

LGA50712

Diploma of Local Government

+ Gain 2 extra qualifications at the same time



Your Course at a Glance...

Complete your Diploma of Local Government at Australia's Leading Local Government Training Company.

Course Code: LGA50712

Duration: 3-15 months. Generally, most diligent students are able to complete 1 unit a month. So will finish between 8 – 15 months.
You can complete as quick as you like.

Delivery: Online + Regular Phone Sessions (fortnightly) + Great Support + Experience Recognised + No Exams, No Essays + Work Based Project Assessments.

Nationally Recognised: Yes

Entry Requirements: Over 21, Administration experience

No. of Units: 14

Example of Practical Units in a Diploma:

Common Units

LGACORE102B Follow Defined OHS policies and procedures
LGACORE104B Work effectively in local government
LGACORE105B Work with others in local government
LGACOM401A Administer Contracts

+ Plus 10 Elective Units
(Gives you the extra qualifications)

Gain 2 other qualifications at the same time.

Choose from combinations listed...

Advance Your Career in Local Government... Administration Staff, HR Staff, Supervisors and Managers...

If you have experience in one of these roles, this course is for you...

This course suits **existing workers within Council** and those looking to **career swap** into Local Government.

Why train with Global Training Institute?

Gaining formal qualifications, is now considered a MUST have to progress your career in Local Government. Qualified Staff are in high demand within Local Council across Australia. These qualifications are highly regarded by all Councils in all States.

Gain 3 qualifications at the same time

Gaining 3 qualifications triples your employment and promotion opportunities and shows future employers that you are serious about your career.

This practical program provides skills, knowledge and support so that you can make changes and have your team or department within Council thriving.

Career Outcome- Where Will It Lead Me...

Once completed you will be equipped with:

- Your Diplomas, letters after your name (DipLocGov;DipBus;DipLeadMgt...)
- Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders, Australian Institute of Office Professionals...
- University entry without needing Year 12 for many different Degrees.
- Skip first year of University – straight into 2nd Year business and other degrees.
- Your Career Plan (developed for the next 2 -5 years)
- Your Resume and LinkedIn profile updated
- Pathway to Advanced Diploma qualifications + MBA

***Pay rise opportunities.** Check out your industry award and your current classification. The 'Local Government Industry Award' Classification Level 6 is the minimum classification level for holding Diploma qualifications.

**Pay Rise*
Promotion
New Job...**



NSW Funding

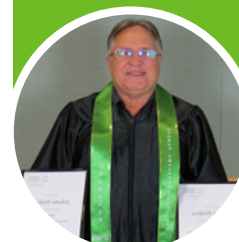
'This Training is subsidised by the NSW Government'

"The qualifications were particularly relevant to my work and provided a formal structure and understanding of what was required on the job.

The training helped provide a more professional approach and an appreciation of the tasks undertaken at work.

I would highly recommend the training to others."

**Johann Holdysz
Logan City Council**



Gain 3 Qualifications for the Price and Work of 1 Qualification Combinations (14 units)

LGA50712 Diploma of Local Government + BSB50215 Diploma of Business + BSB50415 Diploma of Business Administration

BSBFIM501
BSBHRM405

Manage Budgets & financial plans
Support the recruitment, selection and induction of staff

BSBRK501
BSBADM502
BSBPMG522
BSBADM504
BSBADM506

Manage Risk
Manage Meetings
Undertake Project Work
Plan and implement administrative systems
Manage Business Document design and development

BSBADM503
BSBWHS521
LGACORE102B
LGACORE104B
LGACORE105B
LGACOM401A
BSBWOR501

Plan & Manage Conferences
Ensure a Safe Workplace for a work area
Follow Defined OHS policies and procedures
Work effectively in local government
Work with others in local government
Administer Contracts
Manage personal work priorities and professional development

LGA50712 Diploma of Local Government + BSB50618 Diploma of Human Resources Management + BSB50215 Diploma of Business

LGACORE102B
LGACORE104B
LGACORE105B
LGACOM401A
BSBHRM513
BSBHRM501
BSBHRM506

Follow Defined OHS policies and procedures
Work effectively in local government
Work with others in local government
Administer Contracts
Manage Workforce Planning
Manage Human Resources Services
Manage Recruitment Selection and Induction Processes

BSBWRK520
BSBRK501
BSBAUD402
BSBMGT516
BSBADM502
BSBWHS401

Manage Employee Relations
Manage Risk
Participate in a Quality Audit
Facilitate Continuous Improvement
Manage Meetings
Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements
Develop and Manage Performance-Management Processes

BSBHRM512

LGA50712 Diploma of Local Government + BSB50618 Diploma of Human Resources Management + BSB51615 Diploma of Quality Auditing (Internal Compliance)

LGACORE102B
LGACORE104B
LGACORE105B
LGACOM401A
BSBHRM513
BSBHRM501
BSBHRM506

Follow Defined OHS policies and procedures
Work effectively in local government
Work with others in local government
Administer Contracts
Manage Workforce Planning
Manage Human Resources Services
Manage Recruitment Selection and Induction Processes

BSBWRK520
BSBRK501
BSBAUD402
BSBMGT516
BSBADM502
BSBWHS401

Manage Employee Relations
Manage Risk
Participate in a Quality Audit
Facilitate Continuous Improvement
Manage Meetings
Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements
Develop and Manage Performance-Management Processes

