



Certificate IV in Government (Statutory Compliance) PSP41404

Em-Four Pty Ltd

Em-Four Pty Ltd is a Registered Training Organisation that specialises in public and private sector compliance, investigation and enforcement training. We are accredited by the NSW Vocational Training and Education Accreditation Board (VETAB) and Commonwealth *Department of Education, Science and Training (DEST)* to deliver this course nationally. Further details of our nationally accredited training (RTO No. 90936) are available at www.ntis.gov.au.



Who should undertake this course?

This is an ideal course for people working in a wide range of regulatory and compliance management roles in non-police law enforcement across all parts of the public and private sector. Statutory requirements under administrative law have placed greater emphasis on the quality of investigations carried out by Human Resources and other departments. Participants develop their skills in regulatory practice. It provides participants with a sound foundation on which they can develop their skills for specialised investigation, enforcement and compliance.

This specialist qualification covers the competencies required by those responsible for ensuring statutory compliance with the requirements of legislation, regulation and government and organisational policy.

About this Course

What sets this course apart from others in the market place is that it gives its participants the opportunity to practice and apply their knowledge in settings that come as close as possible to the real world. It provides participants with the tools to effectively investigate and take action in a variety of jurisdictions.

An integrated problem solving approach is used to enable participants to develop innovative solutions to the challenges that they confront in their work.

PROGRAM AREAS

Core Areas

- Ethics (1)
- Delivery Of Service to Clients & Diversity(2)
- Occupational Health & Safety (1)
- Advanced Communication Strategies (1)
- Internal Compliance Procedures & Processes (1)
- Use of Regulatory Powers (1)
- Electronic & Handwritten Infringement Notices (SEINS) (1)
- Policy Implementation (1)
- Applying Government Processes (1)

Elective Areas

- Giving Evidence, Statement & Brief Preparation (2)
- Investigating Non-Compliance (1)
- Risk Management (1)
- Interviewing (2)
- *Other appropriate areas may be substituted as required, as long as they comply with qualification packaging requirements.*

ACCREDITATION

At the conclusion of the course and successful completion of relevant assessments, participants will be granted a nationally recognised qualification that is Nationally Recognised – the *Certificate IV in Government (Statutory Compliance) – PSP41404*. This course articulates with the *Certificate IV in Government (Investigation) PSP41504*, the *Certificate IV in Government (Road Transport Compliance) – PSP41804*, together with a number of other Nationally Recognised Qualifications from the Public Sector, Public Safety and Local Government Training Packages.



**NATIONALLY RECOGNISED
TRAINING**



**NSW Vocational
Education & Training
Accreditation Board**



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Traineeships

This course is available as a funded Traineeship in several Australian States and Territories. **Employee participation may attract significant financial incentives to your organisation.** Contact Em-Four or your Australian Apprenticeship Centre for further information.



Fees – Price on Application

Our range of courses and placement on various State and Territory Education & Training Department provider lists means that the way we link our courses with traineeships greatly reduces the cost to you for eligible new and experienced staff. Our courses are available as “Fee for Service” or “Traineeship –Based.” Contact Em-Four to discuss your requirements and we will arrange a quotation for you. Substantial discounts are available for organisations that are able to provide a suitable venue for delivery of training or able to provide more than five participants per course.

Our fees cover:

- Delivery of the course by specialist facilitators who are VETAB accredited as *Work Place Assessors & Trainers at Certificate IV level or higher.*
- All practical and written assessments, as well as any re-assessments that might be needed.
- Provision of all Course materials, session notes, recording equipment and other learning resources.

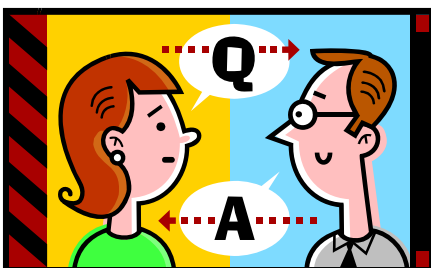


Delivery & Duration

Depending on state or territory requirements, the course is delivered over a period of between 12 months and two years using a blend of face-to-face workshops, distance education and flexible work-based learning. Ongoing assistance is provided through the entire course.

Your Course Facilitators

Bruce Magee – Former Detective Sergeant who has investigated and prosecuted the full spectrum of criminal offences over a distinguished career with the NSW Police. He has continued this work in the private sector, both as investigator and teacher. Director – Em-Four Pty Ltd.



Gary Matlok – Former NSW Police Sergeant who specialised in emergency operations and human resource management. His approach to case management and problem solving enables course participants to quickly develop the skills needed to deliver effective investigation briefings and prepare reports that meet and exceed the standards required by employers. Director – Em-Four Pty Ltd.

Philip Walsh – Former NSW Police Sergeant, before becoming a Lecturer in Policing & Investigations for Charles Sturt University. Philip has a long history teaching and applying investigative and interviewing best practice in both police and public sector law enforcement. Director – Em-Four Pty Ltd.

Em-Four Pty Ltd has access to a broad range of specialists drawn from the fields of public and private law enforcement and investigations. These include currently practicing and former lawyers, magistrates, prosecutors, forensic officers, intelligence officers and investigators.

CONTACT DETAILS

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