

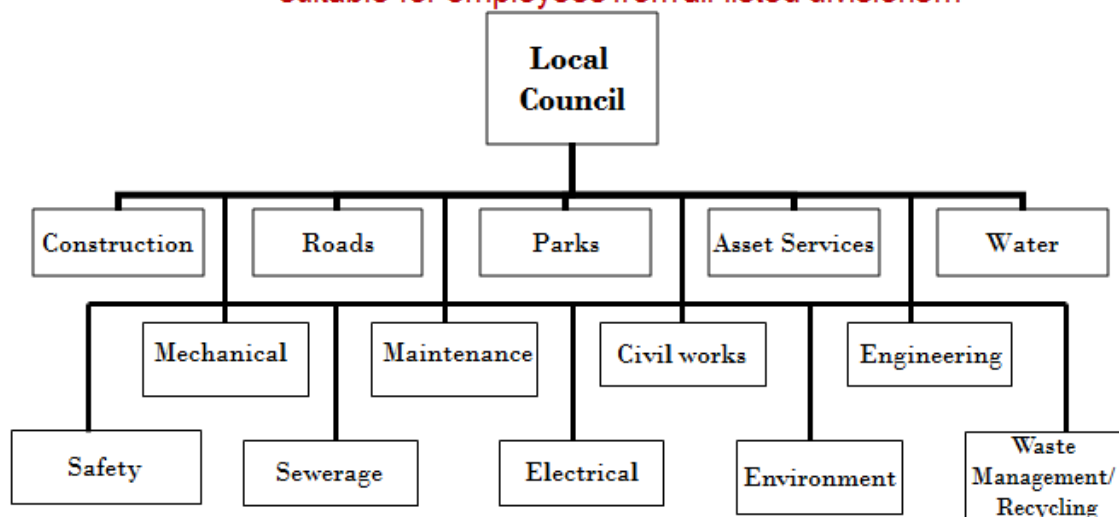
Course Essentials and Pre-Enrolment Information LGA40404 Certificate in Local Government (Operational Works)

Take the opportunity to get recognized for your experience as a supervisor within Local Government. You will be spending up to 12 months developing your practical skills and knowledge in successfully supervising operational works projects.

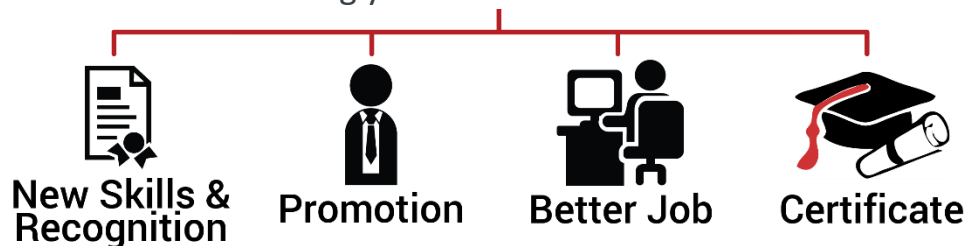



Designed for working Supervisors, Foreman, Gangers and Leading Hands within Local Government from any of the following divisions:

Local Government (Operational Works) Qualifications suitable for employees from all listed divisions...









You can study at your own pace and gain become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career in Local Government.



