

Have your public sector experience recognised

Get a qualification in 3 steps

Have you been in the public sector for more than 12 months?

Do you want to have your experience working in government recognised?

Would you like to develop your skills further?

The Certificate IV in Government may be for you.
Register your interest for a public program starting in July 2015.

The Certificate IV in Government (PSP40112) is a national qualification that is recognised across the public sector.

It includes 15 competency units (see next page):

- Seven of these are mandatory and reflect the general knowledge and skills required for working in government.
- The rest are elective and can be selected to reflect your experience, current role and interests.

Who is it for?

Our Certificate IV Program is available to all levels with more than 12 months public sector experience. It is generally aimed at APS/ASO4 to 6 levels (and equivalent).

What investment is required?

Your time commitment depends on your current level of competency. Your personalised development program will focus on development of the competencies as part of your job.

Being assessed may take a couple of hours for each competency.

You also participate in three days of face-to-face training.

We will support you to complete the program in a maximum of six months.

The total cost is \$2,900 including GST.

What do I do next?

Register your interest in the program or contact us for more information.

[Register your interest form](#)

02 6282 9111 or icg@interactionconsulting.com.au

Attend an information session in June (TBA).

The 3 steps

1. Recognise prior learning

Our government expert coach will work with you to identify what competencies you may already have and provide guidance on the recognition process.

Your previous experience and learning is formally assessed.

You may be able to achieve a number of competencies through this process.

2. Customised development program

We work with you and your manager to prepare a personalised development program to achieve the remaining competencies.

You develop the competencies through:

- work-based activities as part of your job (or as an extension to your job)
- three days of training delivered by our qualified facilitators.

Your coach will check in with you regularly and be there to provide guidance.

3. Achieve qualification

Guidance and support is provided to make this an efficient process for you.

Your competency is assessed.

Once you have achieved all 15 competencies you are awarded the Certificate IV in Government.

If for any reason you aren't able to complete the Certificate you will receive a Statement of Attainment for the competencies you have achieved.

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Certificate IV in Government – units of competency

Required competency units

Uphold and support the values and principles of public service (PSPETHC401A)

Value diversity (PSPGOV408A)

Apply Government processes (PSPGOV422A)

Encourage compliance with legislation in the public sector (PSPLEGN401A)

Support policy implementation (PSPPOL404A)

Deliver and monitor service to clients (PSPGOV402B)

Contribute to workplace safety (PSPOHS301A)

Elective competency units (you select 8)

Use advanced workplace communication strategies (PSPGOV412A)

Use resources to achieve work unit goals (PSPGOV403B)

Administer simple projects (PSPPM405A)

Undertake career planning (PSPGOV410A)

Gather and analyse information (PSPGOV406B)

Develop internal and external networks (PSPGOV418A)

Deal with conflict (PSPGOV411A)

Provide input to change processes (PSPGOV405B)

Develop client services (PSPGOV502B)

Contribute to policy development (PSPPOL401A)

Give and receive policy information (PSPPOL403A)

Administer government service delivery requirements (PSPGSD402A)

Procure goods and services (PSPPROC406B)

Monitor performance and provide feedback (PSPGOV416A)