

LGA50508 DIPLOMA OF LOCAL GOVERNMENT (PLANNING)

This qualification reflects the role of employees working in Local Government who perform tasks involving high levels of autonomy. This requires the application of significant judgement in planning and determining the selection of resources, roles and techniques for themselves and others.

ELIGIBILITY & PRE REQUISITES

- You will have been employed by your current employer for more than 3 months
- You must be employed full time.
- A Certificate IV in Local Government Planning is recommended

BENEFITS TO THE EMPLOYEE AND EMPLOYER

- Staff can obtain a nationally accredited qualification which is recognised Australia wide
- Staff are gaining quality work skills which then can be applied within the work place
- Employers gain supervisory staff who understand the role of management
- Increased effectiveness of staff who have participated in the training

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 should complete their qualification within 24 months
- Completion of this qualification can include Recognition of Prior Learning
- Assessments are set following the delivery of each unit of competency
- Participants will have a specified time in which they are expected to complete the set assessments. Specific deadlines for completion will be explained in the training agreement at the start of the course. Typically assessments are due between four and six weeks from the date that they are set.

HOW IS THE LEARNING CONDUCTED

- The learning is a combination of both on and off job delivery and assessment.
- Learning is supervised and supported by Supervisors and Managers within your organisation
- Access to phone and email support is available from the facilitator or representative of Municipal Training
- Participants will also communicate with Municipal Training on the Municipal Training MOODLE site on-line where they can access course learning and assessment materials and course information.
- 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
- 10 units in total are required to obtain this qualification
- You will have access to training 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 you in completing the qualification. Municipal Training encourages the employer to participate in the learning process by allowing each participant to apply their new skill sets to their job roles and use workplace 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 organisation on the assessment process and requirements.

RECOGNITION OF PRIOR LEARNING (RPL)

Candidates 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 competency.

CAREER PATHWAYS

For further information on career opportunities please visit your local council.

TRAINING PATHWAYS

Participants who have completed the Diploma of Local Government Planning can then enrol to complete a degree in Planning.

**LGA50508 DIPLOMA OF LOCAL GOVERNMENT (PLANNING)
UNITS OF COMPETENCY**

COMMON UNITS

To complete this qualification participants must complete 4 Common units from this list

LGACORE102B	<p>FOLLOW DEFINED OHS POLICIES AND PROCEDURES – may be eligible for RPL <i>This unit covers the organisation's Occupational Health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. It also covers general OHS requirements in all local government functional areas and the basic OHS responsibilities all staff members are expected to be able to uphold and maintain. It is therefore appropriate for all council staff.</i></p>
LGACORE104B	<p>WORK EFFECTIVELY IN LOCAL GOVERNMENT – may be eligible for RPL <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>
LGACORE105B	<p>WORK WITH OTHERS IN LOCAL GOVERNMENT– may be eligible for RPL <i>This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised. The unit is appropriate for all local government staff.</i></p>
LGACOMP024A	<p>DEVELOP COMMUNITY RELATIONS <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>
LGAGOVA410B	<p>MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION <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>
LGACOMP026A	<p>PROVIDE TEAM LEADERSHIP <i>This unit covers areas such as working with teams and individuals, their standard of conduct and the initiative they take in influencing others. It covers providing leadership to a team within the organisation and includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.</i></p>

SPECIALIST UNITS

To complete this qualification participants must complete all Specialist units

LGAGOVA501B	<p>CONTRIBUTE TO ADVICE TO COUNCIL LEGISLATION</p> <p><i>This unit covers participating in research and consultation processes that inform the advice provided to council on legislation. It covers the requirements of review, interpretation, analysis, amendment and feedback on draft or existing legislation.</i></p>
LGAPLEM513A	<p>CONDUCT PLANNING SCHEME RESEARCH</p> <p><i>This unit covers the conduct of research to inform senior managers and decision makers of matters that may impact the operation of, or changes to, the local planning scheme. Research and analytical skills and the capacity to ensure the currency and accuracy of information are critical to effective performance in this unit.</i></p>
LGAPLAN512A	<p>INTEGRATE LAND USE AND TRANSPORT PLANNING</p> <p><i>This unit covers ensuring that land use and factors relating to all modes of transport are integrated. The unit outlines the steps involved in integration and includes determining current and future land use needs, identifying desired outcomes and developing policies to ensure the integration of land use and transport planning.</i></p>
LGAPLEM501A	<p>ACHIEVE AN EFFICIENT AND SUSTAINABLE USE OF NATURAL RESOURCES</p> <p><i>This unit covers identifying, implementing and monitoring strategies for sustainable resource use.</i></p>
LGAPLEM506A	<p>IMPROVE COMMUNITY KNOWLEDGE AND SKILLS IN ENVIRONMENTAL MANAGEMENT PRACTICES</p> <p><i>This unit covers identifying, implementing and reviewing methods for improving community knowledge and skills in environmental management practices.</i></p>
LGAPLAN511A	<p>MANAGE COUNCIL'S DEVELOPMENT ASSESSMENT SYSTEM</p> <p><i>This unit covers effectively and efficiently managing council's development assessment system and includes the steps of establishing outcomes, implementing the system and monitoring its performance.</i></p>