



PSP40104 - Certificate IV in Government

Overview

This specialist qualification covers the competencies required for working without supervision in the public sector and is particularly suited to those working in an environment requiring multi-skilled personnel and/or in small or regionally based organisations.

Who Should Attend

The Certificate IV in Government is designed to provide officers in the public sector with the competencies required to effectively perform their roles in government departments.

Entry Requirements

To be eligible to enter this Certificate IV in Government you will need to:

- be mature age (20 years or over)
- be currently working in, or contracted to the public sector
- have access to the specific work practices and procedures required to demonstrate competency in the units undertaken.

If you are unsure please contact us as we can provide further information in relation to entry requirements.

Program Structure

Fifteen units are required for this qualification, comprising eight *Required Units* and seven *Electives*.

Part 1 – Required Units

PSPETH401A	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
PSPOHS301A	Contribute to Workplace Safety





Part 2 – Elective Units (Choose 7 Electives)

PSPGOV403B	Use Resources to Achieve Work Unit Goals
PSPGOV405B	Provide Input to Change Processes
PSPGOV410A	Career Planning
PSPGOV413A	Compose Complex Workplace Documents
PSPGOV415A	Provide Workplace Coaching
PSPGOV417A	Identify and Treat Risks
PSPGOV421A	Exercise Delegations
PSPGOV406B	Gather and Analyse Information
PSPGOV411A	Deal with Conflict
PSPGOV414A	Provide Workplace Mentoring
PSPGOV416A	Monitor Performance and Provide Feedback
PSPGOV418A	Develop Internal and External Networks
BSBMKG407A	Make a Presentation

When you have successfully completed both Parts 1 and 2 you will be awarded the Certificate IV in Government (Financial Services).

More detailed information on each unit is available at www.ntis.gov.au.

Recognition for Prior Learning

You will have the opportunity to apply for Recognition for Prior Learning before the commencement of this course. This service recognises skills and knowledge gained through work, previous study and life experiences that may be relevant to this program. If your application for recognition is successful it could reduce the study time required for completion.

Cost

The cost of this program is \$3,700 per participant, or \$3,500 per participant for Magical Learning Club members and groups of three or more.

To join the Magical Learning Club (membership is free), sign-up online at www.magicallearning.com/club.html or email club@magicallearning.com.

About Magical Learning

Magical Learning is committed to providing excellence in training. We utilise accelerated learning techniques to enhance the effectiveness of our courses.

Our facilitators are experts in government and we are constantly updating our course material to include latest research and developments in financial management.

Further Information

Contact us on (02) 6260 8220 or learn@magicallearning.com.



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