



CERTIFICATE IV IN GOVERNMENT (STATUTORY COMPLIANCE) PSP41404

INVESTIGATIVE SKILLS FOR LOCAL, STATE AND FEDERAL
 GOVERNMENT EMPLOYEES

CAREER DEVELOPMENT PATHS

Successful participants will enhance their opportunities in the public sector for roles requiring investigative skills and knowledge. These may include:

- Air Transport Officer
- Aviation Inspector
- Case Officer
- Compliance Auditor
- Compliance Investigations Officer
- Compliance Records Management
- Correctional Officer
- Council Ranger
- Customs and Border Protection Officer
- Environmental Health Officer
- Evidence Analyst
- Fisheries Officer
- Fraud Investigators
- Government Compliance Officer
- Internal Compliance Officer
- Investigator
- Liaison Officer
- Local Government Inspector
- Maritime Inspector
- Quarantine Officer
- Private Investigator
- Transport Inspector
- Workplace Regulator

The Certificate IV in Government (Statutory Compliance) has been tailored to help all government employees (Local, State and Federal) who are responsible for statutory investigation under a range of legislation, regulations and mandated government policies.

► SPECIALIST INVESTIGATION SKILLS YOU WILL LEARN

Exercise Regulatory Powers

Learn what powers you will have under the legislation you administer. That includes what constitutes lawful and unlawful entry on to private properties and seizing evidence. You will also be introduced to a range of procedures including On The Spot Fines, Summonses and Warrants.

Investigate Non-Compliance

Develop an understanding of what constitutes an investigation and the interaction between legislation, and an agency's policies and procedures.

Gather Information Through Interviews

Gain the essential skills in interviewing a wide range of witnesses (old, young, expert, hostile etc) in accordance with the standards expected by courts of law. You will also be introduced to acceptable techniques in formally interviewing suspects.

Produce Formal Record of Interview

Learn how to formally conduct an interview with a suspect. This skill includes adhering to the Judge's rules, asking appropriate questions and properly introducing exhibits into the interview process.

Gather and Manage Evidence

Gather evidence using the correct procedures, labelling evidence and securely storing evidence until it is required for a court hearing. Proper disposal of evidence following court hearings is also covered.

Prepare a Brief of Evidence

Learn how to convert handwritten notes of conversations into a court statement. You will also be shown how to construct a Brief of Evidence containing statements as well as exhibits including photographs.

Give Evidence

Gain experience in how to conduct yourself in the court room witness box and the protocols of giving evidence and producing exhibits. You will be required to give evidence in a mock court room trial and attend an actual court to view a trial in progress.

► UNITS OF COMPETENCY

This qualification requires 15 units of competency:

- PSPETHC401A Uphold and support the values and principles of the public service
- PSPGOV402B Deliver and monitor service to clients
- PSPGOV408A Value diversity
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV422A Apply government processes
- PSPLEGN401A Encourage compliance with legislation in the public sector
- PSPOHS301A Contribute to workplace safety
- PSPPOL404A Support policy implementation
- PSPREG401C Exercise regulatory powers
- PSPREG404C Investigate non-compliance
- PSPREG407B Produce formal record of interview
- PSPREG409B Prepare a brief of evidence
- PSPREG410B Give evidence
- PSPREG411A Gather information through interviews
- PSPREG412A Gather and manage evidence

► COURSE DURATION

The course is delivered over 2 x four day modules, two months apart. Between modules participants will be required to undertake course work and assignments.

► COURSE DELIVERY

Participants can undertake this program by attending one of our public courses or in-house training can be arranged to suit individual organisations.

Please note that this training can be tailored to your legislation.

► COURSE FEE

- Public Course Fee: \$2600.00 (no GST applicable).
- In-house Training: 10% discount will apply however a minimum of 10 people is required for this discount to apply.

► ABOUT THE PRESENTER

Keith Stafford is a former Homicide Squad Detective Sergeant with over 30 years experience in delivering investigation skills training in the public sector and holds tertiary qualifications in the areas of Adult Education and Business.

► HOW DO I FIND OUT MORE?

For further information, including full subject descriptions, please contact LGTI's Business Development Team on (02) 4922 2333 or email reception@lgti.com.au.

