

# PSP40416 Certificate IV in Government Investigations.

## Program 1: Generalist

Participants in the Certificate IV program for Government Investigations can select from two streams:

- PSP40416 Certificate IV in Government Investigations – Generalist
- PSP40416 Certificate IV in Government Investigations (Regulatory Compliance) – Specialist

The core units remain the same for each stream, only the electives diverge. We're happy to discuss the difference between these streams with you to determine which is the best fit for you and your organisation.

Here's how the program is structured:

15 units of competency are required for this qualification:

- 6 core units and 9 elective units

As part of the 9 elective units, 1 elective must be chosen from Group A Work health safety.

To complete the Generalist Investigation qualification:

- minimum of 5 units from Groups B and C

Choose the remaining electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

To be eligible for the Regulatory Compliance Specialisation :

- minimum of 5 units from Group B

Choose the remaining electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the PSP Implementation Guide.

## Program 1: Generalist

Core units	
PSPETH002	Uphold and support the values and principles of public service
PSPINV001	Plan and initiate an investigation
PSPINV002	Conduct an investigation
PSPINV003	Finalise an investigation
PSPREG003	Apply regulatory powers
PSPREG012	Gather information through interviews

Elective units	
BSBWHS201	Contribute to health and safety of self and others
PSPREG005	Assess compliance
PSPREG006	Produce formal record of interview
PSPREG008	Act on non-compliance
PSPGEN029	Value diversity
PSPGEN043	Apply government processes
PSPCRT007	Compile and use official notes
PSPLEGN002	Encourage compliance with legislation in the public sector
PSPREG010	Prepare a brief of evidence

## Delivery structure

Creating an engaging program for participants is all in the careful planning of the course delivery. For that reason, our course design groups units together to follow themes for investigators.

## Safety first

This cluster extends the everyday notion of safety to consider creating an extensive practice of safety – from ethical behaviour, cultural safety and the physical implications of a safe working environment. In our eleven years' experience, often course participants are trained extensively in these competencies through induction training and ongoing performance management. Many clients elect to have their Investigators assessed for Recognition of Prior Learning for these units, leveraging their existing skills and knowledge to allow greater depth on key investigative skills in the course.

PSPETH002	Uphold and support the values and principles of public service
BSBWHS201	Contribute to health and safety of self and others
PSPGEN029	Value diversity

## Planning an investigation

This cluster lays the foundation of the daily practices that will ensure that the investigation that follows is rigorous, logical and designed to comply with the prevailing legislation and government processes from the very outset. With these daily practices in place there will be no room for nasty surprises at the end of the investigation, or even worse, in the courtroom!

PSPINV001	Plan and initiate an investigation
PSPGEN043	Apply government processes
PSPCRT007	Compile and use official notes

## Gathering evidence

Time and time again, investigations have been brought undone by poor practices in a critical aspect of an investigation: gathering evidence. From the chain of possession of physical pieces of evidence, to ensuring that an investigation addresses the key elements of legislation or offences under scrutiny, to the important skill of understanding how to effectively interview a witness as opposed to interrogating a suspect, this is the component of the course that participants get taken deep into hands on practical exercises. We bring in external role players to give course participants the opportunity to learn through practice the fundamentals of an effective investigative interview.

PSPINV002	Conduct an investigation
PSPREG012	Gather information through interviews
PSPREG006	Produce formal record of interview

## Exercising your investigative judgement

As an investigation unfolds, the importance of making an informed judgement is vital. Investigators need to understand the boundaries within which they operate or risk exposing their employer to an unsuccessful prosecution or regulatory action, or even putting their jobs on the line for exceeding their authority. We teach participants that their powers are governed by rules and help them consider the importance of judgement in a regulatory environment.

PSPREG005	Assess compliance
PSPREG003	Apply regulatory powers

## Taking regulatory action

In an investigation there is a point when your focus turns from gathering information and evidence to using it to pursue the offending party for their behaviour. At this point, the investigation needs to be brought neatly together in a way that withstands scrutiny from authorities and lawyers, and confidently and professionally presents your case whilst upholding the standards of your organisation.

