



THE VOCATIONAL GRADUATE CERTIFICATE IN LOCAL GOVERNMENT MANAGEMENT

IT'S THE CAREER ACCELERATOR FOR COUNCIL MANAGERS

SUBJECT CHOICES

- **Govern** councils
- **Manage the human resources** process in local government
- **Lead and develop** local government staff
- **Lead the strategic planning** process for local government
- **Manage and improve** the organisation's processes
- Develop **risk management** systems
- Use **financial and economic information** for strategic decision making
- Develop, lead and **build community capacity**
- Build **business opportunities** and community initiatives
- Manage **contracts and contractors**
- Manage **complex projects**
- Develop and manage an **asset management plan**

► ACCELERATE YOUR CAREER

The Vocational Graduate Certificate in Local Government Management is designed for senior managers and those aspiring to senior positions in councils. It is the highest qualification from the Local Government Training Package and the second highest nationally recognised qualification available in the Vocational Education and Training (VET) sector.

The program is of comparable rigour to a University-level Graduate Certificate, but with an emphasis on skills and knowledge to be applied in the workplace. It focuses on the development of professional capabilities that are critical to local government managers and assists participants to deliver strategic outcomes for their organisation.

► WHAT SUBJECT AREAS CAN I CHOOSE FROM?

To satisfy the requirements of the Vocational Graduate Certificate in Local Government Management, you will need to demonstrate competency in 4 Subjects (or units of competency) selected from the pool of units (listed left).

► RECOGNITION OF PRIOR LEARNING (RPL)

Experienced local government managers may choose to apply for Recognition of Prior Learning (RPL) for some subjects and provide a portfolio of evidence to be assessed. LGTI staff offer guidance in putting together an RPL application.

► HOW IS THE COURSE DELIVERED?

The course is delivered by distance education with multiple course intakes during the year. Candidates are provided with all course materials and if required, coaching support by LGTI staff.

► HOW DOES THE VOCATIONAL GRADUATE CERTIFICATE DIFFER FROM A UNIVERSITY GRADUATE CERTIFICATE?

Historically, universities have offered a Graduate Certificate as a post-graduate qualification, i.e. an area of specialisation that was undertaken after obtaining a Bachelor's Degree. However it is now common for universities to accept entry into a Graduate Certificate, based on an applicant's industry experience. Traditionally, they often focus on reading published literature and the candidate is assessed by submitting essays on their academic research.

For some years now, Registered Training Organisations (RTOs) have also been providing Graduate Certificate programs to various industries and professions. The coursework in these programs focuses on researching and then implementing work-based policies, plans, projects, or other initiatives. This is submitted to the RTO as evidence for assessment purposes. In other words it's practical!

The diagram below shows where the qualification sits in the Australian Qualifications Framework.

AQF Qualification by Sector or Accreditation

Vocational Education and Training Sector Accreditation	Higher Education Sector Accreditation
	Doctoral Degree
	Masters Degree
Vocational Graduate Diploma	Graduate Diploma
Vocational Graduate Certificate	Graduate Certificate
	Bachelor Degree
Advanced Diploma	Associate Degree, Advanced Diploma
Diploma	Diploma
Certificate IV	

► HOW LONG WILL IT TAKE TO COMPLETE?

Progress through the course is largely determined by your ability to study in a self-directed manner, however there are time goals built in to encourage you. A realistic timeframe is 12 months, however you may complete it quicker if you have the enthusiasm.

► IS THIS QUALIFICATION NATIONALLY-RECOGNISED?

Yes this qualification is recognised in all States and Territories in Australia. On successful completion, you will be awarded the Vocational Graduate Certificate in Local Government Management national code LGA70108.

► HOW MUCH WILL THE COURSE COST?

Please contact the Business Development Team for more information about the fees applicable for this course.

► HOW DO I FIND OUT MORE?

For further information, including full subject descriptions, please contact LGTI's Business Development Team on (02) 4922 2333 or email reception@lgti.com.au.



NATIONALLY RECOGNISED
TRAINING



Vocational Graduate Certificate in Local Government Management LGA70108

PRE ENROLMENT INFORMATION FOR APPLICANTS

LGA70108 Vocational Graduate Certificate in Local Government Management is a flexible qualification geared towards meeting the diverse needs and high level of skills of senior managers in councils and shires across the nation. In order to meet these diverse needs the qualification has been structured to enable significant choice.

