

FACT SHEET

PSP40104: Certificate IV in Government

Course Structure:

To be awarded this qualification the learner must attain a successful assessment in a total of 15 units grouped into 2 modules.

Module 1 consists of:

- PSPGOV512A - Use advanced workplace communication strategies
- PSPGOV405B - Provide input to change processes
- PSPGOV415A - Provide workplace coaching
- PSPGOV404B - Develop and implement work unit plans
- PSPGOV406A - Gather and analyse information
- PSPGOV411A - Deal with conflict
- PSPGOV416A - Monitor performance and provide feedback

Module 2 consists of:

- PSPETHC401B - Uphold and support the values and principles of public service
- PSPLEGN401B - Encourage compliance with legislation in the public sector
- PSPGOV402B - Deliver and monitor service to clients
- PSPOHS301A - Contribute to workplace safety
- PSPGOV408A - Value diversity
- PSPGOV422A - Apply government processes
- PSPPOL404A - Support policy implementation
- PSPGOV418A - Develop internal and external networks

The structure of your program will be a five day face to face workshop, followed by submission of a portfolio of evidence to gain the full qualification.