



PSP40416
CERTIFICATE IV IN GOVERNMENT
INVESTIGATIONS
(Regulatory compliance specialisation)



**NATIONALLY RECOGNISED
TRAINING**

RTO 30003



PSP40416

CERTIFICATE IV IN GOVERNMENT INVESTIGATIONS (Regulatory compliance specialisation)

Certificate IV in Government Investigations (Regulatory compliance specialisation) course takes you through the full investigative process starting with the receipt of an initial complaint through to final prosecution.

This qualification is necessary for all authorised persons, investigators, auditors, health and safety officers, animal control officers, building inspectors, monitoring officers, licensing officers, vector control officers, local laws/by-laws officers, supervisors and managers.

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
- OR
- Acquired a completed Performance Appraisal statement within the last twelve months, reflecting your competencies within Council.

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 work place
- It is important that you work with fellow 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 i.e. typically in 3 x 2-day blocks or 2 x 3-day blocks depending on location.
- 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 the full qualification, 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 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. You 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 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

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

| UNIT NAME | UNIT CODE | DESCRIPTION |
|------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Apply regulatory powers | PSPREG003 | This unit describes the skills required to cover the exercise of powers under the organisation's enabling legislation and other relevant legislation for regulation, monitoring, inspection and investigation. |
| Assess compliance | PSPREG005 | This unit describes the skills required to assess risk, monitor situations, environments and behaviours, and analyse information to assess compliance with legislation and/or standards. It includes monitoring areas under own jurisdiction, receiving or identifying allegations of non-compliance, and conducting research to determine levels of compliance. |
| Act on non-compliance | PSPREG008 | This unit describes the skills required to issue advice, instructions, warnings, notices, fines, and other actions in response to non-compliance situations. It includes attending situations where non-compliance is suspected or alleged, and taking action on non-compliance. |
| Conduct search and seizure | PSPREG009 | This unit describes the skills required to conduct search and seizure activities. It includes preparing for search and seizure, implementing the search, conducting the seizure, completing post search activities and debriefing. |
| Produce formal record of interview | PSPREG006 | This unit describes the skills required to produce formal records of interview. It includes preparing for, conducting and record interviews. |
| Prepare 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. |
| Give evidence | PSPREG011 | This unit describes the skills required to give evidence in a range of legal proceedings. It includes preparing for proceedings, presenting evidence, and following up outcomes of proceedings. |
| 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. |
| 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. |

| UNIT NAME | UNIT CODE | DESCRIPTION |
|---------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conduct an investigation | PSPINV002 | 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. |
| 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. |
| Undertake inspections and monitoring | PSPREG013 | This unit describes the skills required to undertake both routine and non-routine inspections and monitoring of a more complex or detailed nature, with discretion to determine appropriate action in accordance with relevant Acts and regulations. It includes planning and organising inspection and monitoring activities, undertaking inspections, acting on non-compliance and providing reports, information and training. |
| Gather information through interviews | PSPREG012 | This unit describes the skills required to gather information through interviews. It includes preparing for and conducting interviews and reviewing and correlating information. It applies to those working in regulatory roles within the public sector involved in information gathering through interviews. |
| Uphold and support the values and principles of public sector | PSPETH002 | This unit describes the skills required to contribute to an ethical workplace and participate in ethical decision making. |
| Contribute to health and safety of self and others | BSBWHS201 | 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 respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes. |