



LGA30120

Certificate III in Local Government

Contact WALGA Training on (08) 9213 2098
or email training@walga.asn.au for
more information.

WALGA Training (RTO 51992)
walga.asn.au/training



WALGA

Influence. Support. Expertise.



Above (L-R): Town of Port Hedland Certificate III in Local Government graduates Zoe Smith and Ashley O'Brien with Bruce Wright, Manager of Infrastructure Operations

LGA30120 Certificate III in Local Government



The Certificate III in Local Government course (LGA30120) is aimed at new or existing employees who are working in a Local Government.

The program covers the skills and knowledge to perform the wide scope of duties that are required in the Local Government sector. This includes the understanding of the functions, roles and diverse services that a Local Government in Western Australia offers and reflects on legislative obligations and duties for various roles in the workplace.

This course is an ideal start for people new to Local Government or Officers who wish to advance their career prospects. Prospective students would already be employed in a Local Government in WA. They might be working in customer service, finance, people and culture, parks and gardens, or any other role in a Local Government.

The qualification has been developed according to the requirements of the Local Government Training Package (LGA) and has been approved for delivery by the Training Accreditation Council (TAC).

All learning resources have been specifically developed and contextualised for Local Governments in Western Australia.

Entry Requirement

- Completion of Year 10 or equivalent

Course Duration

The recommended time frame to complete the Certificate III course is 12 months.

Delivery Method

Students will attend a once a week, 3.5 hour virtual classroom sessions via Zoom. The course is delivered over 4 study terms of 10 weeks each. Training does not run during the school holidays.

Certification

On successful completion of this course and if you have been found to be competent in relation to each of the Units of Competency, you will be issued with an AQF Qualification LGA30120 - Certificate III in Local Government.

If you wish to exit the program prior to completion of the course you will be issued a Statement of Attainment.



Our Shire Admin/Records Officer completed this program and has learnt valuable skills and information regarding Local Government regulations, general operations and specifics of areas such as financial reporting. The program was of minimal disruption to normal Shire office operations.



Danika Watkins

Shire of Dumbleyung | Director of Corporate Services

Training Program

The Certificate III in Local Government is nationally recognised within the Australian Qualification Framework (AQF) and consists of 12 Units of Competency (UoC), 4 core and 8 elective units.

WALGA Training offers 2 streams of Elective Units of Competency

Please indicate on enrolment which option you would like to choose. You will be issued with a Letter of Offer, which will specify your training and assessment plan including training days and term dates.

Option A - Business administration and document processing

Option B - Financial transactions and accounting processes

Units of Competency

Term 1

LGACOR001	Work in local government
BSBXC301	Engage in workplace communication
BSBOPS203	Deliver a service to customers

Term 2

PSPLEG005	Comply with legislation in the public sector
BSBINS302	Organise workplace information
BSBINS309	Maintain business records

Term 3 *Option A - Business administration and document processing*

BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations

Term 3 *Option B - Financial transactions and accounting processes*

FNSACM311	Process and manage payments
BSBFIN301	Process financial records
BSBFIN302	Maintain financial records

Term 4

BSBWHS311	Assist with maintaining workplace safety
BSBSTR301	Contribute to continuous improvement
BSBCMM411	Make presentations

Traineeship Pathway

Certificate III in Local Government



The Certificate III in Local Government (LGA30120) is available as a Traineeship for eligible employees. Employers are able to access employer incentive payments. Participants are required to attend weekly virtual classroom sessions of 3.5 hours.

Participants will practice and apply their learning in their daily work and need to allow for 2-3 hours per week for self-directed studies.

Participants are supported by individual mentoring by a WALGA Trainer/Assessor in preparation to undertake all assessment tasks for the relevant term of study.

To identify if a new employee is eligible for funding, contact your local Australian Apprenticeship Support Network Provider for the most up to date incentive payment information.

How do I sign up a trainee?

1. Apprentice Connect Australia Provider

www.apprenticeships.gov.au

- Contact a Provider to sign up a trainee
- The Provider will establish eligibility and will manage federal incentive payments
- Nominate WALGA as your Training Provider on sign up

2. Department of Training and Workforce Development

www.jobsandskills.wa.gov.au/traineeships-for-employers

- The Apprentice Connect Australia Provider will register the trainee on the WA Apprenticeship Management System (WAAMS)
- Employers must register themselves on WAAMS to manage variations and process incentive payments

3. Enrolment and Training with WALGA

- Inform WALGA of potential trainees to ensure a training place
- Registration on WAAMS can take up to 4 weeks, however trainees must be signed up with a Provider to start training
- Our team will assist you in navigating the signup process



Course Fees

Funded through Jobs and Skills WA

The below fees are indicative for 2024* for those who are eligible for the Jobs and Skills WA funding. The final fee depends on the selection of elective Unit of Competency.

Non-Concession Fee*	\$3.25 per nominal hour	\$1430.00
Concession Fee*	\$0.97 per nominal hour	\$426.80

Note: Nationally Recognised Training is GST free.

* The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees and other fees. These must be charged in accordance with the Fees and Charges Policy.



Shire of Wagin, Marcie Smith - 2023 Trainee Graduate

Fee for Service

If you are not eligible for a Traineeship and have been working in Local Government for more than 3 months full time and would like to gain a formal qualification, you can undertake the Certificate III in Local Government on a fee for service basis.

