



**WESTBOURNE  
COLLEGE**

#41084

*Reward the courage to learn*



NATIONALLY RECOGNISED  
TRAINING

**PSP40316**

**CERTIFICATE IV IN**

**GOVERNMENT SECURITY**

# PSP40316 (RPL)

## CERTIFICATE IV IN GOVERNMENT SECURITY

This qualification allows for the attainment of occupational specific competencies for those working in operational roles undertaking government security 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 security environment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### COURSE DETAILS

**COURSE NAME:**  
CERTIFICATE IV IN GOVERNMENT SECURITY

**COURSE CODE:**  
PSP40316

**DURATION:**  
2 WEEKS  
(AFTER ALL EVIDENCE IS COLLECTED)

**UNITS:**  
14 UNITS

**NATIONALLY RECOGNISED TRAINING:**  
YES

**RPL FEE TOTAL:**  
\$1,100.00

# UNITS OF COMPETENCY

## PSP40316 CERTIFICATE IV IN GOVERNMENT SECURITY (GENERAL)

To achieve this qualification, 14 units of competency must be completed comprising of 3 core units and 11 elective units.

### CORE UNITS

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

PSPLEG002 Encourage compliance with legislation in the public sector

PSPSEC009 Handle sensitive information

### ELECTIVE UNITS

BSBWHS301 Maintain workplace safety

PSPGEN032 Deal with conflict

PSPGEN033 Use advanced workplace communication strategies

PSPGEN034 Compose complex workplace documents

PSPGEN043 Apply government processes

PSPGEN023 Deliver and monitor service to clients

PSPSEC005 Undertake government security risk analysis

PSPSEC006 Implement security risk treatments

PSPSEC007 Develop and advise on government security procedures

PSPSEC010 Provide government security briefings

PSPSEC015 Communicate security awareness

# UNITS OF COMPETENCY

## PSP40316 CERTIFICATE IV IN GOVERNMENT SECURITY (PERSONAL VETTING)

To achieve this qualification, 14 units of competency must be completed comprising of 3 core units and 11 elective units.

### CORE UNITS

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

PSPLEG002 Encourage compliance with legislation in the public sector

PSPSEC009 Handle sensitive information

### ELECTIVE UNITS

BSBWHS301 Maintain workplace safety

PSPSEC008 Conduct personnel security assessments

PSPGEN032 Deal with conflict

PSPGEN033 Use advanced workplace communication strategies

PSPGEN034 Compose complex workplace documents

PSPGEN038 Identify and treat risks

PSPREG016 Conduct data analysis

PSPCRT007 Compile and use official notes

PSPGEN023 Deliver and monitor service to clients

PSPSEC005 Undertake government security risk analysis

PSPSEC015 Communicate security awareness

# UNITS OF COMPETENCY

## PSP40316 CERTIFICATE IV IN GOVERNMENT SECURITY (FRAUD CONTROL)

To achieve this qualification, 14 units of competency must be completed comprising of 3 core units and 11 elective units.

### CORE UNITS

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

PSPLEG002 Encourage compliance with legislation in the public sector

PSPSEC009 Handle sensitive information

### ELECTIVE UNITS

BSBWHS301 Maintain workplace safety

PSPGEN032 Deal with conflict

PSPGEN033 Use advanced workplace communication strategies

PSPGEN038 Identify and treat risks

PSPGEN043 Apply government processes

PSPFRU001 Monitor data for indicators of fraud

PSPFRU002 Conduct fraud control awareness sessions

PSPCRT007 Compile and use official notes

PSPGEN034 Compose complex workplace documents

PSPPCY004 Support policy implementation

PSPREG005 Assess compliance

# ABOUT THIS QUALIFICATION

## RPL ELIGIBILITY CRITERIA

There are no formal entry requirements for recognition of prior learning (RPL), however, applicants must be able to demonstrate relevant skills, knowledge and experience aligned to the qualification they are seeking.

RPL through Westbourne College is suited to individuals with extensive industry experience, typically those who have worked in sectors such as law enforcement, defence, emergency services, health, and all levels of government. We specialise in recognising real-world expertise and translating it into nationally recognised qualifications.

Applicants must be able to provide valid, sufficient and authentic evidence of their competencies. This may include workplace documents, references, position descriptions, performance reviews, service records, or other evidence demonstrating their capability.

## DURATION AND STRUCTURE

The RPL process at Westbourne College is designed to be straightforward and supportive, while ensuring compliance with national standards for competency-based assessment.

### 1. Free Online RPL Assessment

Start by completing our free, no-obligation online assessment to help determine your eligibility for RPL. This helps us understand your background, experience and the qualification you're seeking.

Turnaround time: Our team will review your assessment within 7 business days.

### 2. Trainer/Assessor Review

One of our qualified trainer/assessors will review your submission and confirm whether RPL is a suitable pathway for you. If eligible, you'll be invited to formally enrol and begin compiling your evidence.

### 3. Evidence Submission & Assessment

You will then provide supporting evidence to demonstrate your competency in each unit of the qualification. This may include work samples, service records, position descriptions, photos/videos, third-party reports, and more.

### 4. Assessment & Competency Verification

Once your evidence has been submitted, a trainer/assessor will complete a full RPL assessment within 14 business days. This may include:

- A competency conversation or interview to verify your experience
- Practical tasks or scenario discussions (if evidence gaps are identified)
- Requests for additional documents or clarification, if needed

### 5. Issuance of Qualification

If you are assessed as competent in all required units, your nationally recognised qualification will be issued shortly after the assessment is finalised.

## POTENTIAL CAREERS

Potential job roles on completion of this program include:

- Fraud Prevention Officer
- Government Personnel Security Officer (Advanced)
- Government Security Officer (Advanced)

## COURSE FEES

Your initial online RPL self-assessment is free. If you're eligible and choose to move forward, a \$400 non-refundable fee is required to begin the formal assessment. The remaining course fee must be paid in full before your qualification can be issued.



20 Menai Rd,  
Woronora,  
NSW 2232



Telephone  
1300 994 558



E-mail  
[admin@westbournecollege.edu.au](mailto:admin@westbournecollege.edu.au)