



LGA50120

Diploma of 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.

During this course you will discover and implement practical strategies that will make a REAL difference to providing team leadership, implementing policies and procedures, and working effectively within Local Government.

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: LGA50120 Diploma of Local Government

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

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

"I think the course was an accurate reflection on what I've been doing for the last 6 years and confirmed the policies and processes relation to the workforce/workplace were relevant.

I would very much recommend the training to others as a method of formally recognizing what they already do and to qualify them for future employment at a higher level."

Gary Shakespeare

Here's what another student thinks...

"The course content provided me with additional ideas for useful strategies that I can implement in my own workplace.

Assessment required the production of documents and presentations that gave me opportunities to demonstrate my knowledge.

I enjoyed the assessment submission and feedback process. I recommend this training to others, as it was a simple process and is very beneficial in updating skills and knowledge."

Leanne Kearney

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.

BSBADM502
Manage meetings

BSBRSK501
Manage risk

BSBWHS521
Ensure a safe workplace for a work area

BSBCUS501
Manage quality customer service

BSBMGT517
Manage Operational Plan

BSBLDR511
Develop and use emotional intelligence

BSBSUS501
Develop workplace policy and procedures for sustainability

BSBLDR523
Lead and manage effective workplace relationships

BSBOPS502
Manage business operational plan

BSBCMM511
Communicate with influence

BSBXCM501
Lead communication in the workplace

LGACOR001
Work in local government



NEXT STEPS

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