| PSPREG008 | Act on non-compliance | 30 |
| PSPREG004 | Promote client compliance | 40 |
| PSPREG013 | Undertake inspections and monitoring | 40 |
| PSPREG015 | Receive and validate data | 40 |
| PSPREG017 | Undertake compliance audits | 50 |
| PSPREG006 | Produce formal record of interview | 60 |
| PSPREG005 | Assess compliance | 60 |
| **Total:** | | **650** |

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| --- | --- | --- |
| **Occupation** | Procurement Officer | |
| **Qualification Title** | Certificate IV in Procurement and Contracting | |
| **Qualification Code** | PSP40616 | |
| **Description** | Appropriate for a person working in the procurement and contract management area of a government department | |
| **Code** | **Unit Title** | **Hours** |
| **Core** | | |
| PSPETH002 | Uphold and support the values and principles of public service | 40 |
| PSPGEN038 | Identify and treat risks | 60 |
| PSPGEN042 | Exercise delegations | 30 |
| PSPGEN043 | Apply government processes | 30 |
| PSPLEG002 | Encourage compliance with legislation in the public sector | 30 |
| PSPPCM004 | Plan procurement | 40 |
| PSPPCM005 | Develop and distribute requests for offers | 40 |
| PSPPCM006 | Select providers and develop contracts | 30 |
| PSPPCM007 | Manage contracts | 40 |
| **Group A: Research and analysis** | | |
| PSPGEN027 | Gather and analyse information | 30 |
| **Group B: General elective units** | | |
| PSPGEN076 | Use public sector financial processes | 30 |
| PSPGEN039 | Develop internal and external networks | 30 |
| PSPGEN076 | Use public sector financial processes | 30 |
| PSPPCM012 | Plan for procurement outcomes | 35 |
| BSBPMG522 | Undertake project work | 60 |
| **Total:** | | **555** |

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| --- | --- | --- |
| **Occupation** | Workplace Inspector/Field Officer | |
| **Qualification Title** | Diploma of Government (Workplace Inspection) | |
| **Qualification Code** | PSP50116 | |
| **Description** | Appropriate for a person working as a Workplace Inspector/Field Officer in the public sector | |
| **Code** | **Unit Title** | **Hours** |
| **Core** | | |
| PSPETH003 | Promote the values and ethos of public service | 30 |
| PSPGEN047 | Promote diversity | 50 |
| PSPGEN054 | Use complex workplace communication strategies | 50 |
| PSPLEG003 | Promote compliance with legislation in the public sector | 25 |
| **Group A: Work health safety** | | |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | 50 |
| **Group C: Workplace inspection specialisation** | | |
| PSPWPI001 | Evaluate workplace legislative compliance | 260 |
| PSPWPI002 | Facilitate improvement in workplace legislative performance | 260 |
| PSPWPI003 | Investigate possible breaches of workplace legislation | 70 |
| PSPMGT007 | Manage risk | 60 |
| **Group E: General elective units** | | |
| PSPGEN046 | Undertake research and analysis | 60 |
| PSPGEN044 | Develop client services | 40 |
| **Total:** | | **955** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Deputy Court Registrar | |
| **Qualification Title** | Diploma of Court Operations | |
| **Qualification Code** | PSP50216 | |
| **Description** | Appropriate for a person working in the Local/Magistrates Court as a Deputy Court Registrar assisting in the overall management of the court. | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPETH003 | Promote the values and ethos of public service | 30 |
| PSPGEN044 | Develop client services | 40 |
| PSPGEN047 | Promote diversity | 50 |
| PSPLEG003 | Promote compliance with legislation in the public sector | 25 |
| **Elective units** | | |
| **Group A: Work health safety** | | |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | 50 |
| **Group B: General elective units** | | |
| PSPCRT020 | Execute process | 40 |
| PSPCRT025 | Manage court practice and process | 50 |
| PSPCRT023 | Perform quasi-judicial functions | 50 |
| PSPCRT024 | Record complex court proceedings | 50 |
| PSPGEN049 | Undertake negotiations | 50 |
| PSPGEN050 | Manage conflict | 50 |
| **Total:** | | **485** |

