

# Certificate III in Local Government (Operational Works)

LGA30304

## Tailored for Parks and Gardens staff

This is a nationally recognised qualification, focusing on a wide range of skills required by outdoor staff in local government. 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 to enhance their capabilities in areas important to their organisation and their career. It will provide participants with general skills such as OH&S and organising work priorities as well as more specific work-related skills.

### Duration

It will normally take 2 years to complete the learning and assessment for this qualification.

### Course Delivery and Support

Participants can undertake this program in the workplace through either a “flexible delivery” or a correspondence program. The program mode will be agreed on before participants commence.

#### ***Option 1: Flexible Delivery***

Participants undertake this qualification in their work place and face to face workshops. They receive appropriate support and assistance from qualified trainers at Local Government Training Institute, such as coaching and face-to-face training.

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

They are contacted regularly by Local Government Training Institute staff to offer support and are visited every 2 months to monitor and assess their progress. Phone and email support is available at all times.

#### ***Option 2: Training undertaken in the workplace using learning materials provided by LGTI***

With the “Distance Education Program”, participants receive all of the resources and phone / email support as mentioned for the flexible delivery program. However, all support, assessment and monitoring are at a distance (ie. not face to face).

### 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.

### **Fees payable to Local Government Training Institute**

- ✓ Existing Worker Trainees in a Flexible Delivery Program: \$4,000 per participant.
- ✓ Existing Worker Trainees in a Distance Education Program: \$3,500 per participant.
- ✓ New Entrant Trainee: \$2500 (including \$808 Compulsory Administration Fee).

### **Units of Competency**

Participants must successfully complete 17 Units to obtain this qualification.

### ***Working in a Local Government Context***

LGACORE101B	Access learning and career development opportunities
LGACORE102B	Follow defined OH&S policies and procedures
LGACORE104B	Work effectively in a Local Government
LGACORE105B	Work with others in Local Government
LGACOMP008A	Apply conflict and resolution strategies

### ***Special Operational Works***

LGAWORK301A	Evaluate works maintenance needs and priorities
LGAWORK303A	Prepare site for new operational works
LGAWORK309A	Coordinate the work activities of a team
LGAWORK308A	Lead a team
RTD3034A	Implement a revegetation project
RTC3201A	Conduct operational inspection of park facilities
RTC3311A	Perform specialised machinery maintenance
RTC3704A	Prepare and apply chemicals
RTC3705A	Transport, handle and store chemicals
RTE3714A	Maintain and monitor environmental work practices
RTE3611A	Operate pressurised irrigation system
RTF3004A	Implement a grassed area maintenance program

### **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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