



wisdom

## Certificate IV in Government (PSP40104)



NATIONALLY RECOGNISED  
TRAINING



*Kick start or strengthen your career in the public sector*

The Certificate IV in Government is a contemporary program providing learners with skills and knowledge to be able to work successfully within the modern Australian Government environment.

The Certificate IV in Government is well suited to people who:

- want to enter and develop a career in the public sector
- have recently joined the public sector
- are well established public servants who want to gain recognition for, or strengthen their existing skills and knowledge of working in the public sector environment
- 

### Overview

---

## Benefits

By participating in this program, you will:

- achieve a nationally recognised qualification
- enhance your skills and knowledge to be able to work successfully in the public sector environment
- more effectively manage your career and prepare for career advancement in the public sector
- share experiences and knowledge with other participants
- learn from experienced facilitators who will share their expertise in the public sector environment and work closely with you to achieve your qualification.

In addition to the Certificate IV qualification, Wisdom offers a bonus workshop on writing job applications and preparing for interviews in the public sector.

Upon successful completion of the program, you will be issued with the Certificate IV in Government (PSP40104).

The program has been designed to meet the needs of public sector environments and includes the following broad topics and units of competency:

### Work in the Public Sector environment

- PSPETHC401A Uphold and support the values and principles of public service
- PSPGOV408A Value diversity
- PSPGOV422A Apply government processes
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPPOL404A Support policy implementation
- PSPOHS301A Contribute to workplace safety
- PSPGOV403B Use resources to achieve work unit goals

## Qualification

### Communicate effectively in the workplace

- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV413A Compose complex work documents
- BSBCMM401A Make a Presentation

### Develop collaborative relationships

- PSPGOV402B Deliver and monitor service to clients
- PSPGOV418A Develop internal and external networks
- BSBWOR402A Promote team effectiveness
- BSBINN301A Promote Innovation in a Team Environment

### Manage your career development

- PSPGOV410A Undertake career planning

Wisdom facilitators will guide you through these units, sharing their expertise and using leading edge methodologies to create a fun and focused learning environment.

---

## Commitment

The face-to-face commitment to complete this qualification is 8 full day workshops and 3 half day workshops days that will be held between May and August 2012. Additional online and work based activities will also be required.

---

**Recognition of Prior Learning (RPL)**

Wisdom offers all prospective learners for the Certificate IV in Government, Recognition of Prior Learning (RPL).

RPL is an assessment process that recognises current skills and experience gained from work, life experience, or formal study.

The assessment process will involve you collecting evidence against the requirements of the units of competency. Your assessor will support you to gather this evidence and will then examine the evidence you provide to establish you have the necessary knowledge and skills for RPL.

Your evidence can include

- samples of work, projects and materials
- third party input from managers and/or peers
- written reports
- interviews with your assessor.

For further details on how you can initiate the RPL process, please call our team on 02 6257 8588.

---

**Government incentives**

Wisdom is an approved provider of Australian Apprenticeships/Traineeships for Government training in the ACT. This means employers may be eligible for Government incentives that will subsidise the cost for participants to achieve the Certificate IV in Government (PSP 40104).

---

**Cost**

\$3,950 (GST free) including all materials and gourmet catering

---

At Wisdom you get more than a qualification – you get the Wisdom experience.

Wisdom applies an active, learner-centred model, underpinned by contemporary adult learning theory. As a result the focus is always on ensuring the learning:

- can be directly related to the workplace
- has the flexibility to meet your needs
- involves interactive activities such as group discussions, case studies and scenarios.

To support your learning Wisdom provides:

