

Government Services

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Government Services (240 hours)	2 units x 2 years	43790	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)

TAFE course name	TAFE course number
Government Services	5165

AQF VET qualification
Certificate II in Government Services (91453NSW)

Minimum work placement
For school-based trainees mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.

Exclusions
Indigenous Primary Health Care (locally designed TAFE NSW delivered VET course) Local Government (locally designed school/private provider or TAFE NSW delivered VET course) Local Government (Operational Works) (locally designed school/private provider delivered VET course)

HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

Government Services (240 indicative hours)

- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all mandatory units of competency
- attempt all units of competency in subgroup 1 or subgroup 2 of Group 1
- attempt units of competency from Group 2 to a minimum of 105 HSC indicative hours.

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

The pattern of study entered (for example 2 units x 2 years) should reflect the delivery of the course over successive years. Students will be credentialled for the HSC unit credit entered each calendar year provided they have satisfactorily completed the course requirements for that calendar year as determined by the school/RTO.

Access including access by students in Years 9 and 10 (Stage 5)

This course is available to students undertaking a school-based traineeship.

In certain circumstances students in Years 9 and 10 (Stage 5) may access this Stage 6 VET course. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.

Course content

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	HSC indicative hours of credit
MANDATORY Attempt ALL units of competency				
NSWTABL201B	Investigate Aboriginal issues	nil	core	20
NSWTABL302B	Apply personal strategies to identify and address racist behaviour	nil	core	20
NSWTETH204A	Identify ethical issues in the workplace	nil	core	15
Total HSC indicative hours for mandatory units of competency				55

ELECTIVE				
<ul style="list-style-type: none"> • attempt all units of competency from subgroup 1 OR 2 in Group 1, AND • attempt units of competency/modules from Group 2 to a minimum of <u>105</u> HSC indicative hours 				
Group 1				
<i>Subgroup 1 Public Sector</i>				
PSPGOV201B	Work in a public sector environment	nil	elective	30
PSPGOV202B	Use routine workplace communication techniques	nil	elective	15
PSPGOV203B	Deliver a service to clients	nil	elective	15
PSPOHS201B	Follow workplace safety procedures	nil	elective	15
<i>Subgroup 2 Local Government Sector</i>				
LGACORE102B	Follow defined OHS policies and procedures	nil	elective	15
LGACORE103B	Provide service to local government customers	nil	elective	20
LGACORE104B	Work effectively in local government	nil	elective	30
LGACORE105B	Work with others in local government	nil	elective	15
Group 2				
BCCCM2001B	Use civil construction hand and power tools	nil	elective	20
BSBITU102A	Develop keyboard skills	nil	elective	15
BSBWOR204A	Use business technology	nil	elective	15
CHCCOM1B	Communicate with people accessing the services of the organisation	nil	elective	20
FNSICGEN305A	Maintain daily financial/business records	nil	elective	20
HLTAHW210A	Work with Aboriginal and/or Torres Strait Islander clients	nil	elective	20

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	HSC indicative hours of credit
HLTAHW202A	Support clients to obtain access to health services	nil	elective	25
HLTHIR301A	Communicate and work effectively in health	nil	elective	20
HLTIN301A	Comply with infection control policies and procedures in health work	nil	elective	25
HLTOHS200A	Participate in OHS processes	nil	elective	20
NSWTCOM211B	Use strategies to transform personal conflict	nil	elective	20
NSWTHMN212B	Investigate the role of the legal system in Australia	nil	elective	20
NSWTINT203B	Identify workplace rights and responsibilities	nil	elective	10
PSPGOV207B	Use technology in the workplace	nil	elective	15
PSPGOV208A	Write routine workplace materials	nil	elective	20
RTC2301A	Undertake operational maintenance of machinery	nil	elective	10
RTC2702A	Observe environmental work practices	nil	elective	15
RTD2022A	Carry out nature area restoration works	nil	elective	25
TLIE707B	Use communication systems	nil	elective	10
Total HSC indicative hours				240

AQF VET qualification

Refer to TAFE NSW documentation.