



PSPSS00040
GOVERNMENT INVESTIGATIONS
(Skill Set)



**NATIONALLY RECOGNISED
TRAINING**

RTO 30003



PSPSS00040

GOVERNMENT INVESTIGATIONS (Skill Set)

This skill set is for individuals working in a range of regulatory work environments involving gathering evidence and interviewing persons of interest. These competencies provide skills required to identify possible non-compliance and plan, initiate and report on a subsequent investigation.

PRE-REQUISITES

- Have a minimum of 12 months' full-time employment, working within local government
AND
- Hold a position which requires you to undertake tasks and projects within Council's operations.

HOW IS THE LEARNING CONDUCTED?

- The learning is a combination of 'on and off the job' delivery and assessment.
- Learning post workshop, is supported by your Supervisor/Team Leader in the workplace.
- It is important that you work with your co-workers in completing the assessments. This is encouraged to enable you to apply your new skills and use workplace examples as evidence for your assessment.
- Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

DELIVERY MODE

- The course is comprised of 2 days' mandatory attendance to cover course content and formal presentations.
- Attendance dates are confirmed in writing to you prior to commencement.
- On Day 1 of the course, participants will be provided with course guidelines, reference materials, websites and assessment tips.
- To achieve a Statement of Attainment for this skill set, you need to successfully complete 3 units of competency.
- To achieve the full qualification in Certificate IV in Government Investigations (Regulatory Compliance Specialisation), you will need to successfully complete 15 national units of competency.

ASSESSMENT

- All content and assessment benchmarks will be discussed at commencement of the course. All information required to complete assessment items is contained in the material presented at face-to-face training days.
- Assessment is issued for each of the 3 units. Assessments include a combination of short answer questions, set tasks requiring research/report writing and case study/project work.
- Time spent on assessments varies widely depending on level of experience. In addition to contact hours, time in the workplace is required to be scheduled with your supervisor/manager to undertake research projects. In addition to workplace hours, your personal time will be required to bring together all of your work into a fully indexed assessment portfolio.
- It is estimated that 5 to 6 hours per week will be required to compile your assessment portfolio. You will be assessed by a panel of qualified assessors. All assessment documents (1 for each of the 3 units) require to be signed-off by participant's supervisor/manager.

RECOGNITION OF PRIOR LEARNING (RPL)

- RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.
- RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

For further information, please contact Peak.

SCHEDULE OF FEES

Please contact Peak for course fees or a proposal for in-house training.

FULL COURSE DETAILS

<https://training.gov.au/Training/Details/PSPSS00040>

UNIT NAME	UNIT CODE	DESCRIPTION
Plan and initiate an investigation	PSPINV001	This unit describes the skills required to identify and confirm possible non-compliance, and plan and initiate a subsequent investigation. It includes planning and activating evidence collection, identifying witnesses and persons of interest.
Conduct an investigation	PSPINV002	This unit describes the skills required to conduct an investigation under commonwealth and/or jurisdictional law, in accordance with an established investigation plan. It includes gathering and managing evidence, identifying persons of interest, reviewing and reporting on progress and briefing/debriefing relevant personnel.
Finalise an investigation	PSPINV003	This unit describes the skills required to complete, review and report on the results of an investigation. It includes finalising the investigation, handling complaints and appeals, preparing an investigation report and using investigation outcomes.