

# Certificate II in Local Government (Operational Works) LGA20204

This nationally recognised qualification will help operational staff who are new to Local Government to be able to perform various tasks within the prescribed framework of local government. This will be ideal for people starting out as roads maintenance officers.

It will provide participants with general skills such as OH&S and organising work priorities as well as more specific work-related skills such as in the construction and maintenance of council's infrastructure.

It is anticipated that all participants will be working within an organisation where they will be able to practice the skills being developed.

## **Delivery and Assessment**

The Local Government Training Institute has developed this program to offer flexibility with ongoing support. To gain this certificate, participants can combine recognition of current work-related skills and knowledge with structured training and assessment.

Participants will undertake this qualification in their work place with Local Government Training Institute.

At the start of the program, participants will be given a Learner's Toolkit – containing learners guides, reading materials, work based projects, self-assessment checklists and appropriate assessment tasks.

They will be contacted on a regular basis by the staff at Local Government Training Institute, staff to offer support and to monitor and assess their progress. Phone and email support is available at all times.

## **Duration**

It will normally take 18 months to complete the learning and assessment for this qualification.

## **Incentives**

Incentives of \$4,000 may be available for eligible staff under an Existing Worker Traineeship. Further details on available incentives are available from an Apprenticeships Centre in your area, for information and contact details visit <http://www.australianapprenticeships.gov.au>.

For people who undertake this certificate as part of a new-entrant or existing worker traineeship in NSW, the training may be partly funded by the NSW Government in partnership with the Australian Government.

## **Units of Competency**

Participants must successfully complete 14 Units to obtain this qualification, based on the following guidelines:

### **Participants can choose at least 5 Common Units**

Electives can be chosen from a list of options, some include:

LGACOMP007A	Participate in policy development
LGACOMP008A	Apply conflict resolution strategies
LGACOMP009A	Implement effective communication techniques
LGACORE101B	Access learning and career development opportunities
LGACORE102B	Follow defined OHS policies and procedures
LGACORE103B	Provide service to local government customers
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
LGAGOVA303B	Coordinate production of communication materials

### **And a minimum of four units from Special Operational Works below:**

LGAEHRW201A	Collect waste refuse or recyclables
LGAWORK201A	Control traffic at a work site
LGAWORK204A	Plan daily work routines
LGAWORK205A	Operate and maintain equipment
LGAWORK206A	Measure and calculate civil materials
LGAWORK208A	Perform field support duties in the construction and maintenance of water reticulation systems
LGAWORK209A	Perform field support duties in the construction and maintenance of sewerage collection systems
LGAWORK210A	Perform field support duties in concrete construction
LGAWORK211A	Perform field support duties in the construction and maintenance of drainage systems
LGAWORK212A	Perform field support duties in a roadwork environment

And up to 5 units are from any section of the Local Government Training Package at the Certificate II level and/or any other endorsed Training Package at Certificate II.

Further details on any of the above units are available from the Local Government Training Institute.

### **How to obtain further details and apply for the course**

For further details and an enrolment package, please contact:

Client Liaison and Support Officer

Ph: 4922 2342

[rochellet@lgti.com.au](mailto:rochellet@lgti.com.au)

## **Local Government Training Institute**

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