

# CERTIFICATE IV IN GOVERNMENT INVESTIGATION PSP40416

## Incorporating

**Certificate IV in Government  
Investigation  
Investigative Skills Course  
Foundation Investigative Interviewing**

**Website:** [www.icets.com.au](http://www.icets.com.au)  
**Email:** [info@icets.com.au](mailto:info@icets.com.au)  
**Phone:** 1300 795 945

**Effective:** January 2018

## COURSE STRUCTURE



# Table Of Contents

<b>What is the Certificate IV in Government Investigation Program? .....</b>	<b>3</b>
<b>Who is the Certificate IV in Government Investigation Training Program for? .....</b>	<b>4</b>
<b>What are the learning pathways? .....</b>	<b>5</b>
<b>How is Certificate IV in Government Investigation Training .....</b>	<b>6</b>
<b>Program delivered? .....</b>	<b>6</b>
<b>How is Certificate IV in Government Investigation Training .....</b>	<b>8</b>
<b>Program delivered? .....</b>	<b>8</b>
<b>What competencies are covered? .....</b>	<b>9</b>
<b>Can courses be tailored for our agency? .....</b>	<b>10</b>
<b>What are the costs? .....</b>	<b>10</b>



## What is the Certificate IV in Government Investigation Program?

---

The Certificate IV in Government Investigation (PSP40416) provides inspectors, investigators and other authorised officers with the skills and knowledge to undertake regulatory and administrative inspections and investigations. The course program covers understanding and application of regulatory powers, planning and conducting investigations, gathering and managing evidence, interviewing skills and reporting on investigation outcomes.

The Australian Government Investigations Standards (section 1.5) states “The minimum level of training or qualification recommended for investigations staff is the Certificate IV in Government Investigation, or its equivalent, as set out in the Public Services Training Package (PSP04). This qualification should be obtained before an officer is primarily engaged as an investigator; otherwise the officer should be under the supervision of a qualified investigator.” (AGIS 2011).

The Australian Government Investigation Standards were designed for Commonwealth Agencies, but in many cases have been adopted by State and Territory agencies as the desired qualification for their regulatory and investigative staff.

Often agencies and individuals, due to their business needs and priorities, can find it difficult to set aside extensive periods for inspectors or investigators to be absent from operational duties for extended periods to attend training programs. With this in mind, ICETS has launched a range of delivery options, which allows course participants to complete, accredited and nationally recognized training in a back-to-back training block or in incremental and more manageable training blocks. These training blocks allow course participants to complete their desired training at time frames more suited to their work, family and other commitments.

The Advanced Regulatory Training program can be delivered in one of three options;

1. Two Weeks (10 days) Full Time
2. One Week (5 days) + Online Distance Learning
3. Online Distance Learning





## **Who is the Certificate IV in Government Investigation Training Program for?**

---

Investigators or inspectors currently employed within Commonwealth State or Local Government agencies that wish to obtain the Certificate IV in Government Investigation qualification.

Investigators or inspectors currently employed within Commonwealth State or Local Government agencies that wish to increase their skill set and knowledge around undertaking regulatory inspections and investigations.

Individuals desiring to enter the government regulatory sector and obtain a position as investigators with Commonwealth, State or Local Government regulatory agencies.

Investigators or inspectors who have a particular area that they desire to have further training to improve their skill set.





## What are the learning pathways?

The Certificate IV in Government Investigation training program has covers 4 flexible learning pathways to allow participants to undertake their desired level of training.

**Learning Pathway 1** – “I want to achieve the full Certificate IV in Government Investigation qualification and I am able to attend a 2-week full time face to face course”

Each Certificate IV in Government Investigation training program is run over 10 consecutive days each month over a 2-week period. For agencies or participants who have the ability to commit to a 2-week training block, the full Certificate IV in Government (Investigations) program can be completed during any scheduled training program. This allows for participants to undertake the full qualification in a relatively short time frame. ICETS have full time assessors who work in conjunction with course facilitators and participants to provide support and mentoring to enable participants to complete the full qualification.

