



# VICTORIAN PURCHASING GUIDE

PSP PUBLIC SECTOR  
TRAINING PACKAGE RELEASE 4.0

MARCH 2023



Jobs, Skills,  
Industry  
and Regions

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# VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
Release 4.0	8 March 2023	<p>This Victorian Purchasing Guide reflects a major release for the PSP Public Sector Training Package inclusive of:</p> <ul style="list-style-type: none"> <li>• Four revised qualifications: <ul style="list-style-type: none"> <li>○ PSP50822 Diploma of Translating</li> <li>○ PSP50922 Diploma of Interpreting</li> <li>○ PSP60822 Advanced Diploma of Translating</li> <li>○ PSP60922 Advanced Diploma of Interpreting</li> </ul> </li> <li>• 48 revised units of competency</li> </ul>
Release 3.0	6 June 2022	<p>This Victorian Purchasing Guide reflects a major release for the PSP Public Sector Training Package inclusive of:</p> <ul style="list-style-type: none"> <li>• Qualifications: <ul style="list-style-type: none"> <li>○ Five (5) Government (revised)</li> <li>○ Two (2) Trade measurement (revised)</li> <li>○ One (1) deleted: PSP80216</li> </ul> </li> <li>• Skill sets: <ul style="list-style-type: none"> <li>○ Six (6) updated, one (1) new and three (3) deleted</li> </ul> </li> <li>• Units of competency: <ul style="list-style-type: none"> <li>○ 155 units (revised)</li> <li>○ 1 new: PSPWPI015</li> <li>○ 108 deleted</li> </ul> </li> </ul>
Release 2	24/08/2018	<p>This Victorian Purchasing Guide reflects a major release for the PSP Public Sector Training Package inclusive of:</p> <ul style="list-style-type: none"> <li>• Qualifications: <ul style="list-style-type: none"> <li>○ Four (4) Auslan (new)</li> </ul> </li> <li>• Units of competency: <ul style="list-style-type: none"> <li>○ Fifteen (15) Languages other than English (new)</li> </ul> </li> </ul>
Release 1	6 June 2016	<p>First release of this training package under the new <i>Standards for Training Packages</i></p>



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# INTRODUCTION

## What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

## Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

## Transition

The relationship between new products and any superseded or replaced products from the previous version of PSP Public Sector Training Package Release 4.0 is provided in the Training Package Companion Volume Implementation Guide. (See [VETnet.gov.au](http://VETnet.gov.au) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see [Contacts and Links](#) section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the PSP Public Sector Training Package Release 4.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

## QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
PSP20122	Certificate II in Government	295	310
PSP20218	Certificate II in Auslan	N/A	520
PSP30122	Certificate III in Government	485	510
PSP30218	Certificate III in Auslan	N/A	1050
PSP40122	Certificate IV in Government	708	745
PSP40216	Certificate IV in Court Operations	456	480
PSP40316	Certificate IV in Government Security	561	590
PSP40416	Certificate IV in Government Investigations	618	650
PSP40522	Certificate IV in Trade Measurement	561	590
PSP40616	Certificate IV in Procurement and Contracting	527	555
PSP40716	Certificate IV in Heavy Vehicle Road Compliance	570	600
PSP40818	Certificate IV in Auslan	N/A	1530
PSP50122	Diploma of Government	827	870
PSP50216	Diploma of Court Operations	461	485
PSP50316	Diploma of Government Security	508	535
PSP50416	Diploma of Government Investigations	537	565
PSP50522	Diploma of Trade Measurement	594	625
PSP50616	Diploma of Procurement and Contracting	527	555
PSP50716	Diploma of Fraud Control	490	515
PSP50822	Diploma of Translating	556	585
PSP50922	Diploma of Interpreting	561	590
PSP51018	Diploma of Auslan	N/A	2070
PSP60122	Advanced Diploma of Government	846	890

