

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 compulsory 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 Stage 5

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

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. 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	Core (C) or elective (E) for AQF VET qualification	HSC indicative hours of credit
COMPULSORY Attempt ALL units of competency				
NSWTABL201B	Investigate Aboriginal issues	nil	C	20
NSWTABL302B	Apply personal strategies to identify and address racist behaviour	nil	C	20
NSWTETH204A	Identify ethical issues in the workplace	nil	C	15
Total HSC indicative hours for compulsory 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	E	30
PSPGOV202B	Use routine workplace communication techniques	nil	E	15
PSPGOV203B	Deliver a service to clients	nil	E	15
PSPOHS201B	Follow workplace safety procedures	nil	E	15
<i>Subgroup 2 Local Government Sector</i>				
LGACORE102B	Follow defined OHS policies and procedures	nil	E	15
LGACORE103B	Provide service to local government customers	nil	E	20
LGACORE104B	Work effectively in local government	nil	E	30
LGACORE105B	Work with others in local government	nil	E	15
Group 2				
BCCCM2001B	Use civil construction hand and power tools	nil	E	20
BSBITU102A	Develop keyboard skills	nil	E	15
BSBWOR204A	Use business technology	nil	E	15
CHCCOM1B	Communicate with people accessing the services of the organisation	nil	E	20
FNSICGEN305A	Maintain daily financial/business records	nil	E	20
HLTAHW210A	Work with Aboriginal and/or Torres Strait Islander clients	nil	E	20

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

AQF VET qualification

Refer to TAFE NSW documentation.