



Certificate IV in Local Government (Operational Works)

LGA40404

Tailored for Parks and Gardens Supervisors and Managers

FUNDED PLACES AVAILABLE FOR 2010 - LIMITED OFFER

The **Certificate IV in Local Government (Operational Works)** is a nationally recognised qualification, focusing on a wide range of skills required by outdoor staff and supervisors in local government. The program has been developed in extensive consultation with Parks and Gardens Managers from a broad cross-section of councils. In undertaking this certificate, participants will gain underpinning knowledge and practical skills across a range of essential topics, covering supervision and maintenance; occupational health and safety and project management.

Course Delivery and Support

The Local Government Training Institute has tailored this program to offer flexibility and on-going support. To achieve this, all participants will receive:

- An orientation training day
- Training sessions throughout the program
- Resources - containing learners guides, self-assessment tools and appropriate assessment tasks
- Ongoing email and phone support
- Formal assessment of evidence and project work undertaken throughout the program

Duration

It is expected that participants will be able to complete the learning and assessment requirements for this qualification within 18 months.

Recognition of Prior Learning

Recognition of prior learning will be available. Further information will be provided during the course orientation training day.

Fees payable to Local Government Training Institute

This training is funded by the NSW Government in partnership with the Australian Government, under Existing Worker Traineeship arrangements.

As a result and for a limited time, the Local Government Training Institute is able to offer this Certificate IV at the reduced fee of **\$2,000** (GST Free) – *a saving of over 50 per cent off the standard price.*



Local Government Training Institute

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Eligibility Criteria

- 1) The reduced rates will be available to Existing Worker Trainees who register with an Apprenticeship Centre and commence this certificate in 2010. For this program, Existing Worker Trainees must be Australian citizens or residents, residing or working in NSW.
- 2) Although participants may have previously undertaken or completed other training programs, *it is essential* that they are not currently involved in those programs to meet other participant eligibility requirements.
- 3) It is also preferable that participants currently be in a supervisory role to allow skills developed through the certificate to be demonstrated in the workplace, for example in the role of coordinator/ overseer, supervisor or team leader.

Units of Competency

To obtain this qualification, participants must successfully complete 17 units of competency:

Working in Local Government

LGACOM405B	Implement and monitor the organisation's OH&S policies, procedures and programs within a work group or section
LGACOM407B	Manage finances within a budget
LGACORE104B	Work effectively in a local government
LGACORE105B	Work with others in local government
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation

Special Operational Works

LGAWORK401A	Develop works maintenance schedule
LGAWORK402A	Prepare for operational works
LGAWORK404A	Manage a civil works project (related to parks and gardens)
LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
LGAWORK406A	Supervise concrete works (related to parks and gardens)
RTD4020A	Plan the implementation of revegetation works
RTC4702A	Minimise risk with chemicals
RTC4703A	Plan and implement a chemical program
RTC4905A	Cost a project
RTC4024A	Recommend plants, advise on cultural practices
RTC4306A	Supervise maintenance of machinery
RTE4607A	Plan an on site irrigation system installation and construction work

Notes on electives:

Local Government Training Institute reserves the right to make changes to the advertised program arising from consultation with stakeholders. Further details on electives are available from the Local Government Training Institute.

How to obtain further details and apply for the course

For further details and an application package, please contact:

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