

CERTIFICATE IV IN GOVERNMENT (FINANCIAL SERVICES) PSP40512



Overview

This specialist qualification covers the competencies required of finance officers in the public sector or those in a financial environment.

Electives should reflect the responsibilities of the individual and the job skills required for effective performance in the workplace.

Entry Requirements

There are no formal requirements to gain entry into this qualification. Students are required to have access to a workplace within the public sector, this may include a previous workplace, as long as the skills can still be applied in a simulated manner. School leavers will not be enrolled into this qualification. If you would like to discuss your acceptance into our workshops based upon your existing experience, please contact our friendly team.

Delivery Methods

There are three delivery methods and can be blended

. Face to face workshop

Customised in-house corporate courses are available and tailored to suit the individual organisation. Our workshops can be run over varying time schedules, however, we currently recommend 10 face to face days. This is a great solution for those wanting to gain further experience or understanding of the industry.

Individual units or skill sets can be organised.

. Online Studies

Students can commence at anytime and have up to 12 months to complete their assessments with ongoing staff support.

. Recognised Prior Learning

Students can use their previous work experience and qualifications to gain the qualification.

Student Support

All of our students are assigned to a staff member for ongoing support via phone, email or as available, face to face meetings in Metro Perth as required. We encourage students to contact our staff to get the most out of their studies.

Benefits

Upon successful completion of 15 units, made up of 8 core units and 7 elective units, participants will be awarded the Certificate IV in Government (Financial Services) PSP40512.

This specialist qualification equips participants with the skills and knowledge to work effectively within a financial related position within the Public Sector.

Participants will undertake learnings to sharpen their skills as well as the opportunity to practice the learnings in a safe environment and subsequently have the confidence to apply practical principles to work-based situations. Therefore this results in efficiencies and improvements within workflow, and thereby provide benefits to both the organisation and the participants.

Time Investment

We provide students with the ability to complete the qualification over a one year period (12 months); however we find that the average time is between 3 to 6 months. During that time there is a large variance in the amount of time each student spends working on the qualification. Please contact our staff if you would like an estimate based upon your individual situation.

Assessments

When completion is via a workshop, assessments are designed to be incorporated within the face to face workshop as much as possible.

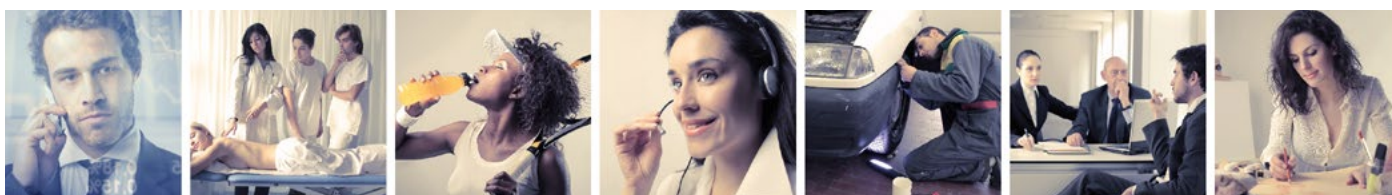
Please expect some assessment work post workshop.

There is no formal exam required for this qualification.

Assessments are a mixture of theory and practical based activities which are applied to a case study and/or your workplace.



Thank you very much for the great service and wonderful assistance. Look forward to working with you again. It has been a pleasure!



Units of Competency

This qualification is made up of eight (8) core units and seven (7) elective units. Elective units can be selected in consultation with our staff.



Core Units

PSPETHC401A Uphold and support the values and principles of public service

This unit covers the ethical conduct required of those in public service and the responsibility to encourage ethical conduct in others - colleagues or supervised staff. It includes contributing to an ethical public sector workplace and participating in ethical decision making.

PSPGOV402B Deliver and monitor service to clients

This unit covers delivery and monitoring of service to clients that requires understanding of the needs of existing and new clients which influence service requirements. It includes identifying and defining client needs, delivering client services, monitoring and improving client service delivery and reviewing client service.

PSPGOV408A Value diversity

This unit covers promotion of the value of workplace diversity and the contribution it makes to effective work practices, the generation of new ideas, and the organisation's responsiveness to the community. It includes promoting the benefits of workplace diversity and contributing to diversity outcomes.

PSPGOV412A Use advanced workplace communication strategies

This unit covers the use of advanced communication strategies for interacting with internal and external clients. It includes dealing with complex enquiries and complaints, giving directions, managing meetings and making workplace and public presentations.

Recommended Elective Units

PSPGOV413A Compose complex workplace documents

This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing.

PSPGOV417A Identify and treat risks

This unit covers the identification and treatment of risk using the organisation's risk management procedures and treatments.

PSPFIN401A Use public sector financial processes

This unit covers basic knowledge of the public sector financial framework and its application to routine financial processes by staff working in a non-specialist finance role but with responsibility for financial duties/processes.

BSBFIA401 Prepare financial reports

This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.

PSPGOV422A Apply government processes

This unit covers the application of a knowledge of government processes. It includes applying information relating to Machinery of Government, and applying knowledge of organisational functions and protocols Legislation/regulations applying across the public sector, such as equal employment opportunity, equity and diversity.

PSPLEGN401A Encourage compliance with legislation in the public sector

This unit covers the competency to encourage others (colleagues or those supervised) in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements, and taking action on non-compliance.

PSPPOL404A Support policy implementation

This unit covers the identification and application of policy in a public sector work environment. It includes identifying relevant policy, implementing policy, and monitoring and reporting on policy implementation.

PSPFIN401A Use public sector financial processes

This unit covers basic knowledge of the public sector financial framework and its application to routine financial processes by staff working in a non-specialist finance role but with responsibility for financial duties/processes. It includes identifying and implementing public sector financial requirements related to the work role.

BSBFIA402 Report on financial activity

This unit describes the skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of financial reports.

FNSACC404 Prepare financial statements for non-reporting entities

This unit describes the skills and knowledge required to develop a range of commonly required financial reports for entities that do not have a statutory duty to file financial reports with government agencies and regulators.

PSPOHS301A Contribute to workplace safety

This unit covers the competency to contribute to a safe workplace for self and others. It includes contributing to workplace safety arrangements, identifying hazards and controlling risks.