Code	Title	Minimum Payable Hours	Maximum Payable Hours
PSP60616	Advanced Diploma of Procurement and Contracting	556	585
PSP60822	Advanced Diploma of Translating	637	670
PSP60922	Advanced Diploma of Interpreting	732	770
PSP80116	Graduate Certificate in Strategic Procurement	266	280

## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
PSPBDR016	Conduct patrols	30
PSPBDR017	Command operational groups	40
PSPBDR018	Examine and test firearms	30
PSPBDR019	Command operational forces	35
PSPBDR020	Manage operations	50
PSPCRT004	Handle exhibits and documents tendered	20
PSPCRT005	Serve process	25
PSPCRT006	Handle monies received in satisfaction of warrants and orders	10
PSPCRT008	Undertake court listings	30
PSPCRT009	Provide court registry and information services	30
PSPCRT010	Administer court fines and debt management	25
PSPCRT011	Provide court support to Indigenous clients	30
PSPCRT012	Audio record complex court proceedings	40
PSPCRT013	Record court proceedings using shorthand	40
PSPCRT014	Contribute to an integrated service delivery program	30
PSPCRT015	Administer court legislation	20
PSPCRT016	Administer alternative dispute-resolution proceedings	35
PSPCRT017	Provide support to self-represented litigants	40
PSPCRT018	Perform court duties	30
PSPCRT019	Manage jurors	25
PSPCRT020	Execute process	40



Unit Code	Unit Title	Nominal Hours
PSPCRT021	Carry out possessions and evictions	30
PSPCRT022	Undertake senior court listing activities	30
PSPCRT023	Perform quasi-judicial functions	50
PSPCRT024	Record complex court proceedings	50
PSPCRT025	Manage court practice and process	50
PSPCRT026	Record court proceedings	30
PSPCRT027	Perform duties to support a hearing	50
PSPCRT028	Manage witnesses	20
PSPCRT029	Compile and use official notes	30
PSPETH006	Uphold the values and principles of public service	35
PSPETH007	Uphold and support the values and principles of public service	45
PSPETH008	Promote the values and ethos of public service	35
PSPETH009	Maintain and enhance confidence in public service	30
PSPETH010	Lead and influence ethical practice in the public sector	40
PSPFRU001	Monitor data for indicators of fraud	40
PSPFRU002	Conduct fraud control awareness sessions	40
PSPFRU003	Communicate fraud control awareness	40
PSPFRU005	Conduct fraud risk assessments	40
PSPFRU006	Develop fraud control plans	40
PSPFRU007	Implement fraud control activities	40
PSPFRU008	Coordinate development and implementation of fraud information systems	40
PSPFRU013	Anticipate and detect possible fraud activity	100

Unit Code	Unit Title	Nominal Hours
PSPFRU014	Develop fraud control strategy	60
PSPFRU015	Manage fraud risk assessment and action plan	60
PSPFRU016	Manage fraud control awareness	50
PSPFRU017	Review fraud control activities	40
PSPGEN086	Undertake career planning	30
PSPGEN087	Undertake and promote career management	50
PSPGEN088	Deliver a service to clients	30
PSPGEN089	Address client needs	35
PSPGEN090	Engage with stakeholders	35
PSPGEN091	Develop client services	45
PSPGEN092	Manage quality client service	40
PSPGEN093	Implement change	30
PSPGEN094	Provide input to change processes	40
PSPGEN095	Facilitate change	50
PSPGEN096	Use workplace communication strategies	35
PSPGEN097	Contribute to conflict management	35
PSPGEN098	Deal with conflict	35
PSPGEN099	Undertake negotiations	50
PSPGEN100	Manage conflict	55
PSPGEN101	Use complex workplace communication strategies	50
PSPGEN102	Persuade and influence opinion	55
PSPGEN103	Work with interpreters	40