What constitutes a Vocational Graduate Certificate

The Australian Qualification Framework states that a Vocational Graduate Certificate is:

... generally designed for specific vocational purposes, either the broadening of skills and knowledge already gained in an undergraduate program, or vocational skills and knowledge in a new professional area.

The characteristics of the competencies or learning outcomes of a Vocational Graduate Certificate described within the AQF clearly reflect the sophisticated level of skills and knowledge that are developed and assessed in order for the qualification to be awarded.

These include:

- the self-directed development and achievement of broad and/or specialised areas of skills and knowledge building on prior skills and knowledge
- substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and/or management functions in highly varied and/or highly specialised contexts
- applications that involve making significant, high level, independent judgements in major, broad or specialised planning, design, operational, technical and/or management functions in highly varied and/or highly specialised contexts — these may include responsibility and broad ranging accountability for the structure, management and output of the work of others and/or functions.

Units and Descriptions

LGAGCM706A Develop risk management systems

Covers planning and managing the risk management system, including developing, monitoring, reviewing and continuously improving the system and reporting the benefits of the risk management system to stakeholders.

LGAGCM707A Use financial and economic information for strategic decision making

Covers the use and analysis of financial and economic information to achieve the objectives of the council. The use and interpretation of financial information to support business decision making, as well as the analysis and use of budget systems and reporting processes are addressed. The impact of micro and macro economic information on council and regional economic planning is also addressed.

LGAGCM708A Develop, lead and build community capacity

Covers the development, engagement and leadership of communities by council officers and elected members. It addresses the skills involved in the strategic development of community directions and programs and the ongoing involvement of residents, businesses and other stakeholders in the work of council. It is appropriate for elected members, CEOs and other senior managers of councils.

Vocational Graduate Certificate in Local Government Management LGA70108

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LGAGCM709A Build business opportunities and community initiatives

Covers the building of business and entrepreneurial skills necessary to develop new opportunities, programs and services that will grow the economic base of the community and council.

Elected members and senior council managers require the skills to develop business opportunities within councils and within and on behalf of their communities and so opportunity seeking, environmental analysis, business case development and planning skills are addressed in this unit.

LGAGCM710A Manage contracts and contractors

Covers the skills and knowledge required of senior managers responsible for overseeing the development of tenders and the subsequent management of contracts and contractors.

Effective and efficient management of external contracts is now a major component of many managers' roles. The need for high levels of accountability and transparency while managing commercial relationships is addressed in this unit.

LGAGCM711A Manage complex projects

Covers the skills and knowledge required of senior managers responsible for identifying, planning, controlling and finalising complex projects. The unit addresses the management of projects of significant scope and duration, for example, the development and implementation of a major new program or service or the construction of a significant new piece of infrastructure.

The environment in which the project is managed is also complex and involves the management of a significant project team which typically will include staff representing diverse skill sets. The management of complex projects also requires significant reporting requirements. The unit will support managers with responsibility across all portfolios and departments within councils who must exercise the skills necessary to ensure projects are planned and managed effectively in order to deliver the required outcomes on time and within budget.

LGAGCM712A Develop and manage an asset management plan

Covers the skills and knowledge required of senior managers with responsibility for managing the, typically lengthy, life cycle of major community assets and infrastructure. The unit will support the specification of the organisation's and stakeholders' objectives, the strategy and planning process, and the data and information required to support the process, including auditing and review.