Qualification Name + Code	LGA40404 Certificate in Local Government (Operational Works)
Course Currency	This is the official Certificate IV in Local Government (Operational Works) Course. You will be gaining the latest and most up-to-date version of this course. If the course is updated while you are studying with us, we will advise you.
Certificate Recognized  NATIONALLY RECOGNISED TRAINING	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia and often overseas.
Date of Effect:	1/2/2019 – 31/12/2019
Post Nominal	Yes. You will be able to use the letters CertIVLG(OpWorks) after your name when you complete your course.
Speciality/Cohort	Local Council Operational Works Supervisors, Leading Hands
Double Qualification Available	Yes. You can complete this course as a single qualification or you can also complete it with your BSB42015 Certificate IV in Leadership and Management . Obtaining two qualifications, often increases your chance of employment promotions and also extends the industries that you can gain employment in.
Delivery Method	Flexi Training – You choose your training method to suit you and your work schedule. <ol style="list-style-type: none"> 1. Mixture of Online + Phone or skype sessions – day or evening sessions 2. Distance -we can provide you with a USB with materials and assessments if you request it) or 3. Face-to-Face (GTI office).
Covers Enrolments	1 st January – 31 December 2019
Start Dates	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
Duration of Course	12 months: 44 academic weeks (over 3 trimesters) includes 8 weeks access to your units at the end to ensure you have completed all units. Quicker Completion: Many students complete their course much quicker. Depending upon your previous experience and how much time you can allocate to completing your qualification, will determine when you finish. All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.
Course Completion Date	You will have access to your units for 12 months to complete your course from your enrolment date
Entry Requirements	Age: 18 Years or over Employment: Must be currently employed in a Local Council as a Leading Hand, Supervisor, Ganger, in an Operational Works division and have: <ul style="list-style-type: none"> • Supervisory experience in leading a team of workers or contractors and • Access to a Local Authority (Council) workplace where you can do practical workplace projects e.g. Run a tool box meeting, complete forms



	<p>Education:</p> <ul style="list-style-type: none"> - Year 12 pass or - Certificate III and 2+ Years relevant Industry Experience or - Proof of skills - Provide a current Resume or 2 Referees to testify to your ability to complete the course <p>Academic Suitable:</p> <ul style="list-style-type: none"> - Proof of Yr12/Senior Certificate - an AQF Qualification at Level 4 or above (Certificate 4, Diploma, University Degree) - Pass a Government approved LLN Test. (You must display competence at or above Exit level 3 in the Australian Core Skills Framework in both numeracy and literacy) <p>English language: see 'English Requirements' in the footer of the website for more information.</p> <p>General: Motivation and a strong reason to complete and gain your qualification</p>
<p>Specific requirements needed to successfully complete the course</p>	<p>Access to a Local Authority (Council) workplace where you can do practical workplace projects e.g. Run a tool box meeting, complete forms. This is to be organised by the student.</p> <p>Refer Materials/Equipment Needed</p> <p>Active (minimum monthly) communication with your Trainer is compulsory.</p>
<p>Materials/Equipment Needed</p>	<p>Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.</p>
<p>Units in the Course</p>	<p>17 Units need to be successfully completed.</p> <p>Similar units to these need to be completed:</p> <ul style="list-style-type: none"> • LGACORE104B Work Effectively in Local Government • LGACORE105B Work with others in Local Government • LGAWORK401A Develop Works Maintenance Schedule • LGAWORK402A Prepare for Operational Works • LGAWORK403A Manage Civil Plant and Resources • LGAWORK404A Manage a Civil Works Project • LGACOM405B Implement and Monitor the Organisation's OHS Policies, Procedures and Programs within the Work Group or Section • LGACOM401A Administer Contracts • LGACOMP026A Provide Team Leadership • LGACORE102B Follow Defined OHS Policies and Procedures • BSBMGT401 Show Leadership in the Workplace • Implement Operational Plan BSBMGT402 • BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements • BSBMGT403 Implement Continuous Improvement • BSBWOR404 Develop Work Priorities • BSBRSK401 Identify Risk and Apply Risk Management Processes • BSBINM401 Implement Workplace Information System <p>Your units may differ depending if you have credits, if you a completing another qualification also at the same time or if you have chosen different electives.</p>