Unit Code	Unit Title	Nominal Hours
PSPGEN104	Build and maintain community relationships	50
PSPGEN105	Gather and analyse information	30
PSPGEN106	Conduct research and analysis	65
PSPGEN107	Access and use resources and financial systems	30
PSPGEN108	Use public sector financial processes	30
PSPGEN109	Apply public sector financial policies and processes	40
PSPGEN110	Apply complex public sector financial requirements	60
PSPGEN111	Apply government processes	30
PSPGEN112	Apply government systems	60
PSPGEN113	Exercise delegations	30
PSPGEN114	Work effectively with diversity and inclusion	35
PSPGEN115	Uphold and support inclusive workplace practices	35
PSPGEN116	Facilitate the effective implementation of diversity and inclusion strategies	55
PSPGEN117	Implement and manage diversity and inclusion strategies	65
PSPGEN118	Provide leadership	50
PSPGEN119	Foster leadership and innovation	50
PSPGEN120	Provide strategic direction	60
PSPGEN121	Work with a coach or mentor	20
PSPGEN122	Give and receive workplace feedback	45
PSPGEN123	Provide workplace mentoring	45
PSPGEN124	Provide workplace coaching	40
PSPGEN125	Support workplace coaching and mentoring	50

Unit Code	Unit Title	Nominal Hours
PSPGEN126	Monitor performance and provide feedback	40
PSPGEN127	Facilitate people management	60
PSPGEN128	Manage performance	50
PSPGEN129	Access and use resources	20
PSPGEN130	Use resources to achieve work unit goals	30
PSPGEN131	Coordinate resource allocation and usage	40
PSPGEN132	Manage resources	60
PSPGEN133	Identify and treat risks	60
PSPGEN134	Coordinate risk management	50
PSPGEN135	Manage risk	60
PSPGEN136	Undertake enterprise risk management	60
PSPGEN137	Handle workplace information	20
PSPGEN138	Organise workplace information	20
PSPGEN139	Compose workplace documents	30
PSPGEN140	Use advanced workplace communication strategies	55
PSPGEN141	Compose complex workplace documents	40
PSPGEN142	Refine complex workplace documents	40
PSPGEN143	Prepare high-level written communication	50
PSPGEN144	Work in a public sector environment	30
PSPGEN145	Work effectively in the organisation	20
PSPGEN146	Contribute to workgroup activities	35
PSPGEN147	Build and maintain internal networks	25

Unit Code	Unit Title	Nominal Hours
PSPGEN148	Develop internal and external networks	30
PSPGEN149	Develop and use political nous	40
PSPGEN150	Establish and maintain strategic networks	40
PSPGEN151	Facilitate knowledge management	60
PSPGSD013	Identify and select government service delivery options	40
PSPGSD014	Administer government service delivery requirements	30
PSPGSD015	Conduct government service delivery interviews	30
PSPGSD016	Administer delivery of financial and other benefits	30
PSPGSD017	Assist self-management of government service offers	30
PSPGSD018	Assist government service recipients with complex needs	30
PSPHRM012	Provide a consultancy service for human resource management	55
PSPHRM013	Implement workforce planning and succession strategies	60
PSPHRM014	Coordinate career development	100
PSPINV001	Plan and initiate an investigation	50
PSPINV003	Finalise an investigation	30
PSPINV004	Conduct an investigation	40
PSPLAN001	Converse in Auslan at a basic user level	370
PSPLAN002	Compare the fundamental differences between Auslan and English structure	50
PSPLAN003	Source information on Deaf culture, and communicate according to Deaf protocol	100
PSPLAN004	Converse in Auslan at an independent user level (familiar subjects)	370
PSPLAN005	Analyse the structure of Auslan signs	80

