



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, 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).

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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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.

Fees payable to the Local Government Training Institute

- ✓ Existing Worker Trainees: \$3,700 per participant (GST Free) for the 18 month program. **

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.

** Participants will be eligible for a \$300 discount on the Certificate if they complete the "Developing the Town Planners Assistant" Course and the full Certificate IV.

Units of Competency

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

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
LGAPLEM401B	Undertake assessments of domestic scale building applications
LGAPLEM402B	Assess minor applications for use or development
LGAPLEM403A	Attend requests for building and planning information and advice
LGAPLEM404A	Prepare and present geographic information systems data
LGAPLEM405B	Provide assistance in carrying out building inspections
LGADMIN421A	Participate in negotiations
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
LGALAND401A	Apply the principles of ecologically sustainable development to council decisions

- * Local Government Training Institute reserves the right to make changes to the advertised program arising from consultation with stakeholders.
- * In a limited number of cases changes can be made to the unit selection.

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

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