**Learning Pathway 2** – “I want to achieve the full Certificate IV in Government Investigation qualification but I can only commit to 2 separate five day training blocks over a period of time”

With the Certificate IV in Government Investigation training program being run each month in each capital city, course participants can attend one 5 day training block in one month and complete the second 5 day training block in one of the following scheduled monthly courses.

**Learning Pathway 3** – “I want to achieve the full Certificate IV in Government Investigation qualification but I can only commit to 1 five day face to face training block and would like to complete the balance of the course online”

Course participants can attend week 1 of the Certificate IV in Government Investigation training program in one month and complete the remaining units of competency in our online training environment.

**Learning Pathway 4** - “I want to achieve the full Certificate IV in Government Investigation qualification but I cannot commit to any face to face training. I need to undertake the entire course online through distance self paced learning”.

Course participants can undertake the entire qualification through our online training center. This learning pathway, although available is not recommended if participants can commit to a face-to-face component. The face-to-face environment creates an interactive and productive learning environment where participants work with investigators from other government agencies. Full distance learning requires a commitment to self-disciplined study habits and setting regular time aside to undertake your online studies.



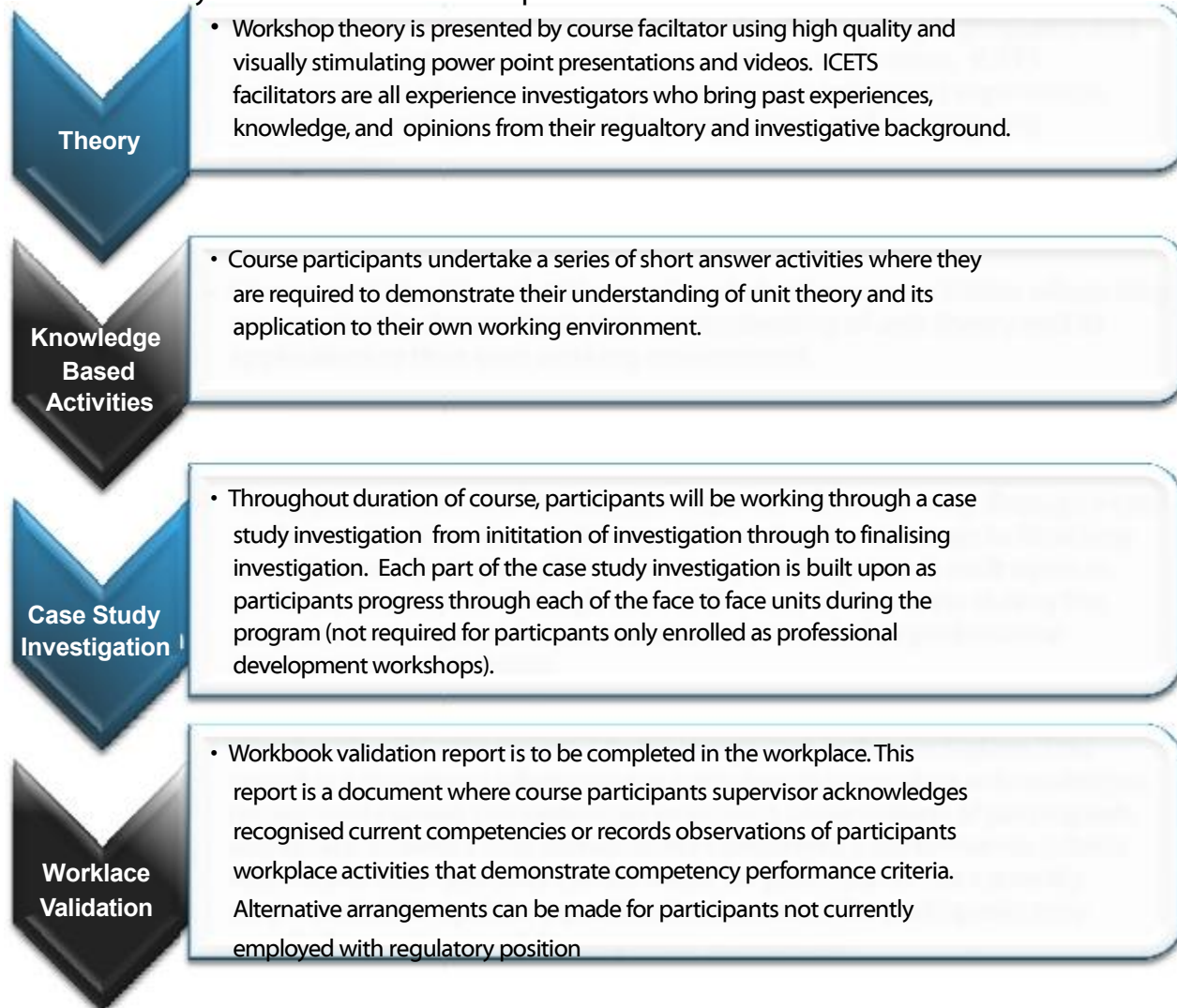
## How is Certificate IV in Government Investigation Training Program delivered?