Unit Code	Unit Title	Nominal Hours
PSPLAN006	Research the development of educational and social conditions for Australian Deaf communities	80
PSPLAN007	Converse in Auslan at an independent user level (abstract and concrete notions)	370
PSPLAN008	Compare the structure of sentences in Auslan and English	60
PSPLAN009	Compare other sign languages to Auslan	50
PSPLAN010	Communicate with Deafblind people	60
PSPLAN011	Take notes for Deaf, hard of hearing and Deafblind people	50
PSPLAN012	Converse in Auslan at a proficient user level	380
PSPLAN013	Analyse the semantics and sociolinguistics of Auslan	60
PSPLAN014	Convey information between Auslan and English	50
PSPLAN015	Research the role of an Auslan interpreter	50
PSPLEG005	Comply with legislation in the public sector	25
PSPLEG006	Encourage compliance with legislation in the public sector	30
PSPLEG007	Promote compliance with legislation in the public sector	25
PSPLEG008	Manage compliance with legislation in the public sector	40
PSPLND013	Investigate tenure and land use history	40
PSPLND014	Compile and check survey plans	30
PSPMGT003	Manage change	60
PSPMGT006	Develop a business case	60
PSPMGT008	Formulate business strategies	60
PSPMGT010	Review and improve business performance	60
PSPPCM002	Dispose of assets	20
PSPPCM004	Plan procurement	40

Unit Code	Unit Title	Nominal Hours
PSPPCM005	Develop and distribute requests for offers	40
PSPPCM006	Select providers and develop contracts	30
PSPPCM007	Manage contracts	40
PSPPCM008	Manage contract performance	50
PSPPCM009	Finalise contracts	30
PSPPCM010	Manage procurement risk	40
PSPPCM011	Plan to manage a contract	50
PSPPCM012	Plan for procurement outcomes	35
PSPPCM013	Make procurement decisions	40
PSPPCM014	Participate in budget and procurement review processes	40
PSPPCM015	Conduct and manage coordinated procurement	35
PSPPCM016	Plan and implement strategic sourcing	50
PSPPCM017	Plan and implement procurement category management	50
PSPPCM018	Conduct demand and procurement spend analysis	40
PSPPCM019	Divest strategic assets	40
PSPPCM020	Plan for strategic procurement	60
PSPPCM021	Coordinate strategic procurement	50
PSPPCM022	Negotiate strategic procurement	50
PSPPCM023	Manage strategic contracts	50
PSPPCM024	Manage fundamental aspects of supply chain	50
PSPPCM025	Influence and define strategic procurement direction	80
PSPPCM026	Establish the strategic procurement context	80

Unit Code	Unit Title	Nominal Hours
PSPPCM027	Evaluate and improve strategic procurement performance	80
PSPPCM028	Carry out basic procurement	40
PSPPCM029	Procure goods and services	60
PSPPCY001	Contribute to policy development	40
PSPPCY012	Assist with specialist policy development	50
PSPPCY013	Give and receive policy information	40
PSPPCY014	Support policy implementation	30
PSPPCY015	Implement e-correspondence policies	50
PSPPCY016	Advise on organisation policy	40
PSPPCY017	Provide policy advice	45
PSPPCY018	Manage policy implementation	40
PSPRAD012	Work safely in a radiation environment	50
PSPREG004	Promote client compliance	40
PSPREG007	Make arrests	20
PSPREG010	Prepare a brief of evidence	60
PSPREG016	Conduct data analysis	40
PSPREG018	Plan and implement recovery action	20
PSPREG021	Coordinate investigation processes	80
PSPREG026	Review and evaluate investigations	40
PSPREG031	Carry out inspections and monitoring under guidance	35
PSPREG032	Undertake routine inspections and monitoring	45
PSPREG033	Apply regulatory powers	65



Unit Code	Unit Title	Nominal Hours
PSPREG034	Assess compliance	60
PSPREG035	Produce formal record of interview	60
PSPREG036	Act on non-compliance	35
PSPREG037	Conduct search and seizure	60
PSPREG038	Give evidence	35
PSPREG039	Gather information through interviews	55
PSPREG040	Undertake inspections and monitoring	45
PSPREG041	Conduct surveillance	30
PSPREG042	Receive and validate data	40
PSPREG043	Undertake compliance audits	55
PSPREG044	Conduct prosecutions	80
PSPREG045	Supervise and carry out complex inspections and monitoring	80
PSPREG046	Manage investigations	70
PSPREG047	Manage regulatory compliance	100
PSPREG048	Evaluate regulatory compliance	100
PSPREG049	Manage investigations program	80
PSPREG050	Conduct measurement licensee audit	80
PSPREV010	Identify and apply statute law	30
PSPREV011	Undertake legislative decision-making	15
PSPREV012	Manage information on legal entities, relationships and property	20
PSPREV013	Interpret and assess contracts	15
PSPREV014	Assess applications for grants, subsidies and rebates	15