Resources Provided:	You will be provided with all the required materials to complete your training and assessments You will also have access to many additional Management, Project Management, Leadership and Career Success Resources and Templates. These can really help you to Advance Your Career.
Training Support Services	No additional cost. You will have access to your Trainer/Tutor, Completion Coach and GTI office support staff, phone sessions, unlimited email support.       <small>Online Access Tutor Completion Coach Unlimited Phone Sessions Recorded Assessments Resources</small>
Additional Learner Support Services Available if required	No additional cost. Access to computer programs that will allow you to talk instead of typing. You may also be interviewed through your assessments and then provide the matching evidence.
Location of Training, Sessions & Times	You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training/Completion Plan.
Attendance at training if required	Active (minimum monthly) communication with your Trainer is required. Attendance at any webinars or workshops is not compulsory, however there is great value in attending any that are organised.
Access to Trainer	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
Recommended study time per week	4-6 hours per week, if you have experience and can access workplace documents, more if you do not.
Location of Assessing	Your assessments will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
Recognition of Prior Learning:	Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your assessments. Apply for RPL in the Enrolment form.
Credit Transfer	Yes, if you have completed the exact same unit in another qualification, you will not need to redo this unit. Provide this information along with a copy of your Statement of Results with your Enrolment Form.
Any Work Experience/ Placement Required for completion of qualification:	Employment required in a Local Authority
Employment Guaranteed at end of Course	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply. Some of our students have gained promotions and new jobs within Councils, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
Student Discounts	Yes. Enrolment in this course will mean that you can register as a student with Student Clubs and receive discounts for food, travel, clothing, computers... Details with your enrolment letter.
Future Study Credits (No of units you won't have to complete)	When you complete this course, you will be able enrol into the next level of qualification and gain the following credits with us here at GTI: LGA50404 - Diploma of Local Government (Operational Works) - 1 Unit

	LGA50712 Diploma of Local Government - 2 Units BSB50215 Diploma of Business - 2 Units BSB51918 Diploma of Leadership and Management - 1 Unit BSB50415 Diploma of Business Administration - 1 Unit BSB50618 Diploma of Human Resources Management - 1 Unit BSB51615 Diploma of Quality Auditing - 1 Unit
	Things to Keep in Mind as you Study with us. Your rights and obligations.
Fees	Student Tuition Fees are required for enrolment in this course. Fees can be paid for by you individually or your employer. All fees must be paid before your qualification will be issued.
Government Funding/ Subsidies/ Entitlements Available for this course	NSW Employees and Residents... The NSW Government is heavily subsidising the fees for this course. The course fees may be as low as \$0 - \$3600 under NSW Smart & Skilled. See NSW Smart & Skilled funding webpage for details regarding how this funding works, eligibility, and availability. http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/
Tuition Fees + Maximum Course Cost	The maximum tuition fee for this course is \$5497. This may be reduced if you have completed the same Unit (code), previously in another qualification – Credit Transfer. See Tuition Fee Schedule, located in the website footer, for current student tuition fees
Any additional costs involved:	No
Tax Rebates & Deductibility	Yes. This course is 100% Tax deductible if it relates to your work. See Fee Schedule for a guide as to how much you may receive back. Confirm this with your Tax Adviser
Payment Options – how fees to be paid, when fees to be paid, terms and conditions	Fees can be paid for by Student or Employer Payment Options: - Payment Plans (Fortnightly over duration of course) - Private Loan
Refund Conditions	Details are available in the Student Handbook
Your Rights	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
Concerns, Queries, Complaints or Appeals about either Global Training or your training provider	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook
Course Deferral, Extension or Withdrawal	If as a Student you need to defer, withdraw or extend your course, you will need to apply in writing using the relevant form, which you can find under the student forms at http://gtionline.edu.au/moodle/ also accessible from the GTI website footer. Global Training Institute will then access each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.

Closure of the Company or ceasing of delivery of course	In the unforeseeable event of Global Training Institute or any third party closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
Your Obligations	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook
To enter and successfully complete this course	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.
USI	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
Training Provided by	Global Training Institute RTO No 31192.
Assessing Conducted by	Global Training Institute RTO No 31192.
Qualification Issued by	Global Training Institute RTO No 31192.
Quality of Training and Assessment	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents
Partnership Training or Assessment Arrangements	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
Global Training Institute Details	Global Training Institute RTO No 31192 PO Box 377 Palmwoods QLD 4555 40 Main St Palmwoods 1800998500. 07 54573334 info@globaltraining.edu.au

Here's what other past students have said about completing their Certificate IV in Local Government (Operational Works) qualification...

"The concepts were all useful to my position. It has given me more confidence to do my job. You learn alot about people and how to best have them work for you. I am now more active in my approach to work procedures" **Bruce Broadley**, Ashburton Shire Council

"Useful course! Very informative and useful for my position. Good ideas for budgets, toolbox meetings..." **Jeff Richardson**, Armidale Dumarsewq Council

We are looking forward to helping you to complete your course and Advance your Career.

The team at Global Training Institute