ICETS
Investigation Compliance &
Enforcement Training Systems

STUDENT HANDBOOK

NATIONALLY RECOGNISED TRAINING
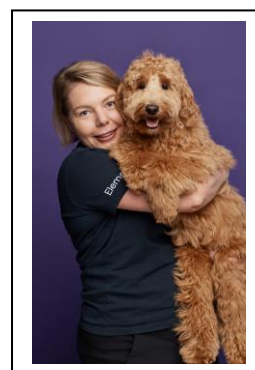
Welcome

From our Chief Operating Officer, Nadine and our Chief of Office Joy, Barry.

Welcome to ICETS. We're excited to have you on board and I want to personally thank you for choosing to study with us.

Whether you're just entering the regulatory space or building on existing experience, undertaking one of our courses is a significant milestone in your career. We understand how much some of you are juggling; work, family, and now study, we are here to support you. Undertaking the Certificate IV in Government Investigations, the Diploma of Government of Investigations or another specialist course, isn't just about getting a piece of paper, it's about building your knowledge, your confidence and your credibility to operate effectively in a compliance, enforcement or regulatory role.

One of the key aspects we emphasise in our training is the importance of regulation in protecting the community. Whether its ensuring businesses or individual operators are doing the right thing, being able to regulate people and industries effectively is critical. The work you're training to do has real impact. You'll be part of the frontline that upholds community trust, safety, and well-being.

That's why we place a strong emphasis on understanding and working within the regulatory environment. It's not just about knowing the legislation, it's about learning how to apply it in a fair, ethical, and practical way. Throughout the course, we'll explore real scenarios and give you the tools to make sound, evidence-based and ethical decisions that hold up in the real world.

Our trainers bring deep experience from across government, compliance, and investigations. They'll help you build the skills and your confidence to step into your role with purpose and professionalism.

This handbook has all the essentials, how the course runs, what's expected of you, the support available, and how to get the most from your learning. We want you to feel informed, supported, and excited about what's ahead.

So again, welcome. We're thrilled to have you with us, and we look forward to helping you grow into a capable and confident regulator who helps make our communities safer and stronger.

Our Vision

To produce competent and confident investigators by providing them with the knowledge and skills to conduct ethical, efficient, and professional investigations to the highest standard.

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About ICETS

ICETS is an Australian-owned and operated Registered Training Organisation (RTO) that specialises solely in delivering nationally recognised investigation and interviewing skills course programs. Since 2008, ICETS has become the leader and a preferred service provider to over 100 Commonwealth, State and Local Government agencies in Australia.

ICETS specialises in the delivery of the Certificate IV in Government Investigations and Diploma of Government Investigations nationally recognised qualifications.

We believe that industry training should come from current industry professionals and result in an increase in productivity and development of staff. Training should not be just about getting 'another qualification' by completing a course from a nationally endorsed training package.

At ICETS, we have an experienced team which consists of student support, assessors, facilitators and course developers. ICETS assessors, facilitators and course developers have over 50 years combined investigative experience across criminal, administrative and misconduct cases.

The underlying belief and values that surround ICETS training experiences are that experienced investigators deliver them. We ensure that training is delivered by facilitators that know, understand and utilise the skills & knowledge that they are passing on. Training can and should be a fun and satisfying experience , where participants walk away with the formal qualification they sought and a sense of self-improvement and increased confidence

Scope of Registration

ICETS (RTO) no. 31398 | ABN: 36 119 307 694

In-scope training qualifications: PSP40416 Certificate IV in Government Investigations and PSP50416 Diploma of Government Investigations.

Contact information

ICETS is a Queensland based company who operates on Australian Eastern Standard Time (AEST) and observes national and Queensland based public holidays.

General office hours: 9:00am to 16:00 Monday to Friday (AEST)

W: www.icets.com.au | **P:** 1300 795 945

E: (general enquires) info@icets.com.au | **E:** (student support) support@icets.com.au

A: (postal) PO Box 131, Brisbane GPO, Queensland 4000

A: (physical) Level 6, 300 Ann Street, Brisbane City, Queensland 4000

About Vocational Education Training (VET)

Australian Skills Quality Authority (ASQA)

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. The AQF define the essential characteristics, including the required learning outcomes, of the different types of qualifications issued including in the vocational education training system in Australia.

