



# Certificate IV in Local Government (Operational Works)

LGA40404

## Tailored for Parks and Gardens Supervisors and Managers

This is a nationally recognised qualification, focusing on a wide range of skills required by outdoor staff and supervisors in local government. Local Government Training Institute (LGTI) 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.

### Delivery and Assessment

*Two options* are available for delivery of this program: flexible delivery and correspondence.

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

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 LGTI 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 "Correspondence", 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.



## Local Government Training Institute

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### **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 a Compulsory Administration Fee)

### **Units of Competency**

Participants must successfully complete 17 Units to obtain this qualification.

### ***Working in Local Government***

LGACOM405B	Implement and Monitor the Organisation's OH&S Policies, Procedures and Programs within a Work Group or Section
LGACOM407B	Manage Finances within a Budget
LGACORE104B	Work effectively in a Local Government
LGAGOVA410B	Monitor Council Procedures to Ensure Compliance with Relevant Legislation
LGACORE105B	Work with Others in Local Government

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

LGAWORK401A	Develop works maintenance schedule
LGAWORK402A	Prepare for operational works
LGAWORK404A	Manage a civil works project (Related to parks and gardens)
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
LGAWORK406A	Supervise concrete works (related to parks and gardens)
RTD4020A	Plan the implementation of revegetation works
RTC4702A	Minimise risk with chemicals
RTC4703A	Plan and implement a chemical program
RTC4905A	Cost a project
RTC4024A	Recommend plants, advise on cultural practices
RTC4306A	Supervise maintenance of machinery
RTE4607A	Plan an on site irrigation system installation and construction work

As electives can be chosen from a long list of options and are subject to change over time, please contact the Certificate Programs Coordinator at Local Government Training Institute for further details on suitable elective options.

### **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)

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