**The WISDOM experience**

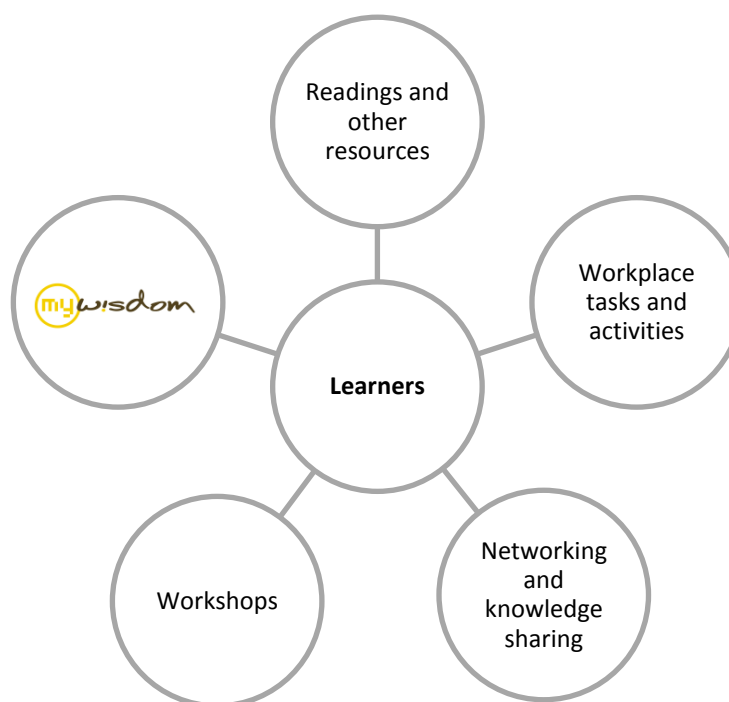
- access to experienced facilitators who support you throughout the qualification
- prompt and friendly administrative support
- a comprehensive manual
- workshop materials and resources
- useful readings, handouts and links
- gourmet catering for each workshop
- easy access to parking.

The face-to-face delivery is held at Wisdom's state-of-the art learning centre at Fairbairn in the airport precinct. The centre offers a spacious, quality learning environment for a true change from day-to-day business.

---

The Certificate IV in Government program applies accelerated learning techniques using the Wisdom Way Learning Model. Benefits of the model include sharing of knowledge and experience, immediate application of learning and support and assistance from qualified, experienced facilitators.

## Learning Model



Learning activities can include:

- **Workshops:** Structured learning sessions that provide the key content of the program and a range of learning activities.
- **myWisdom:** The Wisdom virtual learning environment ‘myWisdom’ is an online learning space that provides participants with the opportunity to collaborate, share links and resources, and reflect upon and discuss their learning journey.
- **Networking and knowledge sharing:** Participants enhance learning through sharing knowledge, experience and resources within and outside learning groups and workshops. Wisdom assists and encourages participants to network to augment learning and knowledge sharing and the development of business networks and collaborative professional relationships.
- **Readings and other resources:** Participants are provided with resources that underpin learning and provide the depth and breadth of the program’s content. Readings and resources will reflect contemporary theories, models, best practice guidelines.
- **Workplace tasks and activities:** Participants undertake a range of practical tasks and activities relevant to modern organisations. These tasks and activities will form the majority of the assessment requirements for the program.

---

## Interested?

To find out more about this exciting opportunity or other government qualifications, please contact our friendly team on **02 6257 8588** or email [info@wisdomlearning.com.au](mailto:info@wisdomlearning.com.au).

---

## Certificate IV in Government

\*please note this schedule is subject to change

Event	Date	Time
Uphold and support the values and principles of public service and Value diversity	Monday 28 May 2012	9:00am - 4:30pm
Apply government processes and Encourage compliance with legislation in the public sector	Monday 4 June 2012	9:00am - 4:30pm
Support policy implementation and Use resources to achieve work unit goals	Monday 18 June 2012	9:00am - 4:30pm
Contribute to workplace safety	Monday 25 June 2012	9:00am - 12:30pm
Contribute to workplace safety	Tuesday 26 June 2012	9:00am - 11:00am
Use advanced workplace communication strategies and Make a Presentation	Monday 2 July 2012	9:00am - 4:30pm
Compose complex work documents	Monday 9 July 2012	9:00am - 4:30pm
Presentations – participant delivery	Monday 16 July 2012	9:00am - 12:30pm
Deliver and monitor service to clients and Develop internal and external networks	Monday 23 July 2012	9:00am - 4:30pm
Promote team effectiveness and Promote Innovation in a Team Environment	Monday 30 July 2012	9:00am - 4:30pm
Undertake career planning and Writing public service applications and jobs	Monday 13 August 2012	9:00am - 4:30pm
Consolidation and evaluation	Monday 20 August 2012	9:00am - 12:30pm