The ASQA is the national regulator for vocational education and training sector. ASQA ensures that accredited courses meet nationally consistent standards, so that students, employers, government, and the community can have confidence in the integrity of national qualifications issued by training providers.

Training packages must meet the packaging rules set by the Skills Service Organisations, which are organisations that support Industry Reference Committees (IRCs) in their work to develop and review training packages.

Training packages specify the skills and knowledge needed by learners to reflect national consistency and ensure they have the work-ready skills and qualifications to meet the industry needs.

See **Attachment A** for a template that provides a description of the unit of competency requirements.

1. Enrolment

ICETS is committed to providing prospective students with clear and accurate information to support informed decision-making before enrolment. This Student Handbook outlines essential details to help you begin your training.

Prospective students are encouraged to review the available courses to ensure alignment with their career goals and interests, compliance with any entry requirements or prerequisites, and suitability based on their current skills and experience. ICETS staff are available to help determine whether a course is a suitable fit.

1.1 Prior to Enrolment

Course pre-requisites

Students enrolling in ICETS courses are required to possess Language, Literacy, and Numeracy (LLN) skills. Competence can be demonstrated through completion of:

- completion of an Australian Senior Secondary Certificate of Education (year 12 certificate) or
- completion of an International Bachelor Diploma Programme (IB) diploma or

- displaying competence at or above Level 3 (Certificate III) in the Australian Core Skills Framework in both reading and numeracy or
- completion of a qualification at level 4 (Certificate IV) or above in the Australian Qualifications Framework or
- undertaking a Language Literacy and Numeracy assessment. ICETS may request that a person complete this to support the enrolment process.

When completing an enrolment form, students are required to provide certain information regarding their English language capabilities, their highest level of education, and prior education. ICETS will review and consider the information provided

Pre-course work: there is no mandatory pre-course work required before delivery of the course program.

Technology resources

To undertake the course students are required to have access to their own computer/laptop with the capabilities of:

- Wi-Fi capability
- Web browser (Google Chrome, Firefox or Internet Explorer v.11 or better)
- Adobe PDF reader or similar application
- Microsoft Office Word
- A USB device, for backing up electronic material

It is also beneficial for students studying virtually or by distance learning to have two screens when completing the coursework.

Digital literacy and technology resources

Course participants will be required to be to access the ICETS online learning platforms during the course. Students are required to have basic computer literacy. This means the ability to:

- turn a computer on / off, set the computer's wifi / internet access, access programs via the internet, undertake searches using the internet
- download and save Word and PDF documents
- for basic typing skills
- save documents and recall the document when required.

Unique Student Identifier (USI)

Upon your enrolment you will be asked to provide your USI.

Since new requirements were introduced by the Australian Government Department of Education, Skills and Employment in 2021, it is now compulsory for all Australian students to get a USI number.

The Certificate IV in Government Investigations and Diploma of Government Investigations are nationally recognised qualifications.

Persons can obtain a USI and find their existing USI from www.usi.gov.au

Benefits to you of having a USI are:

- Your VET records are not lost.

- Your VET achievements will be linked regardless of where you studied.

- Easier access to get a digital copy of your VET records.

Standards of Behaviour

At ICETS, students are expected to uphold the highest standards of behaviour and integrity as outlined in ICETS policies and Code of Conduct. These guidelines emphasise respect for others, responsibility for one's actions, and a commitment to academic honesty. Students are required to maintain a safe and inclusive learning environment, free from harassment, discrimination, or disruptive behaviour. Adherence to these standards ensures a positive and productive atmosphere where all learners can thrive.

1.2 ICETS Course Enrolment Process

Step 1: Visit the website www.icets.com.au and select your nominated course. Click ENROL NOW and complete the enrolment information.

As part of the enrolment process, the person enrolling in the course should have their USI ready to provide. Complete the enrolment information.

Step 2: Course fee payment - nominate person or entity paying the course enrolment fee.

When completing the enrolment application, please indicate whether the employer or student will be paying the course enrolment fee. If another entity is paying the course enrolment fee, enter their details in the employer section.

