

# CERTIFICATE IV IN GOVERNMENT (OCCUPATIONAL HEALTH & SAFETY) PSP41112



## Overview

This specialist qualification covers the competencies required of occupational health and safety practitioners in the public sector.

Electives will 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 7 core units and 8 elective units, participants will be awarded the Certificate IV in Government (OHS) PSP41112.

This qualification equips participants with the skills and knowledge to work effectively within the Public Sector. It is particularly suited to those working in a health and safety environment where there is a range of diverse responsibilities.

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.



It was a pleasure to work with Scope as their processes and support were first class.



## Units of Competency

This qualification is made up of seven (7) core units and eight (8) 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

#### **PSPSOHS405A Contribute to the implementation of emergency procedures**

This unit covers the knowledge, processes and techniques necessary to contribute to the implementation of procedures for responding to emergencies.

#### **PSPSOHS404A Contribute to the implementation of strategies to control OHS risk**

This unit covers the knowledge, processes and techniques necessary to contribute to the implementation of OHS risk controls. It includes consideration of the various interactions between people and their activities, equipment, environment and work systems.

#### **PSPSOHS401A Contribute to the implementation of a systematic approach to managing OHS**

This unit covers outcomes required to effectively contribute to the application of a systematic approach to managing OHS to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others.

#### **PSPSOHS402A Contribute to the implementation of the OHS consultation process**

This unit covers the outcomes required to effectively contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing OHS.



#### **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.

#### **PSPSOHS403A Identify hazards and assess OHS risks**

This unit covers the knowledge, processes and techniques necessary to identify hazards and assess risks using developed processes and tools.

#### **PSPPM401B Design simple projects**

This unit covers the planning and development of simple, generally low risk projects that may be small scale and managed by one person or by a person with a small team. It includes identifying project requirements, preparing a business case, preparing the project plan and establishing project infrastructure.

#### **PSPPM402B Manage simple projects**

This unit covers management of generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project start-up activities, coordinating project implementation, monitoring the project and arranging follow-up activities.

#### **PSPPM403B Close simple projects**

This unit covers project evaluation and reporting for generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project review activities and finalising projects.