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| --- | --- | --- |
| **Occupation** | Senior Investigator | |
| **Qualification Title** | Diploma of Fraud Control | |
| **Qualification Code** | PSP50716 | |
| **Description** | Appropriate for a person working as a Senior Investigator in fraud control | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPETH003 | Promote the values and ethos of public service | 30 |
| 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 |
| PSPLEG003 | Promote compliance with legislation in the public sector | 25 |
| **Group A: Work health safety** | | |
| BSBWHS501 | Ensure a safe workplace | 60 |
| **Elective units** | | |
| PSPGEN046 | Undertake research and analysis | 60 |
| PSPGEN054 | Use complex workplace communication strategies | 50 |
| PSPFRU004 | Anticipate and detect possible fraud activity | 100 |
| PSPGEN054 | Use complex workplace communication strategies | 50 |
| **Total:** | | **535** |

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| --- | --- | --- |
| **Occupation** | Senior Investigator | |
| **Qualification Title** | Diploma of Government Investigations | |
| **Qualification Code** | PSP50416 | |
| **Description** | Appropriate for a person working in a range of security/fraud environments | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPETH003 | Promote the values and ethos of public service | 30 |
| PSPLEG003 | Promote compliance with legislation in the public sector | 25 |
| PSPINV002 | Conduct an investigation | 40 |
| PSPREG021 | Coordinate investigation processes | 80 |
| PSPREG026 | Review and evaluate investigations | 40 |
| **Group A: Work health safety** | | |
| BSBWHS501 | Ensure a safe workplace | 60 |
| **Elective units** | | |
| PSPFRU003 | Communicate fraud control awareness | 40 |
| PSPGEN045 | Coordinate resource allocation and usage | 40 |
| PSPGEN054 | Use complex workplace communication strategies | 50 |
| PSPFRU004 | Anticipate and detect possible fraud activity | 100 |
| PSPFRU010 | Manage fraud risk assessment and action plan | 60 |
| **Total** | | **565** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Senior Trade Measurement Inspector | |
| **Qualification Title** | Diploma of Trade Measurement | |
| **Qualification Code** | PSP50516 | |
| **Description** | Appropriate for a person working as a senior trade measurement inspector in the public sector. | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPETH003 | Promote the values and ethos of public service | 30 |
| PSPGEN045 | Coordinate resource allocation and usage | 40 |
| PSPGEN053 | Provide leadership | 50 |
| PSPGEN054 | Use complex workplace communication strategies | 50 |
| PSPREG022 | Supervise and carry out complex inspections and monitoring | 70 |
| PSPREG024 | Conduct measurement licensee audit | 80 |
| MSATMINS501A | Inspect a range of complex measuring instruments | 60 |
| **Elective units** | | |
| PSPGEN050 | Manage conflict | 50 |
| PSPLEG003 | Promote compliance with legislation in the public sector | 25 |
| PSPGEN046 | Undertake research and analysis | 60 |
| PSPGEN044 | Develop client services | 40 |
| **Total:** | | **555** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Contract/Procurement Officer | |
| **Qualification Title** | Diploma of Procurement and Contracting | |
| **Qualification Code** | PSP50616 | |
| **Description** | Appropriate for a person working as a contract/procurement officer in the public sector. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | | |
| PSPETH003 | Promote the values and ethos of public service | 30 |
| PSPGEN049 | Undertake negotiations | 50 |
| PSPLEG003 | Promote compliance with legislation in the public sector | 25 |
| 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 |
| **Elective units** | | |
| **Group A: Research and Analysis** | | |
| PSPGEN046 | Undertake research and analysis | 60 |
| **Group B: General elective units** | | |
| BSBPMG522 | Undertake project work | 60 |
| BSBPUR504 | Manage a supply chain | 60 |
| PSPPCM014 | Participate in budget and procurement review processes | 40 |
| **Total:** | | **570** |

