

# Your Council, Your Community

## Certificate III in Local Government

### LGA30104



This qualification is designed for local government employees who perform a broad range of skilled tasks which involve the use of discretion and judgement in selecting equipment, services or contingency measures. The course provides general skills in communication, teamwork, problem solving, using initiative, planning and organising, self management, learning and technology.

**Course Requirements:** This qualification is for current local government employees.

**Course Includes:** This qualification consists of twelve units – 5 core units (LGACORE102B is compulsory and LGACORE104B is recommended) plus 7 elective units. There is an extensive selection of elective units that you can choose from. We will discuss your choice of electives with you to determine the most appropriate units for you to undertake.

Core Units	Course Code
■ Access learning and career development opportunities	LGACORE101B
■ Follow defined OHS policies and procedures	LGACORE102B
■ Provide service to local government customers	LGACORE103B
■ Work effectively in local government	LGACORE104B
■ Work with others in local government	LGACORE105B
■ Coordinate production of communication materials	LGAGOVA303B
■ Participate in policy development	LGACOMP007A
■ Apply conflict resolution strategies	LGACOMP008A
■ Implement effective communication strategies	LGACOMP009A

**Outcome:** Certificate III in Local Government.

**Recognition:** You can receive recognition for your previous study, work experience and existing skills. This may mean credit is given towards this qualification. Any identified training gaps can be addressed through individual coaching and/or participation in workshops.

**When:** You can enrol and start at any time. We will work with you to determine a training and assessment plan that best suits your needs. Contact us for workshop details in your region.

**Where:** At your workplace, and workshops are available at the Devonport Campus, Alanvale Campus or Clarence Campus.

**Cost:** \$2900 per person. Fees are inclusive of workplace visits, optional workshops, coaching, assessment, text books and learning materials. Travel and related costs may apply when we visit you in your workplace outside of metro areas. Funding is available for eligible employees – please ask us for more information.

**For further information please contact:**

Northern/North Western Tasmania  
Jackie Murfet  
Phone: 6421 5562  
Email: [Jacqueline.Murfet@skillsinstitute.tas.edu.au](mailto:Jacqueline.Murfet@skillsinstitute.tas.edu.au)

Southern Tasmania  
Phone: 6216 4388  
Email: [ETS@skillsinstitute.tas.edu.au](mailto:ETS@skillsinstitute.tas.edu.au)

**The Total Training Package**  
**1300 362 175**