Step 3: Upon enrolment, a tentative booking confirmation is provided to the student. ICETS will review a person's enrolment to ensure the course program is suitable.

Step 4: Once the enrolment is approved, the payment deposit or full course fee is required to confirm the booking.

A student's enrolment in a course is not confirmed until a deposit of full payment of the course fee has been paid.

Step 5:   **RPL / Credit Transfers -** If a person intends to seek credit for a unit of competency or apply for RPL, this should be done before the course commences.

Step 6:   When the invoice is paid:

For **self-paced distance learning students**, students will be emailed further information to access the learning management systems.

For **virtual and face-to-face classroom students** who have either paid a deposit or the entire course fee, students will be contacted prior to the course commencement date with further information and their learning accounts will typically be activated within 7 days of the course commencement date.

1.3   Course Fees

Upon enrolment in a course program, ICETS will issue the student or their employer or other stated entity, an invoice for the course enrolment fee. If a Purchase Order is provided, this will be stated on the invoice.

An enrolment in a course is not confirmed until a deposit or full payment of the course has been received. For further information about course fees, refer to the Fees and Refund policy on the ICETS website. The Fees and Refund Policy provides information regarding:

- Course fees
- Deposits
- Cancellation and refunds
- Withdrawal by a student
- Non-attendance
- Extensions
- Re-enrolment
- Payment Due Dates and Outstanding Fees
- Recognition of Prior Learning and Credit Transfers
- Payment Methods

ICETS reserves the right to amend, reschedule or cancel courses at any time if required; however, the ICETS Team do its best to avoid this occurring.

2. Recognition of Prior Learning (RPL) or Credit Transfer

2.1   RPL or Credit Transfer

A key pillar of the VET system is that nationally recognised endorsed qualifications or units of competency are recognised and portable across the country. If a student provides suitable evidence, they have successfully completed a unit of competency at any RTO which is relevant to their current course, they should be granted credit for the unit of competency.

A person may RPL up to three units of competency whilst being enrolled in a course, without incurring any additional fees.

ICETS will accept and provide credit to students for units of competency and/or modules, which is evidenced by:

- Australian Qualifications Framework (AQF) certification documentation issued by another RTO or AQF authorised issuing organisation; or
- Authenticated vocational education and training transcripts issued by the Register.

2.2   Applying for RPL

RPL is a form of assessment used to determine whether you have acquired, through work, life experience or previous training, the skills, knowledge and experience needed to meet the standards of a particular course or qualification, and that these skills are current.

Persons seeking Recognition of Prior Learning (RPL) will need to be prepared to provide evidence of skill demonstration in any event to ensure they meet the competency requirements. ICETS can provide a RPL kit upon request which provides further information.

2.3   Credit Transfer Fees

Credit Transfer allows for recognition of units of competency that have been completed previously to be applied to the current qualification.

Persons seeking Credit Transfer will need to provide evidence of the previous successful completion of the unit of competency in the form of USI transcript or copy of previous qualification and statement of results.

3. General Assessment Information

3.1 Qualification Competency – Assessment/completion

To complete the Certificate IV in Government Investigations and/or Diploma of Government Investigations, a person is required to demonstrate competency in all elements of each unit of competency in the qualification package.

Competency-based training requires individuals to focus on demonstrating their ability to undertake a particular task to a certain level of achievement. Once this level is achieved, the person receives a result of 'competent'.

Competency-based training is centred on demonstrated competence against industry-defined standards of performance, rather than strict course durations.

Upon successful completion of a Certificate IV in Government Investigations and/or Diploma of Government Investigation, a student will be awarded a record of results deeming them competent in the units of competency they have completed.

3.2   Assessment Requirements

High-quality training and assessment mean students are well-equipped for employment or further study; their qualification is seen as credible when they enter the job market; and employers judge them as holding the skills and competencies specified in their qualification.

3.3   Principles of Assessment and Rules of Evidence

The RTO standards stipulate that assessments are conducted in accordance with the Principles of Assessment and Rules of Evidence.

