

Certificate IV in Government PSP40104

Aim of the Program

The aim of the Certificate IV in Government program is to provide participants with a fundamental knowledge of the processes followed when undertaking work without supervision within the contemporary public sector environment. Successful completion of the program results in the award of the nationally recognised qualification from the Public Services Training Package 2004.

Target Audience

Any person employed in the public sector agency or government owned corporation involved in working in an environment requiring multi-skilled personnel and/or in small or regionally based organisations.

Program Overview

This generalist qualification covers the competencies required for understanding the values, principles, processes and legislation requirements for those working in the public sector, together with implementing effective workplace operational plans and initiating, implementing and reporting on investigations. Electives should reflect the responsibilities of the individual and the job skills required for effective performance where a free choice of Electives is possible in the qualification packaging rules, Electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual.

Units in the Program

There are 15 Units in the program (7 Required + 8 Elective).

Required Units

PSPETHC401A Uphold and support the values and principles of public service
 PSPGOV402B Deliver and monitor service to clients
 PSPGOV408A Value diversity
 PSPGOV412A Use advanced workplace communication strategies
 PSPGOV422A Apply government processes
 PSPLEGN401A Encourage compliance with legislation in the public sector
 PSPPOL404A Support policy implementation

Elective Units

PSPOHS301A Contribute to workplace safety
 PSPOHS401B Implement workplace safety procedures and programs

Choose 1 elective only from the 2 listed above (units are mutually exclusive)

In addition, choose 7 Electives:

from those following, **and/or**

from anywhere in this Training Package, packaged at the same or a higher level, **and/or**

from any other set of endorsed standards packaged at the same or a higher level in accordance with the requirements of those standards, **provided that the units selected do not duplicate content covered in any PSP units.**

Alternatively, one of these seven Electives may be drawn from units of competency packaged at Certificate III level.

PSPGOV403B Use resources to achieve work unit goals
 PSPGOV405B Provide input to change processes

PSPGOV407B Provide a quotation
PSPGOV410A Undertake career planning
PSPGOV413A Compose complex workplace documents
PSPGOV415A Provide workplace coaching
PSPGOV417A Identify and treat risks
PSPGOV419A Work with interpreters PSPGOV421A Exercise delegations
PSPGOV404B Develop and implement work unit plans
PSPGOV406B Gather and analyse information
PSPGOV409A Provide support to Parliament
PSPGOV411A Deal with conflict PSPGOV414A Provide workplace mentoring
PSPGOV416A Monitor performance and provide feedback
PSPGOV418A Develop internal and external networks
PSPGOV420A Use translation services
PSPPOL402A Assist with specialist policy development
PSPPOL403A Give and receive policy information
PSPSCI401A Provide scientific technical support
PSPSCI402A Promote innovation and change through extension
PSPSCI403A Organise and undertake scientific/technological research
BSBEBUS402A Implement e-correspondence policies
BSBEBUS403A Communicate electronically
BSBEBUS406A Monitor and maintain records in an online environment
BSBEBUS407A Review and maintain the business aspects of a website
BSBMKG401A Profile the market
BSBMKG402A Analyse consumer behaviour for specific markets
BSBMKG403A Analyse market data
BSBMKG404A Forecast market and business needs
BSBMKG405A Implement and monitor marketing activities
BSBMKG407A Make a presentation
BSBRKG401A Review the status of a record
CHCCD1B Support community participation
CHCCD2B Provide community education projects
CHCCD4B Develop and implement community programs
CHCCD13C Work within specific communities
CHCMED404A Facilitate the mediation process
CHCMED405A Facilitate interaction between clients
CHCMED406A Consolidate and conclude the mediation process
CHCMED409B Facilitate alternative dispute resolution processes
CHCORG25B Recruit and co-ordinate volunteers
PUAWER005A Operate as part of an emergency control organisation
PUAWER009A Participate as a member of an initial workplace emergency response team



Contact us

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