### Face-to-Face Program

Each workshop during the program is delivered in the form of a face-to-face program. The face-to-face program is delivered through a series learning styles and learning theory, which have been formulated by our course designers to meet modern adult learning theory namely that adults have particular requirements as learners and that they learn best in an environment that is problem based and collaborative.

Each workshop is delivered in a four (4) tiered process of theory, knowledge based activities, case study investigation and workplace validation.

Indicative delivery structure for each workshop





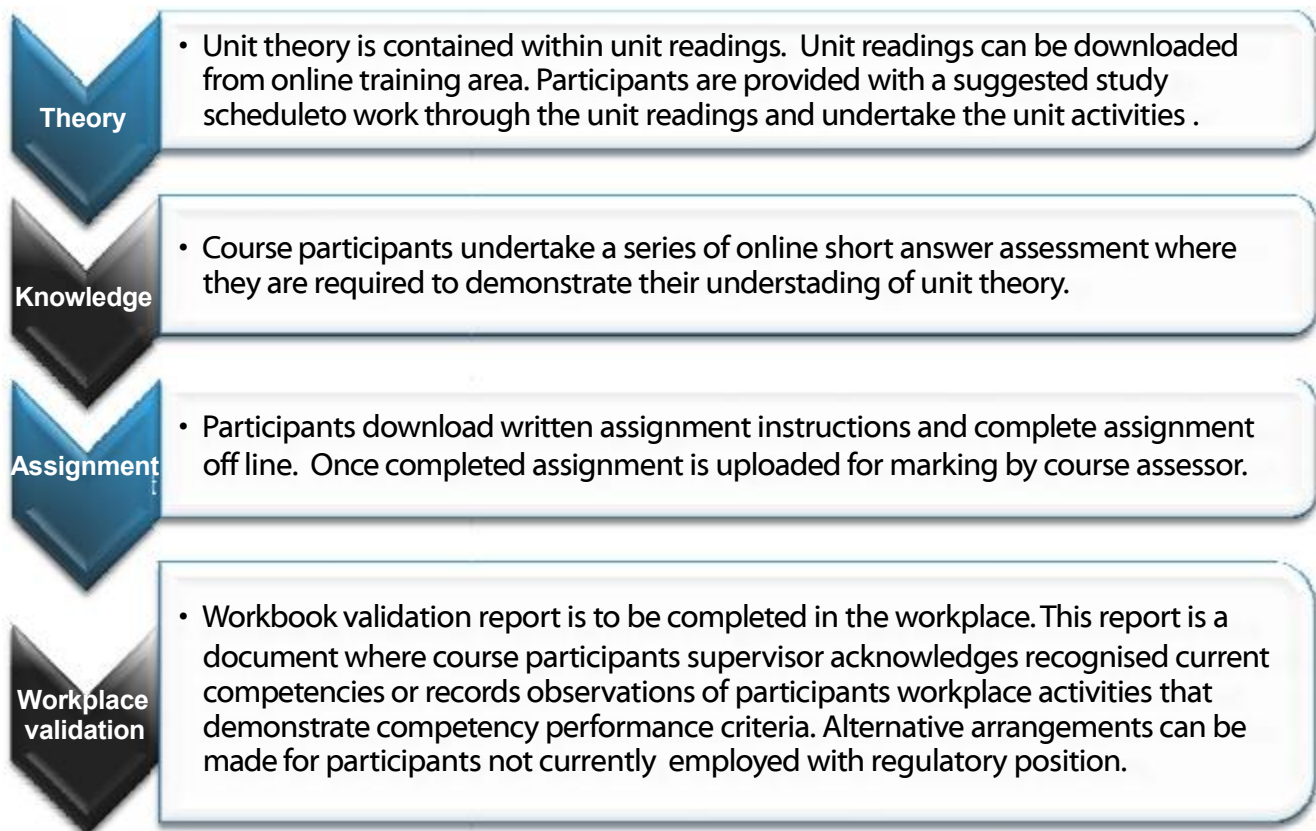
The case study investigation is an intricate part of the learning and development methodology undertaken by ICETS. The case study investigation provides participants with a simulated investigative environment within which an investigation is undertaken and managed. The investigation is undertaken within the COMtrac Investigation Management Database utilised by ICETS for training purposes. COMtrac provides a creative learning environment in which the principles of investigation planning, management and reporting are effectively reinforced.