PRINCIPLES OF ASSESSMENT	RULES OF EVIDENCE
Fairness	Validity
Flexibility	Sufficiency
Validity	Authenticity
Reliability	Currency

Each unit of competency will have assessment requirements comprising Performance Evidence, Knowledge Evidence, and Assessment Conditions.

Performance Evidence	- specifies the required product and process evidence - specifies the frequency and/or volume of product/process evidence - specifies the relationship between the product and process evidence and the performance criteria.
Knowledge Evidence	- specifies what the individual must know in order to safely and effectively perform the work task described in the unit of competency - relates directly to the performance criteria and/or range of conditions - indicates the type and depth of knowledge required to meet the demands of the unit of competency.
Assessment Conditions	- stipulates any mandatory conditions for assessment - specifies the conditions under which evidence for assessment must be gathered, including any details of equipment and materials, contingencies, specifications, physical conditions, relationships with team members and supervisor, relationship with client/customer, and timeframe

	● specifies assessor requirements, including any details related to qualifications, experience and industry currency.

3.4   ICETS assessment marking time policy - Assessment

Upon submission of an assessment, ICETS assessors will mark the assessment within 10 business days, unless there are unforeseeable circumstances that cause a delay.

If for any reason, a student requires the assessment to be marked sooner, they will need to contact the ICETS Team (via E: support@icets.com.au) and request this.

4. Course Completion Timeframes and Requirements

4.1   Non-completion of units of competency

If the timeframe for completion of the course has expired, the student has not completed all the course work and does not wish to apply for an extension, subject to payment of the course fee, ICETS will issue the student with a statement of attainment showing the completed units of competency.

4.2   Successful course completion

Within 14 days of successful completion of the course assessments, ICETS will issue the student with their testamur and record of results. The documents will be emailed to the student at their provided email address. Hardcopy documents can be requested at the student's expense.

Students are responsible for ensuring ICETS has the correct contact details to provide these documents.

ICETS does not provide a copy of the certification documents to another party, such as an employer, but can advise an employer if the student has been awarded the qualification.

If a student requires a reprint of an issued testamur or record of results, the following fees apply:

- Electronic copy of testamur or record of results – no charge. Students can download their certificate from their learning management account.
- Print out of certificate and record of results $29.00 (including postage).

5. Changes to a Qualification

A general direction may be given by the Australian Skills Quality Authority (ASQA), as the National VET Regulator, on how a registered training organisation is to comply with the

VET Quality Framework and other conditions of registration as defined in the Act. This may include changes to a qualification.

It is a condition of registration that the RTO must comply with any such General Direction and as such students will be notified regarding changes to the qualification by email and via the announcements tab in the learner management system aXcelerate.

As part of any changes to a qualification, a teach-out period may apply. A teach-out period is a term used to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification documentation issuance must be completed. We will notify students of any teach-out periods that apply to their qualification.

6. Student Support

ICETS is committed to providing a supportive and inclusive learning environment for all students. A wide range of services are available to assist learners throughout their study journey, including enrolment support and access to academic guidance. Learning resources are provided in multiple formats to enhance accessibility, and reasonable adjustments will be considered where possible to accommodate individual needs.

If a student believes they may be disadvantaged in assessment due to a personal characteristic or disability, they are encouraged to discuss this with the ICETS team prior to enrolment. Reasonable adjustments may involve modifications to the assessment process that preserve its integrity and reflect what would be considered fair and appropriate in the workplace, without compromising the standard or rigour of the assessment.

ICETS also provides wellbeing support, flexible learning arrangements, and safeguarding measures for students affected by domestic violence. All disclosures are treated with confidentiality and respect. Students are encouraged to seek support whenever needed to help them succeed in their training. For further information refer to ICETS [Support for Learners policy](#)

7. ICETS Governance

ICETS maintains a robust governance framework to ensure the quality, integrity, and consistency of its training and assessment services. Policies are essential in supporting learners and promoting transparency and fairness throughout the student journey. Key policies include the Learner Support Policy, which outlines available assistance for students, and the Fees and Refund Policy, which provides clarity on financial responsibilities and refund entitlements. The Complaints and Appeals Policy & Procedure offers a fair and accessible process for resolving concerns, while the Privacy

and Data Management Policy protects personal information in accordance with legal requirements. The Recognition of Prior Learning (RPL) Policy ensures that students' existing skills and experience are properly recognised. ICETS also upholds a clear Student Code of Conduct to encourage respectful and professional behaviour and maintains academic integrity through policies on the appropriate use of AI and the prevention of plagiarism, as outlined in the Use of AI and Plagiarism Policy. Together, these policies support a safe, inclusive, and accountable learning environment. Students are required to read, understand, and acknowledge key policies as part of their enrolment and participation in ICETS programs.