Pre-requisites

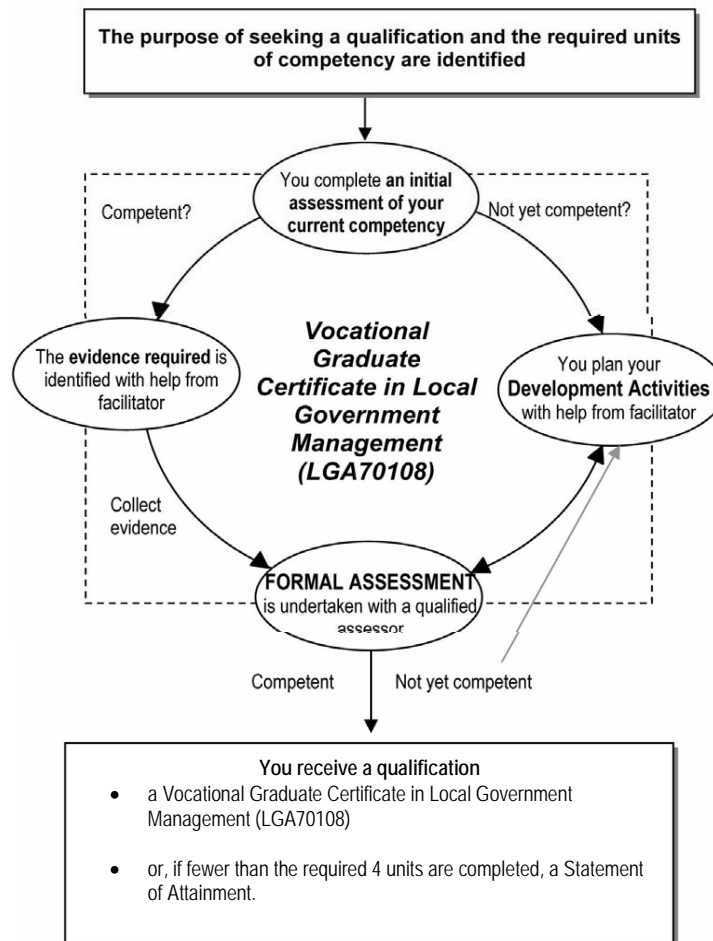
To successfully complete the program, you need:

- The ability to work in a self-directed manner, meeting agreed milestones in your learning plan
- Research skills, particularly using the internet
- Adequate computer skills, to write up reports and communicate with learning facilitators and assessors by email
- The ability to evaluate, synthesise, analyse and apply research information to workplace projects
- The resolve to see a project through to conclusion
- Sufficient managerial autonomy and authority to initiate practical workplace projects that will benefit your organisation

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The Learning and Assessment Process



Upon commencing the Vocational Graduate Certificate program, you will be asked to choose four units of competency that best suit the skills and knowledge you wish to develop and/or have recognised.

You will be contacted by an LGTI Learning Facilitator who will guide you through the learning resources you receive. They will also discuss your work role and assist you in the choice of suitable work-based projects. You will complete an initial assessment of your current competencies against the essential requirements for each unit you have chosen.

You will be provided with a Workplace Skill Development Guide and an Assessment Guide for each unit. You will then be given the opportunity to undertake research activities to check that you have the required underpinning skills and knowledge to demonstrate competency in each unit.

As part of your ongoing support, you will have email and telephone access to a coach who will provide assistance to help you develop your skills and apply them to your workplace; remembering that this is a self-directed program that has been designed to build self-reliance and task management skills.

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Throughout the program, you will require the support of your employer to provide you with assistance to develop the required skills. This support could include discussing a suitable training plan, offering a suitable mentor, monitoring your progress, providing encouragement and feedback, as well as providing time to undertake the course and develop the skills required. The amount of time and how it is given is to be determined by you, your employer and supervisor.

As you progress through each unit, an LGTI facilitator will assist you in gathering evidence of your prior learning and in planning and undertaking workplace projects and activities.

This process, and the application of your skills, will become a major component of both the skill development and competency assessment process. As a result, you will need to ensure that you:

- select a project that is relevant to your work and achievable, and that you have opportunities to fully explore, practise and demonstrate competency within a reasonable timeframe
- have the project outline signed off by your manager, LGTI learning facilitator and assessor
- obtain agreement from within your organisation that you will have access to the necessary resources to complete the project

Demonstrating your Skills and Knowledge

LGTI will guide you through the process of gathering relevant evidence of your existing skills and knowledge and, where required, help you develop your skills further through activities, such as structured learning, the completion of activities and/or major workplace project/s. Your supervisor will also be asked to assist with reporting on your workplace performance through observation checklists.

When you are ready to be assessed against the national standards, an LGTI assessor will review your evidence portfolio and confirm whether you have demonstrated competence against the required standards. If you are assessed as not yet competent, you will be guided through the process of further developing your skills and/or submitting additional evidence for the assessor.

Once you have successfully demonstrated the required skills and knowledge in four units of competency you will be issued a nationally recognised Vocational Graduate Certificate in Local Government Management.

For further details on undertaking this qualification, please contact:

Business Development Team
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National RTO ID: 90870

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