



Certificate IV in Local Government LGA40104

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, 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

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).

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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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 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
LGACOM603B	Develop, implement and review operational plans
LGACOMP026A	Provide team leadership

8 Elective Units

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

LGACOM403A	Conduct public educational presentations
LGACOM405B	Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section
LGACOM503B	Prepare a budget
LGACOM602B	Coordinate and facilitate a change process
LGACORE501B	Provide quality and timely advice to council
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
LGACOMP025A	Manage a local government project
LGACOM406A	Represent council at legal proceedings
LGALAND401A	Apply the principles of ecologically sustainable development to council decisions

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 the Business Development Team on 02 4922 2333 or email reception@lgti.com.au.

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