



LGASS00002
ELECTED MEMBER SKILL SET



NATIONALLY RECOGNISED
TRAINING
RTO 30003



LGASS00002

ELECTED MEMBER SKILL SET

The Elected Member Skill Set is intended for Local Government Elected Members to provide the introductory skills required to operate effectively within the local government environment.

BENEFITS TO THE COUNCILLOR AND THE COMMUNITY

Upon successful completion of this course, elected members will:

- obtain the nationally recognised LGASS00002 Elected Member Skill Set accreditation
- gain formal recognition of the foundation skills achieved which will assist new elected members to increase some of the skills and knowledge required for their roles
- increase their knowledge and skills in working closely with their communities.

PRE-REQUISITES

Participants are required to be current elected members of council or other senior council executives.

COURSE OPTIONS

Option 1 - LGASS00002 Elected Member Skill Set

- A total of 2 x 1-day courses consisting of 3 units of competency
- Assessment completion is preferred within 3 months of course attendance
- Completion of this skill set provides a pathway for elected members into the Elected Member stream of the Diploma of Local Government.

Option 2 - LGA50712 Diploma of Local Government (Elected Members)

- A total of 12 x 1-day courses
- You will be required to complete your qualification within 24 months.

HOW IS THE LEARNING CONDUCTED?

- The Skill Set is delivered as a 2-day event followed by written assessment
- Workshops incorporate a range of activities including instruction, group activities and discussion
- Workshop sessions for all units are scheduled monthly in Brisbane and also offered at the LGAQ Annual Conference
- Peak is also happy to provide a proposal for delivery of in-house courses to groups of councillors on-site. Please contact Peak for further information on in-house offerings
- A combination of formal learning via face-to-face workshops and post-workshop learning through practical application of matters covered in the course is supported by mayors, fellow councillors and CEOs in Council.



LGASS00002

ELECTED MEMBER SKILL SET

ASSESSMENT

- It is not compulsory to complete the post course assessments if participants decide to opt for the 'learning-only' pathway. In this case, instead of a national qualification, a Statement of Attendance will be issued.
- Participants who are seeking to achieve the LGASS00002 Elected Member Skill Set qualification must complete the appropriate assessments. Assessment attracts an additional charge of \$440.00 GST-free. This fee covers all 3 competency units that make up the Elected Member Skill Set.
- Assessment consists of short answer questions, project work and on-the-job activities and must be submitted within 3 months of the workshop date.
- Participants may work with fellow councillors in completing the assessments. This is encouraged so the participant can apply their new skills to their job roles and use workplace examples as evidence for their assessment.
- Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

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/LGASS00002>

COURSE NAME	UNIT CODE	DESCRIPTION
Councillor roles and responsibilities	LGAGENE503 Perform the role of an elected member LGAGENE501A Undertake councillor roles and responsibilities	Covers the behaviours and actions required of elected members in meeting their roles and responsibilities. Using legislation as its basis, the units explore in practical ways how the framework of laws, regulations, and codes create a clear path that guide the steps of elected members and helps them to carve out a successful role at council and within the community.
Effective decision making	LGAGENE302A Contribute to effective decision making	Explores decision making processes and the capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions.

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.



www.wearepeak.com.au

training@wearepeak.com.au 07 3000 2148