8. ICETS Policies

- [Learner Support Policy](#) – outlines the services available to assist students.
- [Fees and Refund Policy](#) – provides clarity on financial responsibilities and refund entitlements.
- [Complaints and Appeals Policy](#) – offers a fair and accessible process for resolving concerns.
- [Privacy and Data Management Policy](#) – protects personal information in accordance with legal requirements.
- [Recognition of Prior Learning (RPL) Policy](#) – ensures existing skills and experience are appropriately recognised.
- [Student Code of Conduct](#) – promotes respectful and professional behaviour.
- [Use of AI and Plagiarism Policy](#) – maintains academic integrity by outlining acceptable use of AI and the prevention of plagiarism.

9. Qualifications

9.1 PSP40416 Certificate IV in Government Investigations

The qualification allows for the attainment of occupational specific competencies for those working in operational roles undertaking government investigation related functions, with a particular focus on meeting the ethical and legislative requirements of the public service. It is suitable for individuals who need to apply a broad range of specialised knowledge and skills in specific contexts within the investigations and regulatory compliance environment.

Australian Government Investigation Standards

The Australian Government Investigations Standards (AGIS) provides the Certificate IV in Government Investigations as the recommended minimum level of training or qualification for investigations staff and should be obtained before an officer is primarily engaged as an authorised officer, inspector or investigator.

Packaging Rules

15 units of competency are required for this qualification comprising of 6 core units and 9 elective units. Time to complete the course program is 12-months.

Code	Title	ICETS Topic Number	Nominal hours*
PSP40416 Generalist Qualification The generalist qualification covers the broad range of skills required to operate without supervision in a government investigations environment where an individual is required to plan, initiate, conduct and finalise an investigation. No licensing, legislative or certification requirements apply to this qualification at the time of publication.			
Core Units			
PSPREG003	Apply Regulatory Powers	01	60
PSPINV001	Plan and initiate an investigation	04	50
PSPINV002	Conduct an investigation	05	40
PSPREG012	Gather information through interviews	08	50
PSPINV003	Finalise an investigation	12	30
PSPETH002	Uphold and support the values and principles of the public service	14	40
Elective Units *Group A: Work health and safety*			

BSBWHS311	Maintain Workplace Safety	15	40
Elective Units **Group B: Regulatory Compliance specialisation**			
PSPREG034	Assess Compliance	02	60
PSPREG040	Undertake inspections and monitoring	03	40
PSPREG035	Produce formal record of interview	09	60
PSPREG036	Act on non-compliance	10	30
Elective Units **Group C: General elective units**			
PSPREG037	Conduct search and seizure	06	60
PSPCRT029	Compile and use official notes	07	30
PSPREG010	Prepare a brief of evidence	11	60
PSPREG038	Give evidence	13	30

* Note: nominal hours are being phased out. Previously, nominal hours were data agreed to by all States and Territories for the use in national reporting of VET data only.[1] The Australian Qualifications Framework provides the volume of learning that a Certificate IV should take is 0.5-2.0 years and between 600 to 2400 hours. From experience, ICETS has found student complete the course work in significantly shorter periods.

Assessments

The Certificate IV in Government Investigations is a nationally recognised qualification and as such requires all students who wish to achieve this qualification must demonstrate competency to the national standard.

This requires the completion and submission of assessments for each unit of competency covered during the course. ICETS use two web based online learning platforms for all students to submit their items of assessment, these are:

1. aXcelerate
2. Comtrac

Most course assessments are submitted online and have been designed around a scenario-based learning and assessment strategy (LAS). Participants demonstrate their knowledge and skills by responding to a scenario-based program in incremental stages as they progress through the course.