Unit Code	Unit Title	Nominal Hours
PSPREV015	Evaluate returns-based taxes	40
PSPREV016	Determine land tax liability	15
PSPREV017	Determine stamp duties	40
PSPREV018	Administer levies, fines and other taxes	20
PSPSEC007	Develop and advise on government security procedures	40
PSPSEC010	Provide government security briefings	35
PSPSEC011	Assess security risks	60
PSPSEC012	Develop security risk management plans	40
PSPSEC013	Implement and monitor security risk management plans	50
PSPSEC014	Coordinate protective security	50
PSPSEC015	Communicate security awareness	60
PSPSEC018	Secure government assets	35
PSPSEC019	Respond to government security incidents	25
PSPSEC020	Conduct security awareness sessions	35
PSPSEC021	Undertake government security risk analysis	40
PSPSEC022	Implement security risk treatments	40
PSPSEC023	Conduct personnel security assessments	40
PSPSEC024	Handle sensitive information	30
PSPSEC025	Manage security awareness	60
PSPTIS102	Apply codes and standards to ethical practice	40
PSPTIS103	Build glossaries for translating and interpreting assignments	25
PSPTIS104	Prepare to translate and interpret	30

Unit Code	Unit Title	Nominal Hours
PSPTIS105	Conduct career planning	25
PSPTIS106	Translate and certify non-narrative texts	30
PSPTIS107	Translate general purpose texts from English to LOTE	55
PSPTIS108	Translate general purpose texts from LOTE to English	55
PSPTIS109	Read and analyse general purpose LOTE texts to be translated	60
PSPTIS110	Demonstrate routine written LOTE proficiency in different subjects and cultural contexts	60
PSPTIS111	Demonstrate routine written English proficiency in different subjects and cultural contexts	60
PSPTIS112	Interpret in general dialogue settings	100
PSPTIS113	Interpret in general monologue settings	80
PSPTIS114	Manage interactions in general settings	25
PSPTIS115	Use routine subject area terminology in two languages	45
PSPTIS116	Demonstrate routine language proficiency in different subjects and cultural contexts	60
PSPTIS117	Use routine education terminology in two languages	30
PSPTIS118	Use routine health terminology in two languages	30
PSPTIS119	Use routine legal terminology in two languages	30
PSPTIS120	Revise translations	30
PSPTIS121	Translate special purpose texts from English to LOTE	65
PSPTIS122	Translate special purpose texts from LOTE to English	65
PSPTIS123	Read and analyse special purpose LOTE texts to be translated	70
PSPTIS124	Apply theories to translating work practices	25
PSPTIS125	Demonstrate complex written LOTE proficiency in different subjects and cultural contexts	60

Unit Code	Unit Title	Nominal Hours
PSPTIS126	Demonstrate complex written English proficiency in different subjects and cultural contexts	60
PSPTIS127	Maintain and enhance professional practice	25
PSPTIS128	Prepare translated transcripts	55
PSPTIS129	Translate multimedia source material	40
PSPTIS130	Use translation technology	30
PSPTIS131	Interpret in complex dialogue settings	100
PSPTIS132	Interpret in complex monologue settings	105
PSPTIS133	Interpret through communication media	45
PSPTIS134	Manage interactions in complex settings	35
PSPTIS135	Sight translate	65
PSPTIS136	Use complex subject area terminology in two languages	60
PSPTIS137	Use chuchotage (whispered simultaneous) to interpret	50
PSPTIS138	Use note taking to recall and reproduce source messages	35
PSPTIS139	Demonstrate complex LOTE proficiency in different subjects and cultural contexts	60
PSPTIS140	Demonstrate complex English proficiency in different subjects and cultural contexts	60
PSPTIS141	Interpret as part of a team	30
PSPTIS142	Use complex education terminology in two languages	30
PSPTIS143	Use complex health terminology in two languages	35
PSPTIS144	Use complex legal terminology in two languages	35
PSPTIS145	Apply codes and standards to professional judgement	20
PSPTIS146	Negotiate translating and interpreting assignments	25