Existing employees will greatly benefit from this comprehensive industry program as theoretical foundations are transferred to daily work tasks, and how they relate to their Local Government functions. The program requires participants to attend weekly virtual classroom sessions of 3.5 hours. The learning builds on theoretical foundations including Local Government related Acts and Regulations.

Participants will practice and apply their learning in their daily work and need to allow for 2-3 hours per week for self-directed studies and assessment preparation.

Participants are supported by individual mentoring by a WALGA Trainer/Assessor in preparation to undertake all assessment tasks for the relevant term of study.

Course Fees

Fee for Service

The below fee is applicable for those who are paying Fee for Service.

Course Fee \$2950.00 (GST free)

RPL Fee On request

Note: Nationally Recognised Training is GST free.



Studying towards my Certificate III in Local Government through WALGA has extended my knowledge in Western Australian specific Local Government. WALGA has a well thought out, high quality online training program for students both currently employed in Local Government or just starting out a career in the Local Government sector. WALGA has exceptional training materials and online resources for students to access.



Marcie Smith

Shire of Wagin | Records/Administration Officer



Behind the scenes of the February 2024 virtual graduation ceremony with WALGA President Cr Karen Chappel and WALGA CEO Nick Sloan

Enrolment

How to apply

- Complete the Enrolment Application form, which is available on the WALGA website or email training@walga.asn.au for a copy.
- The enrolment process will depend on your situation, for example, if you are eligible for a traineeship and have access to funding under Jobs and Skills WA or if you are an existing employee.
- Refer to page 4 for information on how to sign up a trainee.

Do you need more information?

Please contact the WALGA Training team via training@walga.asn.au or ring us on 08 9213 2098. If you would like to discuss the program further, we recommend that you book an appointment with our Trainer by emailing workplacetrainer@walga.asn.au.

Frequently Asked Questions

Can I choose my elective units?

In Term 3, WALGA Training offers 2 different elective streams. For more information see page 3.

How long is the Certificate III program?

The standard delivery duration is 12 months. If a learner has prior learning such as a direct Credit Transfer, the duration may be shortened. If a learner faces challenges such as learning barriers or unexpected changes in their personal circumstance, the program can be extended.

I work in a regional Local Government – how can I access training and is there support?

Training is delivered via ZOOM and the trainer/assessor will support the learner via the virtual classroom, phone calls and email on nominated training days. In addition, the trainer/assessor will follow up and communicate with the supervisor from time to time to report on progress and discuss any arising issues to ensure successful completion. As long as the Local Government has a reliable WiFi connection, training can be accessed from anywhere in WA.

Who can undertake a Traineeship?

The Certificate III in Local Government Traineeship is available to new employees only. This is defined as a person who starts their employment with an employer under a training contract, or has been employed with the same employer for less than 3 months full-time or less than 12 months permanent part-time/casual, or a combination equivalent to more than 3 months full-time.

How do I register a trainee?

The employer needs to contact an Apprentice Connect Australia Provider to determine eligibility and to nominate WALGA as their Training Provider. The Provider will register the trainee on the WA Apprenticeship Management System (WAAMS). Employers will also need to register themselves on WAAMS to manage variations and process incentive payments. For more information on how to start the registration process, please visit www.apprenticeships.gov.au.

Who is eligible for a Jobs & Skills WA funded Traineeship?

Only Traineeships who have been deemed eligible via an Apprentice Connect Australia Provider are funded through Jobs & Skills WA. In addition, a registered trainee must meet the eligibility criteria set by the Department of Training and Workforce Development (DTWD).

The following enrolment categories will not be funded:

- Persons whose primary place of residence is not in Western Australia;
- Residents of Christmas Island or Cocos Island;
- Persons who are neither Australian citizens nor permanent residents of Australia unless they are holders of approved Visa subclasses described in the Fees and Charges Policy;
- Prisoners;
- Secondary school Students except students undertaking a school-based Traineeship;
- Persons under 15 years of age.

You are eligible for a subsidised training place if you have left school, your primary place of residence is in Western Australia and you are:

- An Australian citizen or Permanent Resident of Australia;
- Holders of a sub-class 309, 444, 785, 790, or 820 visa;
- Secondary holders of a temporary visa of sub-class 457; and
- Holders of a Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790.

Who is eligible for the concession course fee? Persons and dependants of persons holding:

- A pensioner concession card;
- A repatriation health benefits card issued by the Department of Veterans' Affairs; or a Health Care Card;
- Persons and dependants of persons in receipt of the Youth Allowance, AUSTUDY or ABSTUDY;
- Persons and dependants of persons who are inmates of a custodial institution;
- Secondary school-aged persons, not enrolled at school;

Detailed information regarding eligibility can be found at the Department's VET fees and charges policy www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-ppr-vet-fees-charges-july2022.pdf

Can I apply for Recognition of Prior Learning (RPL)?

The RPL process implemented by WALGA Training is based on assessment only. Therefore, participants will be required to complete all assessment activities for each Unit. Contact WALGA Training to establish if you have sufficient knowledge and practical experience to meet the Unit requirements.

How can I get more information?

For more information, please contact the WALGA Training team via training@walga.asn.au or ring us on 08 9213 2098.

Cover image courtesy City of Albany



WALGA

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