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[1] See https://www.ncver.edu.au/rto-hub/statistical-standard-software/nationally-agreed-nominal-hours as updated in May 2022 (Accessed 7 September 2022)

If an assessment is graded Not Yet Satisfactory or Untrue it will be returned to the student with feedback and an opportunity to resubmit.

ICETS will allow up to three attempts per topic, a failure to achieve accuracy for the assessment after three attempts will result in an inability to reach the required competency level and the student will be deemed Not Competent in that topic.

Learning pathways

ICETS provides its students with several learning pathway options:

- Virtual classrooms
- Face-to-face in-person classroom
- Self-paced distance learning

Irrespective of the learning pathway, students have 12-months to complete the Certificate IV course work.

Following commencing the course, students are provided with course progress reminders at 3-months, 6-months and 9-months after their enrolment.

Face-to-face in-person classroom and virtual classroom

Both the face-to-face in-person and the virtual classroom are conducted over 10 days.

Students have 12-months to complete the course work.

The typical format for the delivery of the Certificate IV in Government Investigations face-to-face in-person classroom or virtual classroom is four daily sessions.

The course program will commence on or about 9:00am (Qld time) each day and end on or about 16:00 over a the classroom days.

A large portion of the practical assessment for the course focuses on a scenario-based investigation. The course group will discuss and apply investigative skills and concepts to the scenario before students are required to prepare and submit their assessments individually in the relevant online training platform.

Post-course work: the classroom program has allocated assessment sessions within the daily timetable. However, depending on your individual learning styles and your proficiency with computer systems some course assessments may need to be completed outside of the course.

Topics 14 Uphold and Support the Values and Principles of the Public Service and 15 Maintain Workplace Safety are required to be completed on-line outside of the course contact hours.

Class attendance: students are required to attend all face-to-face or virtual classroom days. If a student fails to attend, they will be disadvantaged in progressing through the course.

Students are required to notify the facilitator if they are going to be late, unable to attend a classroom day or need to leave early.

A student may be required to complete the missed course work outside of course contact hours.

Training Venue: for face-to-face public classrooms, some of the venues used will be third-party hotel or conference venues. ICETS will make every effort to negotiate with the venue to accommodate ergonomic requests from students. Students experiencing any discomfort during the course are welcome to take periods of time to stand at the back of the class, bring in devices to assist them with ergonomic requirements or negotiate with the facilitator alternative arrangements for students to complete assessment work outside of contact hours. For agency in-house courses, the agency will organise the training venue.

For parking at venues, ICETS holds no responsibility regarding availability of parking or security of personal vehicles.

Self-paced distance learning pathway

ICETS distance learning programs are designed to be self-paced with all course material, including assessments accessible through the aXcelerate learning platform. Students are also provided with access to Comtrac.

Students must initiate their own learning pace and discover the answers to assessment questions. While our support officers may point students to relevant course work, chapters or resources where answers may be found, they are not permitted to provide the answers to students.

ICETS staff are available to assist students to navigate the learning platforms: aXcelerate and Comtrac for functionality purposes only.

ICETS provides the learning framework for your studies, specific learning materials and electronic resources to support learning, and offer assessment services which include marking and feedback, and support students by answering course-related queries.

9.2 PSP50416 Diploma of Government Investigations

This qualification covers the competencies required by a person responsible for the coordination and conduct of investigations. It is suitable for individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled duties in a government investigations environment.

Australian Government Investigation Standards

The Australian Government Investigations Standards (AGIS) provides the Diploma of Government Investigations for staff primarily engaged in the coordination and supervision of investigators.

Packaging Rules

11 units of competency are required for this qualification comprising of 5 core units and 6 elective units.   Time to complete the course program is 24-months.

