



# Certificate IV in Local Government (Planning) LGA40708

This nationally recognised qualification has been tailored to help councils deal with the skills shortage in the Town Planning profession. The course will benefit council employees who work in the development assessment area, as they will learn how to deal with customer enquiries in an informed way and process preliminary work for Town Planners to review. The qualification will give a solid grounding to staff who may wish to consider Town Planning as a profession in the future.

## **Duration**

It will normally take 18 months of structured training 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>.

## **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.



## **Local Government Training Institute**

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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





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

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

NB This traineeship can be enhanced by attending the Local Government Training Institute' short-course Developing the Town Planners Assistant. This offers credit towards the Certificate IV qualification. Please contact the Local Government Training Institute for details and prices for this course.

### **Units of Competency**

**Participants must successfully complete 12 Units to obtain this qualification, which may include:**

*3 Common Pool units, such as the following:*

LGACOM411A	Interpret and apply authority to act
LGACOMP024A	Develop community relations
LGACOMP025A	Manage a local government project
LAGCOMP026A	Provide team leadership
LGACORE102B	Follow defined OHS policies and procedures
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation

*A minimum of 6 units and a maximum of 9 Specialist Planning Pool units from the following list:*

BCGBC4012A	Read and interpret plans and specifications
LGAPLEM404A	Prepare and present geographic information systems data
LGAPLEM405C	Provide assistance in carrying out building inspections
LGAPLEM406B	Analyse the natural and built environment
LGAPLEM407A	Read and interpret titles, covenants and the local planning scheme
LGAPLEM408A	Process building permits
LGAPLEM409A	Draft planning permits and conditions
LGAPLEM410A	Provide service and information in preparing a development application
LGAPLEM411A	Conduct initial assessments of minor planning applications
LGAPLEM412A	Support the planning application, notification and appeals process
LGAPLEM413A	Conduct site inspections to check accuracy of plan and application documentation
LGAREGS303B	Enforce legislation to achieve compliance
LGAREGS402B	Provide evidence in court

*And up to 3 Elective units from the General Pool or any section of the Local Government Training package and/or any other endorsed Training Package at Certificate IV level.*

#### **Notes on Electives:**

- Local Government Training Institute reserves the right to make changes to the advertised program arising from consultation with stakeholders.
- No more than 1 elective unit may be drawn from an AQF level below or above the AQF level of this qualification.
- The inclusion of additional elective units may need to be considered to meet the specific needs of the State or Territory.

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

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

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