BSBHRM512

LGA50712 Diploma of Local Government + BSB50215 Diploma of Business + BSB51615 Diploma of Quality Auditing (Lead/External Auditor)

LGACORE102B
LGACORE104B
LGACORE105B
LGACOM401A
BSBAUD402
BSBAUD501
BSBAUD504

Follow Defined OHS policies and procedures
Work effectively in local government
Work with others in local government
Administer Contracts
Participate in a Quality Audit
Initiate a Quality Audit
Report on a Quality Audit

BSBAUD503
BSBADM502
BSBRK501
BSBMGT403
BSBADM504
BSBADM506

Lead a Quality Audit
Manage Meetings
Manage Risk
Implement Continuous Improvement
Plan and implement administrative systems
Manage Business Document design and development
Manage personal work priorities and professional development

BSBWOR501

LGA50712 Diploma of Local Government + BSB50415 Diploma of Business Administration + BSB51615 Diploma of Quality Auditing (Lead/External Auditor)

LGACORE102B
LGACORE104B
LGACORE105B
LGACOM401A
BSBADM502
BSBPMG522
BSBADM504

Follow Defined OHS policies and procedures
Work effectively in local government
Work with others in local government
Administer Contracts
Manage Meetings
Undertake Project Work
Plan and implement administrative systems

LGACORE102B
LGACORE104B
LGACORE105B
LGACOM401A
BSBADM502
BSBPMG522
BSBADM504

Manage Business Document design and development
Plan & Manage Conferences
Manage Risk
Participate in a Quality Audit
Initiate a Quality Audit
Report on a Quality Audit
Lead a Quality Audit

Gain 3 Qualifications for less than the Price and Work of 2 Qualification Combinations (16 units)

LGA50712 Diploma of Local Government + BSB51415 Diploma of Project Management + BSB51615 Diploma of Quality Auditing (Lead/External Auditor)

LGACORE102B Follow Defined OHS policies and procedures
 LGACORE104B Work effectively in local government
 LGACORE105B Work with others in local government
 LGACOM401A Administer Contracts
 BSBPMG511 Manage Project Scope
 BSBPMG512 Manage Project Time
 BSBPMG513 Manage Project Quality
 BSBPMG514 Manage Project Costs

BSBPMG515 Manage Project Human Resources
 BSBPMG517 Manage Project Risk
 BSBPMG521 Manage Project Integration
 BSBAUD501 Initiate a Quality Audit
 BSBAUD504 Report on a Quality Audit
 BSBAUD503 Lead a Quality Audit
 BSBADM502 Manage Meetings
 BSBPMG516 Manage Project Information and Communication

LGA50712 Diploma of Local Government + BSB51918 Diploma of Leadership and Management + BSB50215 Diploma of Business

LGACORE104B Work effectively in local government
 LGACORE105B Work with others in local government
 LGACOM401A Administer Contracts
 BSBWOR502 Lead and manage team effectiveness
 BSBMGT517 Manage operational plan
 BSBLDR511 Develop and use emotional intelligence
 LGACORE102B Follow Defined OHS policies and procedures
 BSBLDR502 Lead and manage effective workplace relationships

BSBRSK501 Manage risk
 BSBADM502 Manage Meetings
 BSBPMG522 Undertake Project Work
 BSBHRM513 Manage Workforce Planning
 BSBFIM501 Manage budgets and financial plans
 BSBWHS521 Ensure a safe workplace for a work area
 BSBWOR501 Manage personal work priorities and professional development
 BSBHRM506 Manage Recruitment Selection and Induction Processes

When you train with us, you get:

- Gain recognition for the work skills you already have
- Online access 24/7 to resources and assessments
- Training and Assessments that relate to your work
- No heavy theory. No Essays. No Exams
- Strong support from office staff, Trainers, your Completion Coach
- Training that is designed to fit in around your busy work/home life
- Fortnightly phone sessions with Trainer (day or evening)

"I would recommend the training to others. My skills and experience were recognized towards my qualification. Expectations were clearly outlined to me at the start of the course. The content was relevant and up to date."

Susan Jarvis
 Tambo Regional Council



Your potential pay rise* or promotion is well worth this investment...

Your Investment after NSW Smart and Skilled Subsidy.

Call to confirm your eligibility and individual price for combination chosen.

NSW Funding
 This Training is subsidised by the NSW Government



14 unit qualification combinations		
Investment	Under 45	Over 45*
Payment Plan	\$0 - \$4,865 max \$188 x 26 p/fortnight	\$2,000 + \$865 max gap (can be paid in)
VET Student Loans	VSL Loan of \$3,920 + \$945 gap (can be paid in installments)	\$2,000 + VSL Loan of \$865

16 unit qualification combinations		
Investment	Under 45	Over 45*
Payment Plan	\$0 - \$4,983 max \$192 x 26 p/fortnight	\$2,000 + gap of \$983
VET Student Loans	VSL Loan of \$4,038 + \$945 gap (can be paid in installments)	\$2,000 + VSL Loan of \$983

*The Local Government Industry Award Classification Level 6 (Minimum) for holding Diploma qualifications

*Investment can be paid by individual or Council

* 45+ Skills Checkpoint - Please note this offer is for the maximum subsidy available. You will need to apply for & meet eligibility requirements to receive this funding. Contact Us for More Details.