|  |  |  |
| --- | --- | --- |
| **Occupation/ Work Function** | Translator | |
| **Qualification Title** | Diploma of Translating | |
| **Qualification Code** | PSP50816 | |
| **Description** | This sample training program is appropriate for a person working as a translator to translate general purpose texts from one language to another | |
| **Unit Code** | **Unit Title** | **Hours** |
| Core (5) Electives (7) |  |  |
| **Core** | | |
| PSPTIS002 | Build glossaries for translating and interpreting assignments | 20 |
| PSPTIS021 | Translate and certify non-narrative texts | 25 |
| PSPTIS001 | Apply codes and standards to ethical practice | 30 |
| PSPTIS003 | Prepare to translate and interpret | 30 |
| PSPTIS020 | Analyse text types for translation of general purpose texts (LOTE-English) | 50 |
| **Group A: English to LOTE specialisation** | | |
| PSPTIS025 | Read and analyse general purpose English texts to be translated | 30 |
| PSPTIS022 | Translate general purpose texts from English to LOTE | 50 |
| **Group C:LOTE Specialisation** | | |
| PSPTIS026 | Demonstrate routine written LOTE proficiency in different subjects and cultural contexts | 60 |
| **Electives** | | |
| PSPTIS023 | Translate general purpose texts from LOTE to English | 50 |
| PSPTIS027 | Demonstrate routine written English proficiency in different subjects and cultural contexts | 60 |
| BSBREL402 | Build client relationships and business networks | 50 |
| ICTICT203 | Operate application software packages | 60 |
| **Total:** | | **515** |

|  |  |  |
| --- | --- | --- |
| **Occupation/ Work Function** | Interpreter | |
| **Qualification Title** | Diploma of Interpreting (LOTE-English) | |
| **Qualification Code** | PSP50916 | |
| **Description** | This sample training program is appropriate for a person working as an interpreter between two languages in a general dialogue and monologue settings | |
| **Unit Code** | **Unit Title** | **Hours** |
| Core(7) Electives(5) | | |
| **Core** | | |
| PSPTIS002 | Build glossaries for translating and interpreting assignments | 20 |
| PSPTIS042 | Manage discourses in general settings | 20 |
| PSPTIS043 | Use routine subject matter terminology in interpreting (LOTE-English) | 40 |
| PSPTIS001 | Apply codes and standards to ethical practice | 30 |
| PSPTIS003 | Prepare to translate and interpret | 30 |
| PSPTIS041 | Interpret in general monologue settings (LOTE-English) | 80 |
| PSPTIS040 | Interpret in general dialogue settings (LOTE-English) | 100 |
| **Group A LOTE Specialisation** | | |
| PSPTIS044 | Demonstrate routine LOTE proficiency in different subjects and cultural contexts | 60 |
| **Electives** | | |
| BSBREL402 | Build client relationships and business networks | 50 |
| PSPTIS045 | Demonstrate routine English proficiency in different subjects and cultural contexts | 60 |
| ICTICT203 | Operate application software packages | 60 |
| PSPTIS047 | Use routine health terminology in interpreting (LOTE-English) | 25 |
| **Total:** | | **575** |

|  |  |  |
| --- | --- | --- |
| **Occupation/ Work Function** | Integration aide | |
| **Qualification Title** | Diploma of Auslan | |
| **Qualification Code** | PSP51018 | |
| **Description** | This sample training program is appropriate for a person wanting to become an integration aide and gain employment in a school, university or vocational setting. | |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** | | |
| 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 |
| PSPLAN012 | Converse in Auslan at a proficient user level | 380 |
| PSPLAN013 | Analyse the semantics and sociolinguistics of Auslan | 60 |
| **Electives** | | |
| PSPLAN014 | Convey information between Auslan and English | 50 |
| PSPLAN015 | Research the role of an Auslan interpreter | 50 |
| PSPLAN009 | Compare other sign languages to Auslan | 50 |
| **Total:** | | **2070** |

