Victorian Purchasing Guide

for

PSP Public Sector

Release 2

July 2018

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Victorian Purchasing Guide - Version History

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

CONTENTS

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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

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Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

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Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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 Rehabilitation Management)	
Qualification Code	PSP40116	
Description	Appropriate for a person working as rehabilitation practitioner in 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**

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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**

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**

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**

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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**

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

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**

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**

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

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
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
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 Phone: 02 9392 8100 The Skills IQ website can be found here.
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.
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
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

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
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

GLOSSARY

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.