

# Certificate IV in Local Government (Land Management)

## LGA40604

This is a nationally recognised qualification, focusing on a wide range of skills required by employees in local government who generally are responsible for, and have some need to organise, other staff. 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.

Participants can develop skills in a wide range of areas including providing leadership, developing procedures, preparing budgets, coordinating & facilitating change, managing a project, preparing plans for land management, implement strategies to minimise environmental pollution.

### 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, web-based activities, 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 are 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)

### Recognition of Current Competencies (RCC)

Participants can also choose to demonstrate their competency in 12 units in this Certificate by presenting evidence of their workplace-based activities and prior learning. They will be provided with an RPL kit which they will complete and return to Local Government Training Institute with a folder of evidence to be assessed

### **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.
- ✓ RCC: \$120 per unit. (all prices are GST Free)

### **Units of Competency**

Participants must successfully complete 12 Units to obtain this qualification.

#### **4 Common Units**

Such as the following:

LGACORE102B	Follow defined OH&S policies and procedures
LGACORE104B	Work effectively in a Local Government
LGACORE105B	Work with others in Local Government
LGACORE601B	Develop, implement and review operational plans
LGACOMP026A	Provide team leadership

#### **8 Elective Units**

Electives can be chosen from a long list of options, which could include:

LGAEHRH302A	Undertake water sampling and routine reporting
LGALAND401A	Apply the principles of ecologically sustainable development to council decisions
LGALAND404A	Undertake research of the natural and built environment
LGAEHRW505B	Implement strategies to minimise environmental pollution
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
LGACOMP025A	Manage a local government project
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section.

At the start of their program, participants can tailor their program to suit their individual learning requirements or organisation. Electives could also be chosen from the areas of Regulatory Services, Planning and Land Management.

### **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

## **Local Government Training Institute**

4 Sandringham Ave Thornton NSW 2322 AUSTRALIA  
 PO Box 137, Thornton NSW 2322 AUSTRALIA  
 Telephone: +61 2 49 222 312 Facsimile: +61 2 4966 0655  
 Email: [certificateprograms@lgti.com.au](mailto:certificateprograms@lgti.com.au)

**[www.lgti.com.au](http://www.lgti.com.au)**