

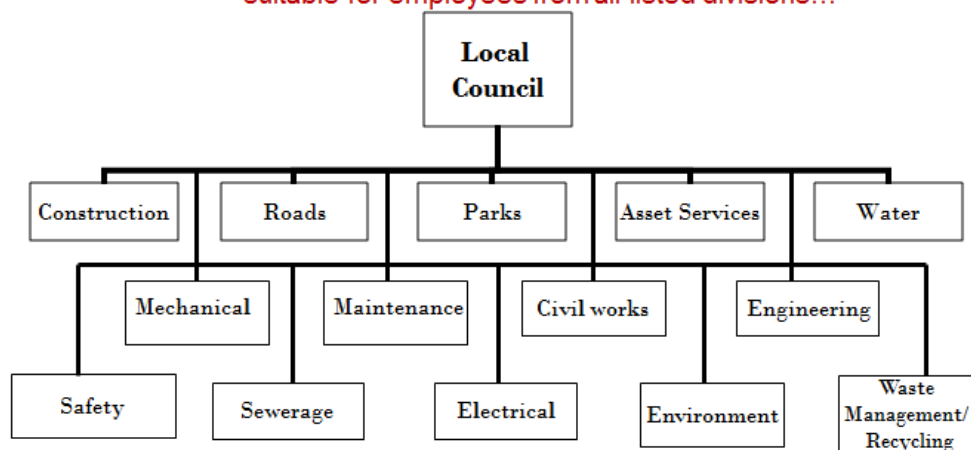
Course Essentials and Pre-Enrolment Information

LGA50404 Diploma of Local Government (Operational Works)

Advance your Career within Local Government, with this Qualification that is highly valued and sought after by Councils throughout Australia.



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



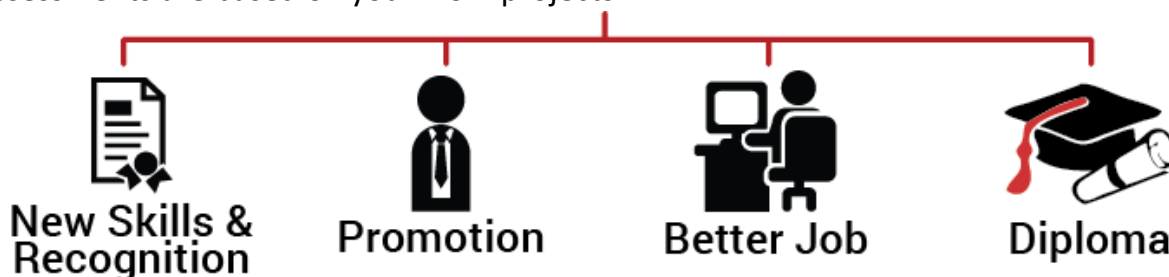
**Gain Your
Local**

Government (Operational Works) Qualification and use it to Advance Your Career within Local Government

- ✓ Help gain your next Promotion or New Job
- ✓ **Finally have that 'Piece of Paper' that says you can do it**
- ✓ Formally recognize your work skills and Prove your experience as a Supervisor or Manager
- ✓ **Get the 'Pat on the Back' you deserve**
- ✓ Learn new skills around leading, managing and successfully delivering operational works projects.

Designed for those working in Council, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.

Sessions with your trainer can be in during worktime or at evenings, your choice. Assessments are based on your work projects.




Advance and Benefit your Career with this Highly Valued Qualification...

- A**ffordable: Payment Plans, Tax Rebates, Student Discounts
- B**eneficial: Your Skills Formally Recognised, Promotion Opportunities, Career Pathway
- C**onvenient: Online, 24/7, RPL (Experience Recognised), Support Options, Practical Projects

Gaining Your Qualification is as Easy as...







- A**nswer questions, projects and collect workplace documents
- B**lock out time
- C**ongratulations!

Qualification Name + Code	LGA50409 Diploma of Local Government (Operational Works)
Course Currency	This is the official Diploma of Local Government (Operational Works) Course.
Certificate Recognized 	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by Local Councils throughout Australia and overseas in countries like the UK. Our past students have used this qualification to gain new higher level positions in all states of Australia.
Date of Effect:	01/01/2021 – 30/06/2021
321Post Nominal	Yes. You will be able to use the letters DipLocGov(OpWorks) after your name when you complete your course
Recommended for	Local Council Operational Works Supervisors, Foreman, Gangers and Managers, from all Operational Works divisions. People from the divisions listed in the diagram above have all successfully completed this qualification.
Speciality/Cohort	Local Government (Operational Works) supervisors
Double Qualification Available	Yes. You can complete this course as a single qualification or you can also gain a second qualification at the same time by completing a few additional units. Obtaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment, local Government and the wider community. This course is offered with also: RII50415 Diploma of Civil Construction Management (VSL Approved) BSB51415 Diploma of Project Management (VSL Approved) BSB51615 Diploma of Quality Auditing (VSL Approved) BSB51918 Diploma of Leadership and Management (VSL Approved) LGA50712 Diploma of Local Government