PSP50416
This qualification covers the competencies required by a person responsible for the coordination and conduct of investigations. It is suitable for individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled duties in a government investigations environment.   No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Code	Title	Nominal hours*, 2
Core Units		
PSPETH003	Promote the values and ethos of the public service	30
PSPLEG003	Promote compliance with legislation in the public sector	25
PSPINV002	Conduct an investigation	40
PSPREG021	Coordinate investigation processes	80
PSPREG026	Review and evaluate investigations	40
Elective Units **Group A: Work health and safety**		
BSBWHS501	Ensure a safe workplace	60
Elective Units **Group B: General elective units**		
PSPGEN045	Coordinate resource allocation and usage	40
PSPGEN054	Use complex workplace communication strategies	Not specified
BSBPMG430	Undertake project work	60
Elective Units		

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2 See https://www.ncver.edu.au/rto-hub/statistical-standard-software/nationally-agreed-nominal-hours as updated in May 2022 (Accessed 7 September 2022)

Other		
BSBOPS502	Manage business operational plan	70
PSPREG022	Supervise and carry out complex inspections and monitoring	Not specified

* Note: nominal hours are being phased out. Nominal hours are agreed data by all States and Territories for the use in national reporting of VET data only. The Australian Qualifications Framework provides the volume of learning that a Diploma should take is 1-2 years and between 1200 to 2400 hours. ICETS has found student complete the course work in significantly shorter periods.

Assessments

The Diploma of Government Investigations is a nationally recognised qualification and as such requires all students who wish to achieve this qualification must demonstrate competency to the national standard.

This requires the completion and submission of assessments for each unit of competency covered during the course. ICETS use a web based online learning platforms for all students to submit their items of assessment, this is aXcelerate.

Most course assessments are submitted online and have been designed around a scenario-based learning and assessment strategy (LAS). Participants demonstrate their knowledge and skills by responding to a scenario-based program in incremental stages as they progress through the course.

If an assessment is graded Not Yet Satisfactory it will be returned to the student with feedback and an opportunity to resubmit.

ICETS will allow up to three attempts per topic, a failure to achieve accuracy for the assessment after three attempts will result in an inability to reach the required competency level and the student will be deemed Not Competent in that topic.

Learning pathways

The Diploma of Government Investigations is delivered via:

- self-paced distance learning

Students have 24-months to complete the Diploma course work.

Attachment A
TEMPLATE - UNIT OF COMPETENCY REQUIREMENTS

UNIT CODE *MANDATORY FIELD*	The unit code contains the three alpha characters identifying the Training Package, followed by alpha and/or numeric characters. It must comply with the length specified in the AVETMIS Standard (no more than 12 characters).
UNIT TITLE *MANDATORY FIELD*	The title concisely describes the unit outcome. It must comply with the length specified in the AVETMIS Standard (no more than 100 characters)
APPLICATION *MANDATORY FIELD*	The application section briefly describes how the unit is practically applied in the industry and in what context(s) the unit may be applied. It Includes: ■ a summary statement of unit content; ■ focused, useful information on how and where the unit of competency could be practically applied and who might use it; and ■ the unit of competency's relationship to any licensing, legislative, regulatory or certification requirements. Where no requirements exist, insert: *No licensing, legislative or certification requirements apply to this unit at the time of publication.*
PREREQUISITE UNIT *OPTIONAL FIELD*	List any unit(s) in which the candidate must be deemed competent prior to the determination of competency in this unit.
COMPETENCY FIELD *OPTIONAL FIELD*	Used only when the Training Package developer wishes to categorise a set of units within a Training Package in relation to a type of work.
UNIT SECTOR *OPTIONAL FIELD*	Used only when the Training Package developer wishes to categorise a set of units within a Training Package in relation to an industry sector.

ELEMENTS *MANDATORY FIELD*	PERFORMANCE CRITERIA *MANDATORY FIELD*
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Elements describe actions or outcomes that are demonstrable and assessable.	1.1 Performance criteria clearly relate to the element. 1.2 They are expressed as a standard. 1.3 They specify the required performance in relevant tasks, roles, and skills. 1.4 They reflect the applied knowledge that enables competent performance.

FOUNDATION SKILLS
MANDATORY FIELD

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Where all foundation skills essential to performance in this unit are explicit in the performance criteria insert:

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

RANGE OF CONDITIONS
OPTIONAL FIELD

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

UNIT MAPPING INFORMATION *MANDATORY FIELD*	Specifies code and title of any equivalent unit of competency. If no equivalent insert: *No equivalent unit.*
LINKS *MANDATORY FIELD*	Link to Companion Volume Implementation Guide.

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