



LGA40404 CERTIFICATE IV IN LOCAL GOVERNMENT (OPERATIONAL WORKS)

The LGA40404 Certificate IV in Local Government (Operational Works) is a nationally recognised qualification which meets the needs of senior Council Works officers. This program builds on existing skills and knowledge and focuses on developing skills in leadership and management, project management, training and induction of new staff and more, within a works environment. It is most appropriate for senior or more experienced staff who may be in a supervisory role or who may move into such a role in the future.

Program Outcomes

- ✓ Understand the role of Local Government and your Council's obligations to the community.
- ✓ Locate and interpret Council policies and procedures.
- ✓ Develop effective leadership skills.
- ✓ Understand OHS responsibilities and requirements and conduct risk assessments.
- ✓ Develop public education programs.
- ✓ Identify continuous improvement opportunities and undertake workplace projects.
- ✓ Design and deliver effective workplace training and conduct assessment of competence.
- ✓ Plan and prioritise works projects including planning schedules, sourcing resources and estimating costs.
- ✓ Understand Council's tendering processes and contractor management requirements.

Program Snapshot



Duration

12 months (based on 1 full day class per month)



Delivery Options

Workplace based (Face to face) classroom delivery



Assessment Methods

- Theory & knowledge assessments
- Case studies
- Practical exercises
- Project Work
- Workplace observations
- Workplace Supervisors' reports



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



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Program Structure

LGA40404 Certificate IV in Local Government Operational Works requires completion of 17 units. *There are no core units in this qualification.*

Theme 1: Understanding Local Government

LGACORE104B Work effectively in Local Government
LGACORE105B Work with others in local government

Theme 2: Workplace Health & Safety

LGACORE102B Follow defined OHS policies and procedures
LGACOM405B Implement and monitor the organisations OHS policies, procedures and programs within the work group
LGACOM603B Develop, implement and review policies and procedures

Theme 3: Project Management

LGACOMP025A Manage a Local Government Project

Theme 4: Coordinate Works

LGAWORK401A Develop works maintenance schedule
LGAWORK402A Prepare for operational works

Theme 5: Leadership

LGACOMP026A Provide team leadership
LGAWORK308A Lead a team

Theme 6: Training & Assessment

LGADMIN423A Provide induction and orientation for new employees
LGADMIN424A Provide staff development programs
BSBMM401 Make a presentation

Theme 7: Public Education Programs

LGACOM501A Develop and organise public education programs

Theme 8: Contracts & Tenders

LGACOM409A Prepare tender documentation
LGACOM402A Arrange contracts
LGACOM401A Administer contracts

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 13/9/2017 and may be subject to change. Contact us to ensure you have the most current information about this program.

LGA40404 Cert IV Local Government v4