

# Certificate III in Local Government (Regulatory Services) LGA30404

This is a nationally recognised qualification, focusing on the role of employees in local government who are required to enforce legislation in a wide range of areas including parking compliance and facilities, animal and reptile control. It will provide participants with general skills such as OH&S and conflict resolution, as well as more specific work-related skills, such as implementing parking controls.

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.

## **Duration**

It will take up to 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 workplace. They receive appropriate support and assistance from qualified trainers at the Local Government Training Institute, such as coaching in the work environment and/or face-to-face training.

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 are contacted regularly by the Local Government Training Institute staff to offer support and maybe visited in the workplace to monitor their progress and assess their skills. Phone and email support is available at all times.

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

With the Correspondence 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 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>.



## **Local Government Training Institute**

4 Sandringham Ave Thornton NSW 2322 AUSTRALIA

PO Box 3137, Thornton NSW 2322 AUSTRALIA

Telephone: +61 2 49 222 333 Facsimile: +61 2 4966 0655

Email: [reception@lgti.com.au](mailto:reception@lgti.com.au)

ABN: 24 232 406 407

**[www.lgti.com.au](http://www.lgti.com.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 12 Units to obtain this qualification.

#### ***A minimum of 5 Common Units***

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 Local Government
LGACORE105B	Work with others in Local Government
LGACOMP007A	Participate in policy development
LGACOMP008A	Apply conflict resolution strategies
LGACOMP009A	Implement effective communication techniques
LGAGOVA303B	Coordinate production of communication materials

#### ***7 Elective Units***

Electives can be chosen from a long list of options, such as the following:

LGAREGS303A	Enforce legislation to achieve compliance
LGAREGS304A	Apply regulatory powers
LGAREGS301A	Implement parking controls
LGAREGS302A	Operate and maintain council parking facilities
LGAREGS305A	Undertake animal or reptile control duties
LGAEHRW201A	Collect waste refuse and recyclables

At the start of their program, Local Government Training Institute can help the participants to tailor their program to suit their individual learning requirements or organisation. Further details on electives are available from Local Government Training Institute.

### **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)

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