

# Diploma of Local Government (Operational Works) LGA50404

## FUNDED PLACES AVAILABLE FOR 2010 - LIMITED OFFER

The **Diploma of Local Government (Operational Works)** is a nationally recognised qualification that focuses on the skills and knowledge required to develop site specific work instructions and practices and ensure the implementation of site management systems, plans and policies. It is designed to suit personnel in operational works/ technical services who have a high level of autonomy and who can apply a broad range of managerial, coordination and planning skills. This will include Technical Services Officers, Coordinators, Operations Managers, Civil Works Managers/ Supervisors etc.

### 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 day in 2010
- Training sessions held throughout the program
- Learner's Toolkit – containing text, 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 12 months.

### Recognition of Prior Learning

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

### Fees payable to Local Government Training Institute

*This training is funded by the NSW Government in partnership with the Australian Government, under the Federal Government's Productivity Placement Program (PPP).*

**As a result and for a limited time**, the Local Government Training Institute is able to offer this Diploma at the reduced fee of **\$1242** (GST Free) – *a saving of over 65 per cent off the standard price.*



## Local Government Training Institute

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## **Eligibility Criteria**

- 1) The Diploma of Local Government (Operational Works) requires participants to be able to demonstrate understanding of a broad knowledge base including theoretical concepts, with substantial depth in some areas within technical services/ operational works. Participants must be able to participate in the development of strategic initiatives as well as have personal responsibility and autonomy in performing complex technical operations. As a result, the Diploma will suit personnel in the roles of Technical Services Officers, Coordinators, Operations Managers, Civil Works Managers/ Supervisors, or equivalent.
- 2) Participants will need to be able and willing to complete the program within 12 months.

## **Units of Competency**

To obtain this qualification, participants must successfully complete 13 units of competency:

BSBMGT502B	Manage people performance
BSBMGT516A	Facilitate continuous improvement
BSBOHS509A	Ensure a safe workplace
BSBPMG510A	Manage projects, and
BSBRSK501A	Manage risk
LGACOM404B	Establish cooperative arrangements with other organisations
LGACOM407B	Manage finances within a budget
LGACOMP025A	Manage a local government project
LGAGOVA410B	Monitor council procedures to ensure compliance with relevant legislation
LGAWORK403A	Manage civil plant and resources <b>or</b> LGAWORK404A Manage a civil works project
LGAWORK501A	Prepare preliminary design for operational works
LGAWORK502A	Prepare detailed works project documentation
LGAWORK503A	Undertake project investigation

## **Notes on electives:**

- Local Government Training Institute reserves the right to make changes to the advertised program arising from consultation with stakeholders.
- Some variations to the standard units may be approved on a case by case basis.

## **How to obtain further details and apply for the course**

For further details and an application package, please contact:

Margaret Murray, Certificate Programs Manager	Ph: 4922 2312	certificateprograms@lgti.com.au
Casey Balind, Certificate Programs Coordinator	Ph: 4922 2319	caseyb@lgti.com.au

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