



LGA30304 CERTIFICATE III IN LOCAL GOVERNMENT (OPERATIONAL WORKS)

The LGA30304 Certificate III in Local Government (Operational Works) is a nationally recognised qualification designed for Council works officers who undertake maintenance of Council roads, drains and other infrastructure.

Students will apply existing workplace knowledge and new skills to a series of theoretical tasks. These tasks should be supported through workplace application. Students will also be required to locate and work with Council documents, policies and procedures relevant to their work. The training is designed to create awareness of your Council's safe operating procedures, operational processes and how they relate to industry best practice.

Program Outcomes

- ✓ Understand the role and responsibilities of Local Government and your role in providing service to the community.
- ✓ Improve communication, customer service and conflict resolution skills.
- ✓ Knowledge of team dynamics, leadership styles and effective management techniques.
- ✓ Plan and present at team meetings.
- ✓ Awareness of Council OHS/ WHS policies and procedures and your role in maintaining a safe work environment.
- ✓ Implement traffic control plans at a worksite.
- ✓ Inspect, assess and undertake drainage works according to Council procedures, regulations and Australian Standards.
- ✓ Identify defects and road maintenance requirements.
- ✓ Understand road maintenance standards specifications and repair strategies.
- ✓ Undertake bridge inspections to identify defects, damage and deterioration and understand maintenance techniques.
- ✓ Plan and prioritise works and develop works maintenance schedules.

Program Snapshot



Duration

11 months- (based on 1 full day class per month)



Delivery Options

Workplace based (Face to face)classroom delivery.



Assessment Methods

- Theory assessments
- Case studies
- Practical exercises
- Oral questioning
- Evidence portfolios



Pre-requisites

It is required that learners be employed by a Council in a position that allows them to demonstrate application of skills required by the program. Learners may need access to the internet for on-line research and activities.

LLN will be assessed prior to course commencement.



Resources Provided

Learning resources will be provided including; training manuals, powerpoint presentations, You-tube clips etc.



Costs

\$3,000 full fee.
State Government funding may be available for eligible individuals. Contact us to see if you're eligible for government funding.



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Program Structure

LGA30304 Certificate III in Local Government (Operational Works) requires completion of 17 units of competency. * *Indicates core units.*

Theme 1 : Providing Service to the Community

LGACORE103B Provide service to Local Government customers

LGACORE104B Work effectively in Local Government

LGACOMP008A Apply conflict resolution strategies

(These units have been clustered due to similarities in content and unit requirements)

Theme 2: Leadership & Teamwork

LGACORE105B Work with others in Local Government

LGAWORK309A Lead a team

LGAWORK309A Coordinate the work activities of a team

LGACOMP009 Implement effective communication techniques

(These units have been clustered due to similarities in content and unit requirements)

Theme 3: Workplace Health & Safety

LGACORE102B Follow defined OHS policies and procedures*

LGAWORK302A Oversee traffic control around a worksite

(These units have been clustered due to similarities in content and unit requirements)

Theme 4: Drainage

LGAWORK304A Construct and maintain drainage systems

LGAWORK307A Maintain reticulated services

Theme 5: Roads & Pavements

LGAWORK306A Construct roads and pavements,

LGAWORK310A Maintain roads and pavements,

Theme 6: Bridge Maintenance

LGAWORK311A Maintain Bridges

LGAWORK305A Construct and maintain concrete structures

Theme 7: Plan and Prioritise Works

LGAWORK303A Prepare site for new operational works

LGAWORK301A Evaluate works maintenance needs and priorities

Induction: Trainees will be introduced to the course, delivery and assessment methods, and expectations and rights of trainees prior to course commencement.

All trainees are expected to comply with worksite WHS procedures and policies during practical activities. Safety procedures in the classroom will be explained at the commencement of the course.

RPL & Credit Transfer: Students who believe they have sufficient past experience to demonstrate full competence against particular units may apply for RPL using the forms and processes available from the TME office. Students may apply for credit transfer for any units completed in prior qualifications, including for the elective units.

Funding: This program may be supported by Victorian State Government funding or subsidised by the NSW Government subject to eligibility. New employees may also be eligible for Commonwealth Government Funding. Contact us to check your eligibility.

Workplace Training: Programs can be customised to meet individual or workplace requirements. On the job training and assessment activities are built into our programs to benefit employers and enable learners to develop relevant workplace skills.

We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

Information in this flyer is current at 19/1/2017 and may be subject to change. Contact us to ensure you have the most current information about this program.

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