Unit Code	Unit Title	Nominal Hours
PSPTIS147	Read and analyse general purpose English texts to be translated	60
PSPTIS148	Read and analyse special purpose English texts to be translated	70
PSPTIS149	Apply theories to interpreting work practices	25
PSPTRP001	Intercept vehicles and assess vehicle compliance	40
PSPTRP002	Operate weighbridges	20
PSPTRP003	Intercept vehicles and assess driver compliance	45
PSPTRP004	Conduct detailed vehicle inspections	40
PSPTRP005	Pilot or escort oversize and/or over-mass vehicles	45
PSPTRP006	Undertake access assessments and approvals	30
PSPTRP007	Provide information on vehicle configuration compliance	30
PSPTRP008	Operate within the regulatory framework for road transport compliance	60
PSPTRP009	Provide vehicle technical advice	35
PSPWPI008	Evaluate and report on workplace legislative compliance	260
PSPWPI009	Facilitate improvement in workplace legislative performance	120
PSPWPI010	Investigate possible breaches of workplace legislation	70
PSPWPI011	Improve compliance through industry partnerships	50
PSPWPI012	Investigate complex issues	200
PSPWPI013	Manage emerging issues	50
PSPWPI014	Represent and promote the organisation	50
PSPWPI015	Advise on work health and safety (WHS) legislative frameworks	50

## CONTACTS AND LINKS

### Curriculum Maintenance Manager (CMM) Service

#### Business Industries

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

Jennifer Fleischer  
Executive Officer  
Chisholm Institute  
PO Box 684, Dandenong, Victoria 3175  
Ph: (03) 9238 8501  
Email: [jennifer.fleischer@chisholm.edu.au](mailto:jennifer.fleischer@chisholm.edu.au)  
Or [cmmbi@chisholm.edu.au](mailto:cmmbi@chisholm.edu.au)

#### Translating and Interpreting

CMM Name: Mandy Penton  
Institute: Victoria University  
Address: PO Box 14428, Melbourne VIC 8001  
Phone: (03) 99195302  
Email: [Mandy.Penton@vu.edu.au](mailto:Mandy.Penton@vu.edu.au)

CMM Name: Nadia Casarotto  
Institute: Victoria University  
Address: PO Box 14428, Melbourne VIC 8001  
Phone: (03) 99195300  
Email: [Nadia.Casarotto@vu.edu.au](mailto:Nadia.Casarotto@vu.edu.au)

#### Jobs and Skills Council (JSC)

As part of the National Industry Engagement Reforms, new Jobs and Skills Councils (JSCs) are being established. At the time of publication, the entity for the *Public Safety and Government* JSC has not yet been announced. For more information see [Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government \(dewr.gov.au\)](http://www.dewr.gov.au/industry-engagement-reforms)

#### National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](http://www.training.gov.au) for more information.

#### Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](http://www.dewr.gov.au) for more information.

## **State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)**

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [djsir.vic.gov.au](http://djsir.vic.gov.au) for more information. (03) 9637 2000

## **National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)**

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See [asqa.gov.au](http://asqa.gov.au) for more information.

## **State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)**

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](http://vrqa.vic.gov.au)

## **INDUSTRY REGULATORY BODIES**

### **WorkSafe Victoria**

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. WorkSafe needs to provide written verification before high risk work units can be added to an RTO's scope of registration. [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au) See [worksafe.vic.gov.au](http://worksafe.vic.gov.au) for further information.

222 Exhibition Street,  
Melbourne 3000  
(03) 9641 1444 or  
1800 136 089 (toll free)

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
<b>Nominal Hours</b>	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria.