

CERTIFICATE IV IN GOVERNMENT PSP40116 Release 1



- RPL Opportunities
- Nationally Recognised Qualifications

RTO 41595

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Australian
Qualifications
Framework 

OP
EC
COLLEGE

COURSE OVERVIEW

This qualification allows for the attainment of occupational specific competencies for those working in operational roles without supervision in the public sector. Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement, and limited responsibility with established parameters. The generalist qualification is particularly suited to those working in an environment requiring multi-skilled personnel and/or small or regionally based organisations. The human resources management specialisation covers the skills required for working within a human resources field in the public sector. The service delivery specialisation covers the skills required for those delivering government services in a public sector environment. The land administration specialisation covers the skills required by those working as public land administration officers. The injury claims administration specialisation covers the skills required for those working within an injury claims administration field in the public sector. The injury rehabilitation management specialisation covers the skills required for those working as rehabilitation practitioners within an injury management field in the public sector. The border protection specialisation covers the skills required by operational staff working within a border protection field. The revenue administration specialisation covers the skills required for those working in a revenue administration field in the public sector.

COURSE SNAPSHOT

COURSE COMPLETION TIME

RPL is achieved at your own pace with our support.

UNITS STUDIED

15 (6 core unit plus 9 elective units)

NATIONALLY RECOGNISED TRAINING

Yes

DELIVERY MODE

This is an RPL only course.

COURSE FEES

\$1195.00

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

BY COMPLETING THIS COURSE, YOU COULD GAIN EMPLOYMENT AS

- Administrative Services Officer
- Government Fraud Prevention Officer
- Purchasing Officer or Procurement Officer
- Taxation Client Engagement Officer
- Border Protection Team Leader
- Human Resources Officer
- Injury Rehabilitation Manager
- Administrative Services Officer
- Customer Service Officer

COURSE STRUCTURE

CORE UNIT

- PSPETH001 Uphold the values and principles of public service
- PSPGEN023 Deliver and monitor service to clients
- PSPGEN029 Value diversity
- PSPGEN043 Apply government processes
- PSPLEG002 Encourage compliance with legislation in the public sector
- PSPPCY004 Support policy implementation

ELECTIVES

- BSBWHS301 Maintain workplace safety
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBLDR402 Lead effective workplace relationships
- BSBWOR501 Manage personal work priorities and professional development
- PSPGEN024 Use resources to achieve work unit goals
- PSPGEN027 Gather and analyse information
- PSPGEN031 Undertake career planning
- PSPGEN032 Deal with conflict
- PSPGEN038 Identify and treat risks

The elective unit options listed represent the OPEC College approved elective unit options offered.

This is a reduced list from the qualification packaging rules specified electives list. If you would like an elective unit that is not included in this list, please speak to your Trainer/Assessor.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL means you can gain qualifications simply through providing evidence of relevant knowledge and skills you have gained through previous work. This means you don't have to waste time studying what you already know. If you believe you already have the knowledge and skills to achieve this qualification we encourage you to apply for Recognition of Prior Learning.

RPL is a simple process with OPEC College and works like this:

Step 1

Free skills assessment

Fill out our pre-assessment form and we'll give you the guidance you need for the next steps to achieving your career goals.

Step 2

Evidence portfolio

With our help, gather evidence, e.g. current resume, reference letters, examples of work completed, to prove your prior skills and knowledge and submit it online for our assessors to review.

Step 3

Evidence review

After we've assessed your evidence portfolio we'll contact you for competency conversation and a practical observation if required.

Step 4

Training

Fill in any gaps in your prior learning and achieve greater qualifications through our online training courses.

Step 5

Qualified!

Your new certifications are Nationally Recognised and issued by our Registered Training Officer (RTO). You are now ready to pursue your new career and greater opportunities!