



Nationally Accredited Skill Set For Authorised Officers



ACIM Solutions (RTO #41002) offers tailored **Authorised Officer** training for staff who are performing, or aspiring to perform, the functions of Authorised Officers within Regulatory Agencies. This learning and development program is comprised of nationally recognised units of competence and is specifically focused on supporting those who hold and execute legislated powers as part of their role.

The roles and responsibilities of an authorised officer may include:

- monitoring compliance in their industry
- assessing applications for approval
- conducting assessments and audits
- enforcing compliance
- investigating incidents and complaints
- providing advice and guidance to drive compliance.

While often referred to in the law as 'authorised officers', job titles can vary across states and territories depending on their role and the regulatory authority. Other titles commonly used to describe these roles include Field Officers, Inspectors, Compliance Officers, and Investigators.

The Authorised Officer training is comprised of skills sets from the nationally recognised **PSP40416 Certificate IV in Government Investigations** and is tailored specifically for the relevant legislative framework.

The Program

The Authorised Officer training is a great opportunity for people working or aspiring to work in a compliance role to learn occupational specific competencies within the investigations and regulatory compliance environment.

Although flexible the Authorised Officer Skill Set program typically offers the following units:

	Unit code	Unit Name
1	PSPREG003	Apply regulatory powers
2	PSPREG008	Act on non-compliance
3	PSPINV001	Plan and initiate an investigation
4	PSPREG012	Gather information through interviews
OPTIONAL ADDITIONAL UNITS		
5	PSPINV002	Conduct an investigation*
6	BSBWHS301	Maintain workplace safety*
7	PSPCRT007	Compile and use official notes*

*Alternative units are also available

Program Delivery Options

Delivery options are flexible however we do offer a **three-day face to face interactive workshop** at a location suitable to your organisation.

We tailor the training using your legislation, policies and procedures to ensure everyone is able to implement the skills and knowledge directly into the workplace.

Pathways

Upon successful completion, each participant is issued with a Statement of Attainment. These units can then be credited towards the full Certificate IV in Government Investigations.

Facilitators

Our facilitators have extensive backgrounds in diverse investigative roles in the public sector and in designing effective and innovative vocational education programs.

To read more about our facilitator team go to:

www.acimsolutions.com.au/category/our-team

Contact us

For more information about this program or any other programs we offer please feel free to contact us on email:

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