PSPREG008	Act on non-compliance
PSPREG010	Prepare a brief of evidence
PSPINV003	Finalise an investigation



# PSP40416 Certificate IV in Government Investigations.

## Program 2: Regulatory Compliance Specialist

Participants in the Certificate IV program for Government Investigations can select from two streams:

- PSP40416 Certificate IV in Government Investigations – Generalist
- PSP40416 Certificate IV in Government Investigations (Regulatory Compliance) – Specialist

The core units remain the same for each stream, only the electives diverge. We're happy to discuss the difference between these streams with you to determine which is the best fit for you and your organisation.

Here's how the program is structured:

15 units of competency are required for this qualification:

- 6 core units and 9 elective units

As part of the 9 elective units, 1 elective must be chosen from Group A Work health safety.

To complete the Generalist Investigation qualification:

- minimum of 5 units from Groups B and C

Choose the remaining electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

To be eligible for the Regulatory Compliance Specialisation :

- minimum of 5 units from Group B

Choose the remaining electives from the list below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units selected from outside this qualification must reflect the occupational learning outcomes of this AQF qualification level. Seek further advice on selecting imported units of competency in the PSP Implementation Guide.

## Program 2: Regulatory Compliance Specialist

Core units	
PSPETH002	Uphold and support the values and principles of public service
PSPINV001	Plan and initiate an investigation
PSPINV002	Conduct an investigation
PSPINV003	Finalise an investigation
PSPREG003	Apply regulatory powers
PSPREG012	Gather information through interviews

Elective units	
BSBWHS201	Contribute to health and safety of self and others (WHS Unit)
PSPREG015	Receive and validate data (Group B)
PSPREG004	Promote client compliance (Group B)
PSPREG005	Assess compliance (Group B)
PSPREG006	Produce formal record of interview (Group B)
PSPREG008	Act on non-compliance (Group B)
PSPLEGN002	Encourage compliance with legislation in the public sector (Group C)
PSPREG010	Prepare a brief of evidence (Group C)
PSPGEN029	Value diversity (Group C)

## Delivery structure

Creating an engaging program for participants is all in the careful planning of the course delivery. For that reason, our course design groups units together to follow themes for investigators.

## Safety first

This cluster extends the everyday notion of safety to consider creating an extensive practice of safety – from ethical behaviour, cultural safety and the physical implications of a safe working environment. In our eleven years' experience, often course participants are trained extensively in these competencies through induction training and ongoing performance management. Many clients elect to have their Investigators assessed for Recognition of Prior Learning for these units, leveraging their existing skills and knowledge to allow greater depth on key investigative skills in the course.

PSPETH002 Uphold and support the values and principles of public service  
BSBWHS201 Contribute to health and safety of self and others  
PSPGEN029 Value diversity

## Running your investigation

This cluster focuses on the structure of a best practice investigation. From identifying a variety of planning approaches to structuring the initial steps to commence an investigation, this cluster looks to the methodologies used by the best investigators for planning, recording and progressing an investigation. It considers the importance of sorting and determining the value of information coming from a variety of sources as it informs next steps to take in an investigation.

PSPINV001 Plan and initiate an investigation  
PSPINV002 Conduct an investigation  
PSPREG015 Receive and validate data

## Interview skills

This cluster acknowledges a simple truth: a good investigation interview is only as good as the person conducting it. Many times, the success of the investigation hinges on the information that is gathered through interviews of witnesses and ultimately, offenders. From the value of being methodical, to building rapport and principles of fairness, this cluster will incorporate external role players and several opportunities to put into practice the newly extended knowledge of interviewing skills.

PSPREG012 Gather information through interviews  
PSPREG006 Produce formal record of interview

## Consistency in compliance

Too often, conversation around compliance focuses solely on regulatory action. This cluster examines compliance at a deeper level, covering the spectrum of investigative activities: from addressing key concepts of engagement, working with stakeholders to improve compliance, to strategies for promoting and enforcing compliance.

PSPLEGN002 Encourage compliance with legislation in the public sector  
PSPREG003 Apply regulatory powers  
PSPREG004 Promote client compliance  
PSPREG008 Act on non-compliance

## Finalising investigations

This cluster considers what to include in compiling your briefing of evidence and casting a final eye over your case as you finalise an investigation and prepare it for review by a supervisor or legal authority.

PSPREG010 Prepare a brief of evidence  
PSPINV003 Finalise an investigation

