



LGA50104
DIPLOMA OF LOCAL GOVERNMENT
ADMINISTRATION



NATIONALLY RECOGNISED
TRAINING

RTO 30003



LGA50104

DIPLOMA OF LOCAL GOVERNMENT ADMINISTRATION

Working in Local Government requires a broad range of managerial, coordination and planning skills. The Diploma of Local Government Administration allows you to develop management systems together with plans and policies in the Local Government context.

Successful completion of this qualification broadens your skills and knowledge in Council's administration requirements.

PRE-REQUISITES

- Have a minimum of two-years' full-time employment, working within the administration department

AND

- Hold a position which requires you to undertake tasks within the Council's executive administration processes

OR

- Acquired a completed Performance Appraisal statement within the last twelve months, confirming your competencies within the Council's administration department.

HOW IS THE LEARNING CONDUCTED?

- The learning is a combination of 'on and off the job' delivery and assessment
- Learning post workshop, is supported by your Supervisor/Team Leader in the work place
- It is important that you work with fellow co-workers in completing the assessments. This is encouraged to enable you to apply your new skills and use workplace examples as evidence for your assessment.
- Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

DELIVERY MODE

- The course is comprised of 6 days' mandatory attendance to cover course content and formal presentations. Course delivery will be over a period of approximately 6 months i.e. typically in 3 x 2-day blocks or 2 x 3-day blocks depending on location.
- Attendance dates are confirmed in writing to you prior to commencement.
- On Day 1 of the course, participants will be provided with course guidelines, reference materials, websites and assessment tips
- To achieve the full qualification, you will need to successfully complete 10 national units of competency.



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ASSESSMENT

- All content and assessment benchmarks will be discussed at commencement of the course. All information required to complete assessment items is contained in the material presented at face-to-face training days.
- Assessment is issued for each of the 10 units. Assessments include a combination of short answer questions, set tasks requiring research/report writing and case study/project work.
- Time spent on assessments varies widely depending on level of experience. In addition to contact hours, time in the workplace is required to be scheduled with your supervisor/manager to undertake research projects. In addition to workplace hours, your personal time will be required to bring together all of your work into a fully indexed assessment portfolio.
- It is estimated that 5 to 6 hours per week will be required to compile your assessment portfolio. You will be assessed by a panel of qualified assessors.
- All assessment documents (1 for each of the 10 units) require to be signed-off by participant's supervisor/manager

RECOGNITION OF PRIOR LEARNING (RPL)

- RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.
- RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

For further information, please contact Peak.

FULL COURSE DETAILS

<http://training.gov.au/Training/Details/LGA50104>

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UNIT NAME	UNIT CODE	DESCRIPTION
Devise and conduct community consultations	LGACOM502B	This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.
Work effectively in local government	LGACORE104B	This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.
Prepare a budget	LGACOM503B	This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.
Provide quality and timely advice to council	LGACORE501B	This unit covers monitoring and assessing legislative and other factors impacting on council. It recognises that councils operate within a legislative framework and that, as the third tier of government, there is a strong need for council to be provided with quality and timely information in order to best serve the community and its constituents.
Contribute to advice to council on legislation	LGAGOVA501B	This unit covers participating in research and consultation processes that inform the advice provided to council on legislation. The unit is suitable for managers in the organisation responsible for advising council in relation to their specific function or specialist area. It covers the requirements of review, interpretation, analysis, amendment and feedback on draft or existing legislation.
Undertake business planning	LGADMIN525A	This unit covers undertaking business planning for a unit or functional area within the organization. The unit specifically looks at research tools that underpin business planning, including the use of statistics. It covers identifying priorities, using different types of planning strategies, identifying environmental sustainability issues, managing growth and incorporating triple bottom line.



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UNIT NAME	UNIT CODE	DESCRIPTION
Co-ordinate policy development	LGADMIN526A	This unit covers coordinating policy development processes including monitoring existing organisational policies, managing policy evaluations and providing policy advice. The unit is suitable for managers within the organisation
Manage policy development	LGADMIN527A	This unit covers establishing, coordinating and promoting strategic policy development in the context of a changing social and political environment. The unit is appropriate to senior managers within the organisation in a range of contexts.
Manage people performance	BSBMGT502	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
Manage operational plan	BSBMGT517	This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Peak's nationally-recognised and local-government-specific qualifications are scheduled regularly as public courses and are available as contextualised in-house deliveries. Contact us today for more information.



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