

# Resource Folder Procedures

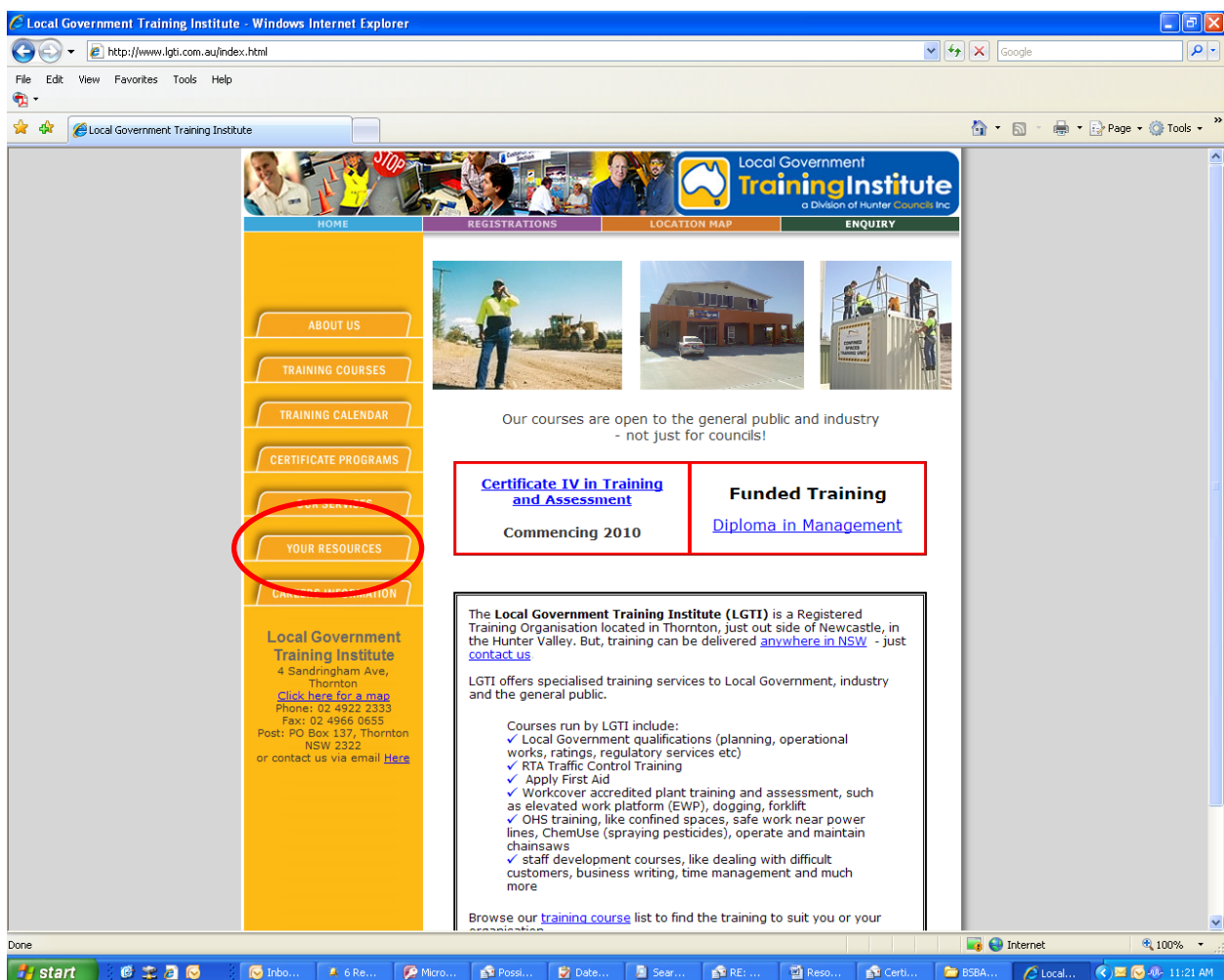
## Local Government Training Institute

### What you need:

- 2 X A4 2 ring folders
- 2 Tab Dividers (numbered 1 to 20)
- Plastic sleeves

### How to put together your Resource Folder

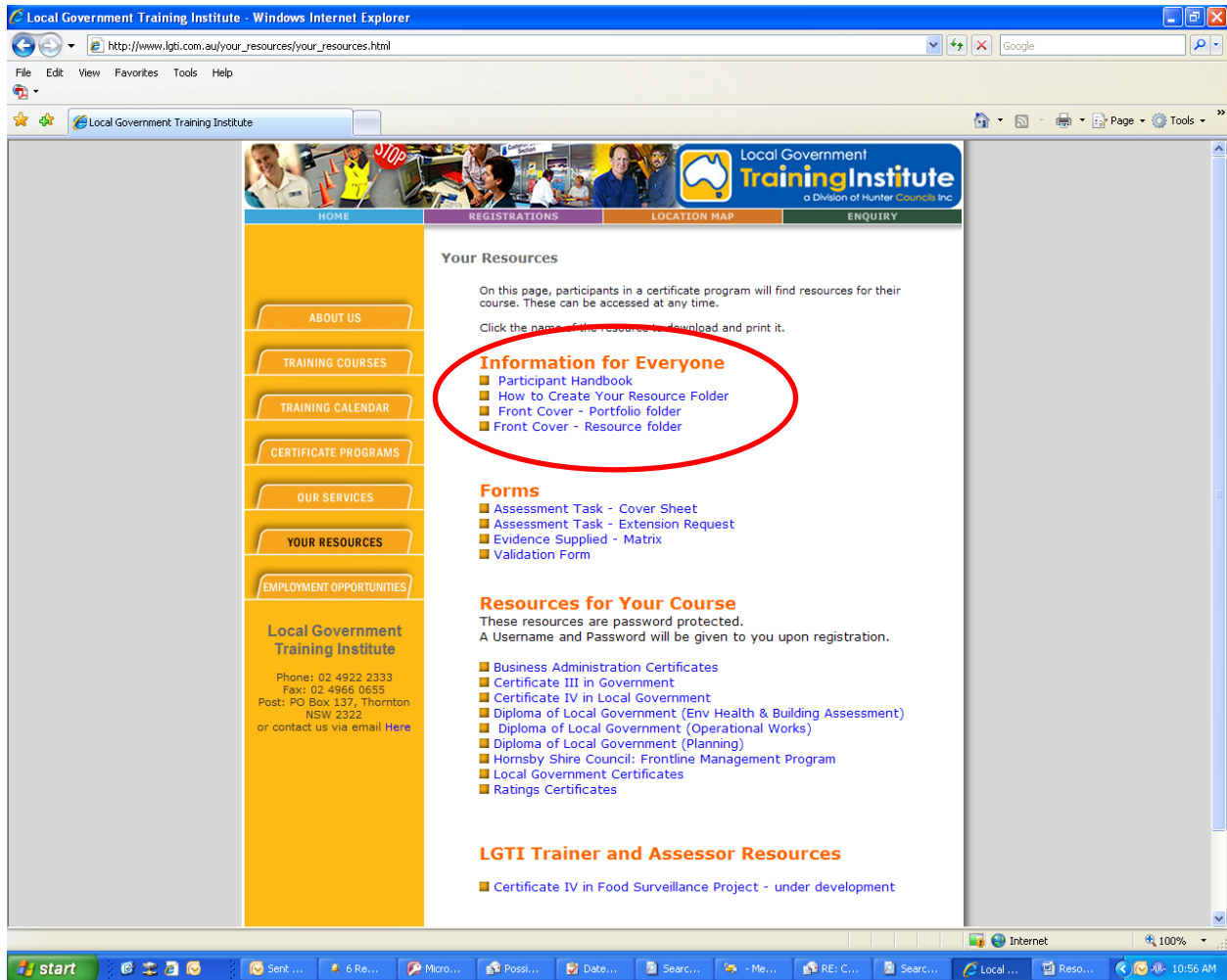
1. Collect 2 A4 2 ring folders, one will be your Resource folder the other your Portfolio folder, and put the 1-20 dividers in each, these will separate each unit.
  - Name one Resource Folder
  - Name the other Portfolio Folder
2. Go to the Local Government Training Institute website ([www.lgti.com.au](http://www.lgti.com.au)) click on 'Your Resources' tab on the left hand side.



3. You will see a list of “Information for Everyone” at the top of the page. Print these and place them in your resource folder according to the table of contents for your qualification:

- Title page (both for your resource folder and your portfolio folder)
- Accessing the Local Government Training Institute Website
- Participant handbook
- Frequently asked questions.

The table of contents can be found in your qualifications Resource area.



4. Click on the qualification you are enrolled in eg. Certificate IV in Local Government. You will need the username and password that you were given via email. (if you have not been given this please contact the Local Government Training Institute)



5. Once you have logged on you will see a list of unit resources including Learners Guides, Assessment tasks and Self assessment checklist. You will need to print each of these documents for all of the units that you are undertaking (For example LGACORE102B, click on LGACORE102B – Learner’s Guide)
6. The document will open in another page. Print, hole punch and put in the corresponding tab in your resource folder.
7. Continue steps 5 to 8 until all of your units have been printed and your resource folder is full.
8. Insert plastic sleeves into your Portfolio Folder, between each divider, and a copy of your table of contents at the front. Place any evidence for your units behind the corresponding tab, in a plastic sleeve.
9. If you require assistance please contact the Local Government Training Institute on (02) 4922 2342