VET Student Loan Approved	No. Combine with qualification with one of the double qualifications listed above if you would like to pay for some of your fees with a VET student loan.
Delivery Method	Flexi Training –Mixture of Online + Phone or skype sessions – day or evening sessions
Covers Enrolments	1 st January – 30 June 2021
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	<p>Age: 21 Years or over</p> <p>Employment: Must be:</p> <ul style="list-style-type: none"> • currently employed in Local Government as: Supervisor, Foreman, Manager • Have experience in managing operational works projects in Local Authorities • Have access to a workplace where you are able to access workplace documentation <p>Education: Year 12 pass or Certificate IV 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> <p>Academic Suitable:</p> <ul style="list-style-type: none"> - Proof of Yr12/Senior Certificate or - an AQF Qualification at Level 4 or above (Certificate 4, Diploma, University Degree) or - 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>Resource Requirements: Students are required to have access to the internet and a computer in order to access their materials online.</p> <p>General: Motivation and good reason to complete qualification</p>
Specific requirements needed to successfully complete the course	Yes. Refer Materials/Equipment Needed Active (minimum monthly) communication with your Trainer is required. This is to be organised by the student.



Materials/Equipment Needed	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.
Units In the Course	<p>13 Units are required to gain this qualification. Similar units to these need to be completed:</p> <ul style="list-style-type: none"> • BSBWOR501 Manage personal work priorities and professional development • BSBWOR502 Lead and Manage Team effectiveness • BSBLDR502 Lead and Manage Effective Workplace Relationships • LGACOMP026A Provide team leadership • LGAWORK501A Prepare preliminary design for op works • LGAWORK502A Prepare detailed works • LGAWORK503A Undertake project investigation • LGACOMP025A Manage a Local Government Project • BSBPMG522 Undertake Project Work • LGACORE501B Provide Timely Quality Advice to Council • LGACOM401A Administer Contracts • BSBWHS501 Ensure a Safe Workplace • LGACOM503B Prepare a Budget <p>Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.</p>
Resources Provided:	<p>You will be provided with all the required materials to complete your training and assessments</p> <p>You will also have access to many additional Project Management, Business, Leadership, Management and Career Success Resources and Templates. These can really help you to Advance Your Career.</p>
Training Support Services	<p>No additional cost. You will have access to your Trainer, Completion Coach and GTI office support staff, phone sessions and unlimited email support.</p> <div style="display: flex; justify-content: space-around; align-items: center;">       </div> <p style="font-size: small; text-align: center;"> Online Access Tutor Completion Coach Unlimited Phone Sessions Recorded Assessments Resources </p>
Additional Learner Support Services Available if required	No additional cost. Access to computer programs that will allow you to talk instead of typing, if required. 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.
Access to Trainer:	<p>You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face.</p> <p>You will know that they are just a phone call or email away whenever you need them.</p>
Recommended study time per week	4-6 hours per week, if you have experience and can access workplace documents or more if you do not.
Location of Assessing	<p>You will complete your assessments at work or home.</p> <p>These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.</p>



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 normal 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 it. 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:	No
Employment Guaranteed at end of Course	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply. We can provide you with a letter saying that you are completing the course, if you are applying for a job.
Employment Opportunities	Many of our students have gained promotions and new jobs in their own Councils and other Councils throughout Australia, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
Future Study Credits	When you complete this course, you will be able enrol into the next level of qualification and potentially gain credits with us here at GTI:
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.
	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... This course is funded via the Diploma of Local Government. The NSW Government is heavily subsidising the fees for this course. The course fees may be as low as \$0 - \$4410 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 \$8215. 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: <ul style="list-style-type: none"> - Payment Plans (Fortnightly over duration of course) - Private Student Loan

	<p>1. VET Student Loans 2. Payment Plans 3. NSW Smart & Skilled Funding</p>     <p>Study Now Pay Later OR Payment Plans Tax Rebate OR</p>
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	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 accessible from the GTI 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

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

The team at Global Training Institute

Here's what other past students have said about completing their Diploma of Local Government (Operational Works)...

"Hi Anne, just letting you know I was successful with my application for the Works Overseer Position that was advertised at Burdekin Shire Council. I am starting the new job next Monday. I am sure it was the Diploma's that got me across the line, thanks to Shane and yourself.

Kind Regards

Robert Potter" email 01/05/2013



"Excellent course and top Trainer – very useful. Everything was at an excellent level. The Diploma of Local Government Operation Works/Management has a lot to do with our work very relevant and useful to work. This means it is useful to me personally and to our Council. I now have more practical management skills to use for my work." Amjad Maaya
Supervisor, Liverpool City Council

Your Quickest And Simplest Path To Completion

