

# Be a Local Leader

## Certificate IV in Local Government

### LGA40104



This qualification is designed for local government employees and managers who perform a broad range of skilled tasks. Participants may be responsible for: evaluating and analysing current practices; developing new procedures and performance criteria; and providing leadership and guidance. The course provides high level 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 – 4 common pool units plus 8 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.

Common Pool Units	Course Code
■ Follow defined OHS policies and procedures	LGACORE102B
■ Work effectively in local government	LGACORE104B
■ Work with others in local government	LGACORE105B
■ Provide quality and timely advice to council	LGACORE501B
■ Develop, implement and review operational plans	LGACORE601B
■ Promote and facilitate organisational performance	LGACORE602B
■ Represent council's role and value in the community	LGACORE603B
■ Conduct public educational presentations	LGACOM403B
■ Establish cooperative arrangements with other organisations	LGACOM404B
■ Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section	LGACOM405B
■ Manage finances within a budget	LGACOM407B
■ Develop and organise public education programs	LGACOM501B
■ Devise and conduct community consultations	LGACOM502B
■ Prepare a budget	LGACOM503B
■ Coordinate and facilitate a change process	LGACOM602B
■ Develop, implement and review policies and procedures	LGACOM603B
■ Monitor council procedures to ensure compliance with relevant legislation	LGAGOVA410B
■ Develop community relations	LGACOMP024A
■ Manage a local government project	LGACOMP025A
■ Provide team leadership	LGACOMP026A

**Outcome:** Certificate IV 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.

**Where:** At your workplace, and workshops (subject to scheduling) are available at the Devonport Campus, Alanvale Campus or Clarence Campus.

**Cost:** \$3000 per person. Fees are inclusive of workplace visits, optional workshops, coaching, assessment 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**