

Government Services

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

Accredited course: currency period 22 October 2008 – 31 December 2013

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)

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

For 2013, this course is also available to non school-based trainees as part of the pilot *Indigenous Police Recruitment Our Way Delivery (IPROWD) Training Program* with TAFE NSW Institutes.

Exclusions: Indigenous Primary Health Care – Certificate II
Local Government
Local Government (Operational Works)

HSC course requirements

Government Services (240 indicative hours)

- the possible qualification outcome is a Certificate II in Government Services (91453NSW)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core modules and elective units of competency/modules to a minimum of 185 HSC indicative hours and to meet qualification packaging rules
- complete a minimum of 70 hours of mandatory work placement
- for school-based trainees, mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

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 the [Assessment Certification Examination \(ACE\) website](#).)

There must be sufficient evidence that the student has:

- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Government Services HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
NSWTABL201B Investigate Aboriginal issues	core	20
NSWTABL302B Apply personal strategies to identify and address racist behaviour	core	20
NSWTETH204A Identify ethical issues in the workplace	core	15

Total HSC indicative hours for core units of competency: 55

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Public Sector		
PSPGOV201B Work in a public sector environment	elective	30
PSPGOV202B Use routine workplace communication techniques	elective	15
PSPGOV203B Deliver a service to clients	elective	15
PSPOHS201B Follow workplace safety procedures	elective	15
Local Government Sector		
LGACORE102B Follow defined OHS policies and procedures	elective	15
LGACORE103B Provide service to local government customers	elective	20
LGACORE104B Work effectively in local government	elective	30
LGACORE105B Work with others in local government	elective	15
Additional		
AHCMOM204A Undertake operational maintenance of machinery	elective	25
AHCNAR201A Carry out natural area restoration works	elective	25
AHCWRK202A Observe environmental work practices	elective	15
BSBITU102A Develop keyboard skills	elective	15
BSBWOR204A Use business technology	elective	15

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Additional cont/d		
CHCCOM201C Communicate with people accessing the services of the organisation	elective	20
HLTAHW201A Work with Aboriginal and/or Torres Strait Islander clients	elective	20
HLTAHW202A Support clients to obtain access to health services	elective	25
HLTHIR301A Communicate and work effectively in health	elective	20
HLTIN301C Comply with infection control policies and procedures	elective	25
HLTWHS200A Participate in WHS processes	elective	20
NSWTCOM211B Use strategies to transform personal conflict	elective	20
NSWTHMN212B Investigate the role of the legal system in Australia	elective	20
NSWTINT203B Identify workplace rights and responsibilities	elective	10
PSPGOV207B Use technology in the workplace	elective	15
PSPGOV208A Write routine workplace materials	elective	20
TLIE2007A Use communication systems	elective	10

AQF VET qualification

Refer to TAFE NSW documentation.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of Government Services HSC VET courses must meet the requirements of the VET Quality Framework, the [VET Accredited Course](#) and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

HSC work placement requirements

Work placement is a mandatory HSC requirement for all Government Services VET courses.

Students undertaking HSC VET courses as part of a school-based apprenticeship or traineeship will meet mandatory work placement hour requirements through the on-the-job training component of the school-based apprenticeship or traineeship.

Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course (ACE 8051 – [Assessment Certification Examination \(ACE\) website](#)).

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing 'N' determinations as outlined on the Board's [Assessment Certification Examination \(ACE\) website](#).

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Government Services are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

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

Students should be at least 15 years old to undertake the *IPROWD Training Program*.