

Certificate IV in Local Government Administration

LGA40204

This nationally recognised qualification focuses on a wide range of skills required by employees in local government who may be in a senior administration role and are responsible for, and have some need to organise, other staff. 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, developing community relations and conducting public educational presentations.

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

The Local Government Training Institute (LGTI) has developed this program to offer flexibility with ongoing support. Participants can choose to undertake this qualification in their work place. They will receive appropriate support and assistance from qualified trainers at the Local Government Training Institute, such as coaching and 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).

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 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>.

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 of competency to obtain this qualification based on 4 or more common units, 5 or more specialist local government administration units and up to 3 other electives from a wide range of options. At the start of their program, participants can tailor their certificate to suit their individual learning requirements or the needs of the organisation.

Options include the following:

Common Unit Examples

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
LGACORE101B	Access Learning and Career development opportunities

Elective Unit Examples

LGACOM503B	Prepare a budget
LGACOM403B	Conduct public educational presentations
LGACOM602B	Coordinate and facilitate a change process
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.

Specialist Unit Examples

LGACOM401A	Administer contracts
LGACOM409A	Prepare tender documentation
LGAGOVA402A	Allocate property address or identifying number
LGAGOVA411A	Prepare accounts for rates
LGAGOVA505B	Prepare rate notice forms
LGADMIN421A	Participate in negotiations

As electives can be chosen from a long list of options and are subject to change over time, please contact the Team at LGTI 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 the Business Development Team on 02 4922 2333 or email reception@lgti.com.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

www.lgti.com.au