

Your Guide to Government Certificate IV in Government PSP40104



This qualification is designed for public sector employees who multi-skill across different areas and work without supervision. Participants may choose electives which reflect their individual responsibilities and the job skills required for effective performance in their role.

Course requirements: This qualification is for current public servants.

Course results and skills gained: This qualification provides general skills in service delivery, communication, policy, processes, legislation and workplace safety. After completing this course you may proceed to the Diploma of Government.

Course includes: This qualification consists of 15 units – seven core units plus eight elective units. There is an extensive selection of elective units (including units from higher level qualifications) that you can choose from including those listed below. We will discuss your choice of electives with you to determine the most appropriate units for you to undertake.

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

Elective Units (Choose 1)	Unit Code
■ Contribute to workplace safety	PSPOHS301A
■ Implement workplace safety procedures and programs	PSPOHS401B
Elective Units (Choose 7)	Unit Code
■ Provide input to change processes	PSPGOV405B
■ Compose complex workplace documents	PSPGOV413A
■ Identify and treat risks	PSPGOV417A
■ Develop and implement work unit plans	PSPGOV404B
■ Gather and analyse information	PSPGOV406B
■ Deal with conflict	PSPGOV411A
■ Provide workplace mentoring	PSPGOV414A
■ Monitor performance and provide ?	PSPGOV416A
■ Establish effective workplace relationships	BSBWOR401A
■ Implement and monitor environmentally sustainable work practices	BSBUS301A
■ Make a presentation	BSBMKG407A

Outcome: Certificate IV in Government.

Recognition: You can receive recognition for your previous study, work experience and existing skills. This may mean credit is given towards this qualification. Any identified training gaps can be addressed through individual coaching and/or participation in workshops.

When: You can enrol and start at any time. We will work with you to determine a training and assessment plan that best suits your needs. Contact us for workshop details in your region.

Where: At your workplace, and workshops are available at Alanvale or Clarence.

Cost: \$3000 per person. Fees are inclusive of workplace visits, coaching, optional workshops, assessment and learning materials. Travel and related costs may apply when we visit you in your workplace outside of metro areas.

For further information please contact: Northern/North Western Tasmania: Jackie Murfet. Phone: 6421 5562. Email: Jacqueline.Murfet@skillsinstitute.tas.edu.au Southern Tasmania: Phone: 6216 4388. Email: GovtAdmin@skillsinstitute.tas.edu.au

The Total Training Package
1300 362 175