



PSP40416
CERTIFICATE IV IN GOVERNMENT
INVESTIGATIONS (REGULATORY
COMPLIANCE SPECIALISATION)



NATIONALLY RECOGNISED
TRAINING

RTO 30003

PSP40416 CERTIFICATE IV IN GOVERNMENT INVESTIGATIONS (REGULATORY COMPLIANCE SPECIALISATION)

Working in investigations and regulatory compliance requires a broad range of skills within specific government contexts.

The Certificate IV in Government Investigations (Regulatory compliance specialisation) allows participants to develop their knowledge and skills in conducting investigations and ensuring statutory compliance within the requirements of legislation, regulations and organisational policy.

Successful completion of this qualification allows participants to gain practical skills to successfully conduct investigations within each level of government.

PRE-REQUISITES

- Have a minimum of twelve months' full-time employment, working within local government regulatory services

AND

- Hold a position which requires you to undertake tasks within Council's compliance and regulatory processes

OR

- Acquired a completed Performance Appraisal statement within the last twelve months, confirming your competencies within Council's administrative office.

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 8 days' mandatory attendance to cover course content and formal presentations. Course delivery will be over a period of approximately 6 months in 2 x 3 day and 1 x 2 day blocks (3 + 3 + 2).
- 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 and assessment tips.
- To achieve the full qualification, you will need to successfully complete 15 national units of competency.

RECOGNITION OF PRIOR LEARNING (RPL) – to apply, please contact Peak

- 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, paid and volunteer work, plus 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.

ASSESSMENT

- All content and assessment benchmarks are discussed at commencement of the course. Information required to complete assessment items is contained in the material presented during each training day.
- An assessment is issued for each of the 15 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. Your evidence will be assessed by a panel of qualified assessors.
- All assessment documents (1 for each of the 15 units) require to be signed-off by your supervisor/manager.

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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. This unit applies to those working in a range of regulatory work environments involving gathering and managing physical or documentary evidence from a range of sources. The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS in the context of investigations. Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.
Conduct an investigation	PSPINV004	This unit describes the performance outcomes, skills and knowledge required to conduct an investigation under commonwealth or jurisdictional law, in accordance with an established investigation plan. This unit applies to those working in a range of regulatory work environments. Those undertaking this unit work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar or unpredictable. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
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. This unit applies to those working in a range of regulatory work environments comprising gathering, managing and interpreting documentary evidence to determine appropriate responses including reporting and acting on investigation outcomes. The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations. Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.
Apply regulatory powers	PSPREG033	This unit describes the performance outcomes, skills and knowledge required when exercising regulation, monitoring, inspection and investigation powers under the organisation's enabling and other applicable legislation. This unit applies to those working in roles conducting regulatory activities. Those undertaking this unit work independently as part of a team, performing routine tasks involving a range of familiar and unfamiliar contexts. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
Assess compliance	PSPREG034	This unit describes the performance outcomes, skills and knowledge required to assess risk, monitor situations, environments and behaviours, and analyse information to assess compliance with legislation and standards. This unit applies to those working in regulatory roles involving compliance assessment. Those undertaking this unit work independently, performing routine tasks in a range of familiar and unfamiliar contexts. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
Act on non-compliance	PSPREG036	This unit describes the performance outcomes, skills and knowledge required to issue advice, instructions, warnings, notices, fines and other actions in response to non-compliance situations. This unit applies to those working in roles conducting regulatory activities. Those undertaking this unit work as part of a team under routine guidance, performing routine tasks in a range of mostly familiar contexts. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
Promote client compliance	PSPREG004	This unit describes the skills required to promote client compliance. It includes advising and assisting clients to comply with legislation or standards and implementing communication strategies to improve compliance. This unit applies to those working in public sector roles conducting regulatory activities. The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to. Those undertaking this unit would work independently as part of a team, performing routine tasks in a range of familiar and unfamiliar contexts.
Conduct search and seizure	PSPREG037	This unit describes the performance outcomes, skills and knowledge required to conduct search and seizure activities. This unit applies to those working in public sector roles conducting regulatory activities. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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UNIT NAME	UNIT CODE	DESCRIPTION
Gather information through interviews	PSPREG039	This unit describes the performance outcomes, skills and knowledge required to gather information through interviews. This unit applies to those working in regulatory roles. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
Produce formal record of interview	PSPREG035	This unit describes the performance outcomes, skills and knowledge required to produce formal records of interview. This unit applies to those working in public sector roles conducting regulatory activities. Those undertaking this unit work independently, performing routine tasks, in a range of contexts including some that are unfamiliar or unpredictable. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
Contribute to health and safety of self and others	BSBWHS211	This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others, and to assist in responding to incidents. It covers following work health and safety (WHS) policies, procedures, instructions and requirements; and participating in WHS consultative processes. The unit applies to those who require a basic knowledge of WHS to carry out own work in a defined context, under direct supervision or with some individual responsibility, in a range of industry and workplace contexts.
Undertake inspections and monitoring	PSPREG040	This unit describes the performance outcomes, skills and knowledge required to undertake both routine and non-routine inspections and monitoring of a complex or detailed nature, with discretion to determine appropriate action in accordance with relevant acts and regulations. This unit applies to those working in roles conducting regulatory activities. Those undertaking this unit work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
Uphold and support the values and principles of public service	PSPETH007	This unit describes the performance outcomes, skills and knowledge required to contribute to an ethical workplace and participate in ethical decision-making. This unit applies to those working, either independently or as part of a team where they may have some supervisory responsibilities, in public sector roles or in similar organisational contexts. They perform complex tasks in familiar contexts. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
Prepare a brief of evidence	PSPREG010	This unit describes the skills required to prepare a brief of evidence. It includes analysing evidence, preparing and reviewing admissible evidence, developing a brief of evidence and coordinating witnesses. This unit applies to those working in public sector roles conducting regulatory activities. The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to. Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.
Give evidence	PSPREG038	This unit describes the performance outcomes, skills and knowledge required to give evidence in a range of legal proceedings. This unit applies to those working in regulatory roles. The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

FULL COURSE DETAILS

<https://training.gov.au/Training/Details/PSP40416>

Peak's nationally recognised and local government specific qualifications are scheduled regularly as public courses and are available as contextualised in-house deliveries. Contact us today for more information.



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