## How is Certificate IV in Government Investigation Training Program delivered?

### Online Component

Participants enrolled in the full Certificate in Government Investigation will also be required to complete four generic units of competency in the on line training area. Course resources for these units include course readings, online short answer questions, assignment papers and links to web based resources. Each unit of competency is delivered in a four (4) tiered process of theory, knowledge based activities, case study investigation and workplace validation.



**Note:** Participants can elect to undertake all units of competency through ICETS online distance self-paced learning centre.





## What competencies are covered?

The Certificate IV in Government Investigation is carried out over the following components of the Advanced Regulatory Training Program:

Category	Week	Day	Workshop Name	Associated unit of competency
Investigation	1	Mon	Apply regulatory powers	PSPREG403
Investigation	1	Tue\	Assess Compliance	PSPREG005
Inspection	1	Tue	Undertaking inspections and monitoring	PSPREG013
Investigation	1	Wed	Plan & Initiate Investigation	PSPINV001
Investigation	1	Thur	Conduct Investigation	PSPINV002
Investigation	1	Fri	Conduct Search & Seizure	PSPREG009
Investigation	1	Fri	Compile & Use Official Notes	PSPCRT007
Interviewing	2	Mon	Gather information through interviews	PSPREG012
Interviewing	2	Tue	Produce formal record of interview	PSPREG006
Investigation	2	Wed	Act on Non-compliance	PSPREG008
Investigation	2	Wed	Prepare a Brief of Evidence	PSPREG010
Investigation	2	Thurs	Finalise and report on investigations	PSPRINV003
Investigation	2	Fri	Give Evidence	PSPREG410B

The Certificate IV in Government Investigation is carried out over the following components of the Advanced Regulatory Training Program

To complete the Advanced Regulatory Training program, participants are required to undertake 2 online units of competency namely

Uphold and support the values and principles of public service (PSPETH002)

Maintain workplace safety (BSBWHS301)

Successfully completing the Advanced Regulatory Training program and the additional 4 online units of competency will result in the achievement of the Certificate IV in Government Investigation qualification and a statement of attainment for the relevant units of competency.





## Can courses be tailored for our agency?

---

Agencies which have 10 or more participants to enroll in the Certificate IV in Government Investigation are able to have the course program contextualized to their regulatory environment.

We work with government agencies and other regulatory bodies that expect more than a 'standard investigation course'. Our clients expect the delivery of investigation and compliance monitoring skills to their staff, which not only meet nationally accredited standards but also can be effectively applied to their working environment.

ICETS delivers training packages designed to integrate the legislation, policy & procedures of your own working environment with the investigation and compliance monitoring skills delivered through our courses. Through our complimentary consultancy session we take the time to get to know your organisation before we recommend a training solution. Depending on the nature of your training needs, ICETS work with client agencies to contextualizes the training packages based on the following processes;

The contextualisation of our course programs is done through continued consultation between ICETS course developers and nominated subject matter experts with your agency. Our wide exposure to regulatory issues with the compliance sector makes ICETS one of the foremost training partners in this specialty area.

Contact ICETS for a copy of our customisation process.

## What are the costs?

---

Public	Full Certificate IV in Government Investigation	\$2,500pp
Agency Tailored	Full Certificate IV in Government Investigation	\$2,000pp

