



LGA40120

Certificate IV in Local Government

Professional Development

Great for existing workers within Council.

Is this course for me...

YES! If you are a Supervisor, Manager, or senior Administration staff member from any division within Council.

This practical program provides skills, knowledge and support so that you can make changes and have your department within Council thriving.

How will this Course help my Career...

- Discover more about your new place of employment - Policies, Procedures, and how it all works.
- A proactive way to settle into your new role quickly
- Show your commitment to your new job and profession.
- Gaining formal qualifications, is now considered a MUST have to progress your career in Local Government.
- Qualified Staff are in high demand within Local Council across Australia. These qualifications are highly regarded by all Councils in all States.
- Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders

What Qualification will I Gain...

After completion of the 12 month program, you will gain your: LGA40120 Certificate IV in Local Government

Gain your qualification NOW while your Employer will pay for it!

Here's what one of our students thinks...

"I found the RPL process fantastic, and I received excellent support throughout the course.

The course content has helped me to plan my work more effectively, and has improved my decision making skills."

Henrik Gouws

Here's what another student thinks...

The support process was very accommodating.

The course was especially helpful in improving how I approach team members, and has given me significant insight in how to coach team members.

Sidney Thompson

How is this program delivered?

A very simple process that most find interesting, and rewarding.

1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Complete your assessments based on projects in your current role.
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track...
- Complete all units over the 12 month period

How much time will this course take?

The course runs over 12 months.

Your qualification will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As they are work-based projects, you may be able to get some of it done during your work hours. If you have experience, this may be a hunting and gathering exercise for you and then just answer the questions based on your work.

Units

There are **12 units** in this qualification.

BSBOPS304
Deliver and monitor a service to customers

BSBOPS403
Apply business risk management processes

BSBWHS411
Implement and monitor WHS policies, procedures and programs

BSBXCM401
Apply communication strategies in the workplace

LGACOR001
Work in local government

BSBFIN401
Report on financial activity

BSBLDR413
Lead effective workplace relationships

BSBLDR414
Lead team effectiveness

BSBSUS411
Implement and monitor environmentally sustainable work practices

BSBLDR411
Demonstrate leadership in the workplace

BSBOPS402
Coordinate business operational plans

BSBXTW401
Lead and facilitate a team



NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form**.