|  |  |  |
| --- | --- | --- |
| **Occupation** | Manager of Compliance Services | |
| **Qualification Title** | Advanced Diploma of Government (Investigations) | |
| **Qualification Code** | PSP60116 | |
| **Description** | Appropriate for a person managing an investigations environment within the public sector. | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPETH004 | Maintain and enhance confidence in public service | 30 |
| PSPGEN066 | Apply government systems | 60 |
| PSPGEN067 | Establish and maintain strategic networks | 40 |
| PSPLEG004 | Manage compliance with legislation in the public sector | 40 |
| PSPMGT004 | Manage diversity | 60 |
| PSPPCY010 | Manage policy implementation | 40 |
| **Elective units** | | |
| **Group A: Work health safety** | | |
| BSBWHS501 | Ensure a safe workplace | 60 |
| **Group C: Investigations specialisation** | | |
| PSPMGT001 | Manage resources | 60 |
| PSPMGT014 | Undertake enterprise risk management | 60 |
| PSPREG030 | Manage investigations program | 80 |
| POLINV005 | Coordinate multi-agency investigations | 80 |
| PSPREG027 | Manage regulatory compliance | 100 |
| PSPREG028 | Evaluate regulatory compliance | 100 |
| **Group E: General elective units** | | |
| PSPMGT013 | Provide strategic direction | 60 |
| PSPGEN069 | Foster leadership and innovation | 50 |
| **Total** | | **920** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation/ Work Function** | | | Translator | |
| **Qualification Title** | | | Advanced Diploma of Translating | |
| **Qualification Code** | | | PSP60816 | |
| **Description** | | | This sample training program is appropriate for a person working as a translator to translate special purpose texts from one language to another | |
| **Unit Code** | **Unit Title** | | **Hours** |
| ***Core*** | | | | |
| Core(5) Electives(8) English to LOTE | | | | |
| PSPTIS101 | | | Negotiate translating and interpreting assignments | 25 |
| PSPTIS100 | | | Apply codes and standards to professional judgement | 20 |
| PSPTIS061 | | | Quality assure translations | 30 |
| CUAWRT401 | | | Edit texts | 30 |
| PSPTIS060 | | | Analyse text types for translation of special purpose texts (LOTE-English) | 60 |
| ***Group A English to LOTE specialisation*** | | | | |
| PSPTIS064 | | | Read and analyse special purpose English texts to be translated | 30 |
| PSPTIS062 | | | Translate special purpose texts from English to LOTE | 60 |
| ***Group D LOTE specialisation*** | | | | |
| PSPTIS067 | | | Demonstrate complex written LOTE proficiency in different subjects and cultural contexts | 60 |
| ***Electives*** | | | | |
| SITXLAN3301 | | | Read and write information in a language other than English (Arabic) | 60 |
| PSPTIS063 | | | Translate special purpose texts from LOTE to English | 60 |
| PSPTIS068 | | | Demonstrate complex written English proficiency in different subjects and cultural contexts | 60 |
| PSPTIS066 | | | Apply theories to translating and interpreting work practices | 40 |
| PSPTIS070 | | | Prepare translated transcripts | 50 |
| **Total** | | | | **575** |

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| **Occupation/ Work Function** | Interpreter | |
| **Qualification Title** | Advanced Diploma of Interpreting (LOTE-English) | |
| **Qualification Code** | PSP60916 | |
| **Description** | This sample training program is appropriate for a person working as an interpreter between two languages in complex dialogue and monologue settings | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| ***Core (8)Elective (7) Spoken specialisation*** | | |
| PSPTIS101 | Negotiate translating and interpreting assignments | 25 |
| PSPTIS100 | Apply codes and standards to professional judgement | 20 |
| PSPTIS083 | Manage discourses in complex settings | 30 |
| PSPTIS085 | Use complex subject area terminology in interpreting (LOTE-English) | 50 |
| PSPTIS082 | Interpret through communication media | 40 |
| PSPTIS084 | Sight translate (LOTE-English) | 60 |
| PSPTIS080 | Interpret in complex dialogue settings (LOTE-English) | 100 |
| PSPTIS081 | Interpret in complex monologue settings (LOTE-English) | 100 |
| ***Spoken Specialisation*** | | |
| PSPTIS087 | Use note taking to recall and reproduce source messages (LOTE-English | 30 |
| PSPTIS086 | Use chuchotage (whispered simultaneous) to interpret (LOTE-English) | 40 |
| ***Group B LOTE*** | | |
| PSPTIS088 | Demonstrate complex LOTE proficiency in different subjects and cultural contexts | 60 |

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| ***Electives*** | | |
| PSPTIS089 | Demonstrate complex English proficiency in different subjects and cultural contexts | 60 |
| CHCORG627B | Provide mentoring support to colleagues | 60 |
| PSPTIS066 | Apply theories to translating and interpreting work practices | 40 |
| PSPTIS069 | Maintain and enhance professional practice | 20 |
| **Total:** | | **735** |

