

## **DIPLOMA IN LOCAL GOVERNMENT (OPERATIONAL WORKS) LGA50404**

This qualification reflects the role of employees in Local Government who perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of equipment, roles and techniques for themselves and others. They are required to develop site specific work instructions and practices to ensure the implementation of the site management systems, plans and policies.

### **PATHWAYS INFORMATION AND ENTRY REQUIREMENTS**

Not applicable to this qualification. Certificate IV in local Government Operational Works is preferred.

### **BENEFITS TO THE EMPLOYEE AND EMPLOYER**

- Staff can obtain a Nationally Accredited Qualification which is recognized Australia wide
- Staff are gaining valuable work skills which then can be applied within the work place
- Employers gain supervisory staff who understands the role of management
- Staffs who have participated in the training are more effective in their roles.

### **DURATION OF THE LEARNING**

- These programs are competency based, which means they can be completed once all competencies have been achieved and your employer considers that you are competent at this level.
- Participants can normally complete between 12 - 24 months.

### **HOW IS THE LEARNING CONDUCTED**

- The learning is conducted under what is known as blended learning. This incorporates a series of face to face learning sessions supported by a variety of distance learning and assessment methods which usually incorporates some observation in the workplace.
- Each competency unit includes 7 hours of face to face learning and 25hours of selfpaced learning by the participant in their own workplace or home environment
- Learning supervision and support from Supervisors and Managers with in their organisation
  - Access to phone and email support from the facilitator or representative of Municipal Training
  - Distance participants access course information on the Municipal Training MOODLE site on-line
  - Recognition of prior learning (RPL) is encouraged and we will work with you to determine what RPL may be available to you, prior to the commencement of the course
  - 13 units in total are required to obtain this qualification
  - You will be issued with a training manual containing support notes and assessment tasks.
  - Flexibility in learning will be attained through consultation with the lead facilitators and program managers employed by Municipal Training.

### **ON THE JOB ELEMENT**

Between face to face sessions your employer will be involved and will work with the participant in completing the qualification. Municipal Training encourages the employer to

participate in the learning process by allowing the participant to apply their new skill sets to their job roles and use work place examples as tools for their assessments. It is a requirement of Municipal Training Facilitators and representatives to inform the employer/ supervisor / and or Manager of the organization on the assessment process and requirements.

### **RECOGNITION OF PRIOR LEARNING (RPL)**

Participants who have at least one year's experience in working in local government will normally be eligible for RPL in the three local government units indicated in the following list of units of competence.

### **CAREER PATHWAYS**

For further information on career opportunities please visit your local council where you can explore the possibilities. TRAINING PATHWAYS Participants who have completed the Diploma of Local Government Operational Works can then enroll in the Advanced Diploma of Operational Works

## LGA50404 DIPLOMA of LOCAL GOVERNMENT (OPERATIONAL WORKS) (DIPLOMA OF MANAGEMENT) UNITS OF COMPETENCE

<b>BSBMGT515A</b>	<p><b>MANAGE OPERATIONAL PLAN</b></p> <p><i>This unit describes the performance outcomes, 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. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan</i></p>
<b>BSBMGT516C</b>	<p><b>FACILITATE CONTINUOUS IMPROVEMENT</b></p> <p><i>This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.</i></p>
<b>BSBFIM501A</b>	<p><b>MANAGE BUDGETS &amp; FINANCIAL PLANS</b></p> <p><i>This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.</i></p>
<b>BSBPMG510A</b>	<p><b>MANAGE PROJECTS</b></p> <p><i>This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects</i></p>
<b>BSBMGT502B</b>	<p><b>MANAGE PEOPLE PERFORMANCE</b></p> <p><i>This unit describes the performance outcomes, 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.</i></p>
<b>BSBWOR502A</b>	<p><b>ENSURE TEAM EFFECTIVENESS</b></p> <p><i>This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.</i></p>
<b>LOCAL GOVERNMENT COMMON UNITS</b>	
<b>LGACORE104B</b>	<p><b>WORK EFFECTIVELY IN LOCAL GOVERNMENT – may be eligible for RPL</b></p> <p><i>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.</i></p>
<b>LGACORE105B</b>	<p><b>WORK WITH OTHERS IN LOCAL GOVERNMENT– may be eligible for RPL</b></p> <p><i>This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding</i></p>

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	<i>to constructive feedback when working within a team setting is recognised. The unit is appropriate for all local government staff.</i>
<b>LGACOMP024A</b>	<p><b>DEVELOP COMMUNITY RELATIONS</b></p> <p><i>This unit covers areas such as community networking, developing strategies, promoting the council and organisation to the community and developing ongoing relationships. The unit is appropriate to employees in all areas of the organisation who need to develop and maintain community relationships.</i></p>
<b>LGAGOVA410B</b>	<p><b>MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION</b></p> <p><i>This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.</i></p>
<p><b>SPECIALIST UNITS</b></p> <p><i>To complete this qualification participants must complete all Specialist units</i></p>	
<b>LGAWORK501A</b>	<p><b>PREPARE A PRELIMINARY DESIGN FOR OPERATIONAL WORKS</b></p> <p><i>This unit covers preparing works related to preliminary design for community consultation and council approval.</i></p>
<b>LGAWORK502A</b>	<p><b>PREPARE DETAILED WORKS PROJECT DOCUMENTATION</b></p> <p><i>This unit covers preparing relevant project documentation including specifications, key invoices and estimates</i></p>
<b>LGAWORK503A</b>	<p><b>UNDERTAKE PROJECT INVESTIGATION</b></p> <p><i>This unit covers undertaking the research of a works project to determine scope and relevant stakeholders.</i></p>