

# Certificate III in Local Government (Operational Works)

LGA30304

## Tailored for Civil Construction

This nationally recognised qualification focuses on a wide range of skills required by civil construction staff in local government. The Local Government Training Institute has developed this program to offer flexibility with ongoing support. 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.

### Course Delivery and Support

Two options are available for delivery of this program: flexible delivery and employment based.

#### ***Option 1: Classroom Based Program***

Participants are provided with a series of classroom based sessions. At the start of the program, participants are given learner's guides, reading materials, work based projects, self-assessment checklists and appropriate assessment tasks.

They also receive appropriate support and assistance from qualified trainers at the Local Government Training Institute, such as coaching and workplace-based assessment. Phone and email support is available at all times.

#### ***Option 2: Employment Based Program***

Participants undertake this qualification in their workplace. They receive appropriate support and assistance from qualified trainers at the Local Government Training Institute, such as coaching and workplace-based assessment. Phone and email support is available at all times.

At the start of the program, participants are given learner's guides, reading materials, work based projects, self-assessment checklists and appropriate assessment tasks.

### Duration

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

### Incentives

Incentives may be available for eligible staff as a New-Entrant or 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>.

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

Please contact the Business Development Team for more details on the fees applicable for this course.

### **Units of Competency**

Participants must successfully complete 17 Units to obtain this qualification.

#### **5 or more common pool units from:**

LGACORE101B	Access learning and career development opportunities
LGACORE102B	Follow defined OH&S policies and procedures
LGACORE103B	Provide Service to Local Government Customers
LGACORE104B	Work effectively in a Local Government
LGACORE105B	Work with others in Local Government
LGACOMP007A	Participate in Policy Development
LGACOMP008A	Apply Conflict and Resolution Strategies
LGACOMP009A	Implement Effective Communication Techniques
LGAGOVA303B	Coordinate production of communication materials

#### **A minimum of 4 specialist operational works pool units from:**

LGAWORK301A	Evaluate Works Maintenance Needs and Priorities
LGAWORK302A	Oversee a Traffic Control Plan on a Worksite
LGAWORK303A	Prepare Site for new Operational Works
LGAWORK304A	Construct and Maintain Drainage Systems
LGAWORK305A	Construct and maintain concrete structures
LGAWORK306A	Construct roads and pavements
LGAWORK307A	Maintain reticulated services
LGAWORK308A	Lead a team
LGAWORK309A	Coordinate the Work Activities of a Team
LGAWORK310A	Maintain roads and pavements
LGAWORK311A	Maintain bridges

And up to 8 units from any section of the Local Government Training Package at the Certificate III level and/or any other endorsed Training Package at Certificate III.

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

For further details and an enrolment package, please contact the Business Development Team on 02 4922 2333 or email [reception@lgti.com.au](mailto:reception@lgti.com.au).

## **Local Government Training Institute**

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