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| **Occupation** | Senior Procurement Officer | |
| **Qualification Title** | Advanced Diploma of Procurement and Contracting | |
| **Qualification Code** | PSP60616 | |
| **Description** | Appropriate for a person responsible for the management of strategic procurement in public sector organisations. | |
| **Code** | **Unit Title** | **Hours** |
| **Core** | | |
| PSPETH004 | Maintain and enhance confidence in public service | 30 |
| PSPGEN067 | Establish and maintain strategic networks | 40 |
| PSPLEG004 | Manage compliance with legislation in the public sector | 40 |
| PSPMGT006 | Develop a business case | 60 |
| PSPMGT007 | Manage risk | 60 |
| PSPPCM020 | Plan for strategic procurement | 60 |
| PSPPCM021 | Coordinate strategic procurement | 50 |
| PSPPCM022 | Negotiate strategic procurement | 50 |
| PSPPCM023 | Manage strategic contracts | 50 |
| **Elective units** | | |
| PSPGEN078 | Apply complex public sector financial requirements | 60 |
| PSPGEN066 | Apply government systems | 60 |
| PSPMGT008 | Formulate business strategies | 60 |
| PSPMGT011 | Develop partnering arrangements | 60 |
| PSPPCM019 | Divest strategic assets | 40 |
| PSPMGT010 | Review and improve business performance | 60 |
| **Total:** | | **720** |

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| **Occupation** | Strategic Sourcing Specialist | |
| **Qualification Title** | Graduate Certificate in Strategic Procurement | |
| **Qualification Code** | PSP80116 | |
| **Description** | Appropriate for a person responsible for the management of strategic procurement in public sector organisations. | |
| **Core** | | |
| **Unit Code** | **Unit Title** | **Hours** |
| PSPPCM025 | Influence and define strategic procurement direction | 80 |
| PSPPCM026 | Establish the strategic procurement context | 80 |
| PSPPCM027 | Evaluate and improve strategic procurement performance | 80 |
| **Elective units** | | |
| BSBLDR803 | Develop and cultivate collaborative partnerships and relationships | 40 |
| **Total** | | **280** |

CONTACTS AND LINKS

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| **Curriculum Maintenance Manager (CMM)** | | |
| Business Industries (*except for Translating and Interpreting*) | The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.  They can assist with questions on payable and nominal hours. | Alan Daniel Address: C/- Chisholm Institute, PO Box 684, Dandenong, VIC 3175  Phone:03 9238 8501  Email: [Alan.Daniel@chisholm.edu.au](mailto:Alan.Daniel@chisholm.edu.au) |
| Service Industries (General Studies)  *For Translating and Interpreting Sector* | Nadia Casarotto  Address: C/-Victoria University Phone /:Fax 03 9919 5300/03 9919 5274  Email: [sicmm.generalstudies@vu.edu.au](mailto:sicmm.generalstudies@vu.edu.au) |
| Skills Service Organisation (SSO) | | |
| SkillsIQ | This ISC is responsible for developing this **PSP Public Sector** **Training Package**, companion volumes and support material and can be contacted for further information. | Email: [enquiries@skillsiq.com.au](mailto:enquiries@skillsiq.com.au)  Phone: 02 9392 8100  The Skills IQ website can be found [here](http://skillsiq.com.au/). |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs. | National Register website can be found [here](http://training.gov.au). |
| **Australian Government** | | |
| Department of Education and Training | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | The Commonwealth Department of Education and Training website can be found [here](https://education.gov.au/) |
| **Victorian State Government** | | |
| Department of Education and Training (DET) | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy. | (03) 9637 2000  The Victorian Department of Education and Training website can be found [here](http://www.education.vic.gov.au/) |

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| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  ASQA’s website can be found [here](http://www.asqa.gov.au/) |
| **Victorian 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  VRQA’s website can be found [here](http://www.vrqa.vic.gov.au/) |

GLOSSARY

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| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit of competency code. |
| **Unit Title** | Nationally endorsed Training Package unit of competency title. |
| **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 any 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. |
| **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. |