



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



Shire of Dumbleyung, Certificate III in Local Government student Dylan Fryer

COURSE OVERVIEW



The Certificate III in Local Government program (LGA30120) is aimed at new or existing employees working in an administrative role at a Local Government.

The program covers the skills and knowledge on how to perform a variety of administration duties, working as part of a team, using effective communication techniques and how to offer a quality service to residents or other people from both inside and outside your Organisation.

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 contextualised to meet the needs of Local Governments in Western Australia. The program will provide participants with a good understanding on how Acts and Regulations apply to their role and Local Government.

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

Entry Requirement

- Completion of Year 10 or equivalent
- Employed in an administrative role at a Local Government in WA.

Course Duration

- The recommended time frame to complete the Certificate III course is a duration of 12 months.
- Learners can opt to extend this duration to 18 months or fast track the course to complete earlier.

Pre-Requisite

Nil

Delivery Location

Virtual classroom via Zoom

Delivery Mode

This course is delivered through a blended delivery mode over four (4) study terms of 10 weeks each. There is no training during School Holidays.

Elective Unit Selection

Information regarding elective unit selection can be found on page 6.

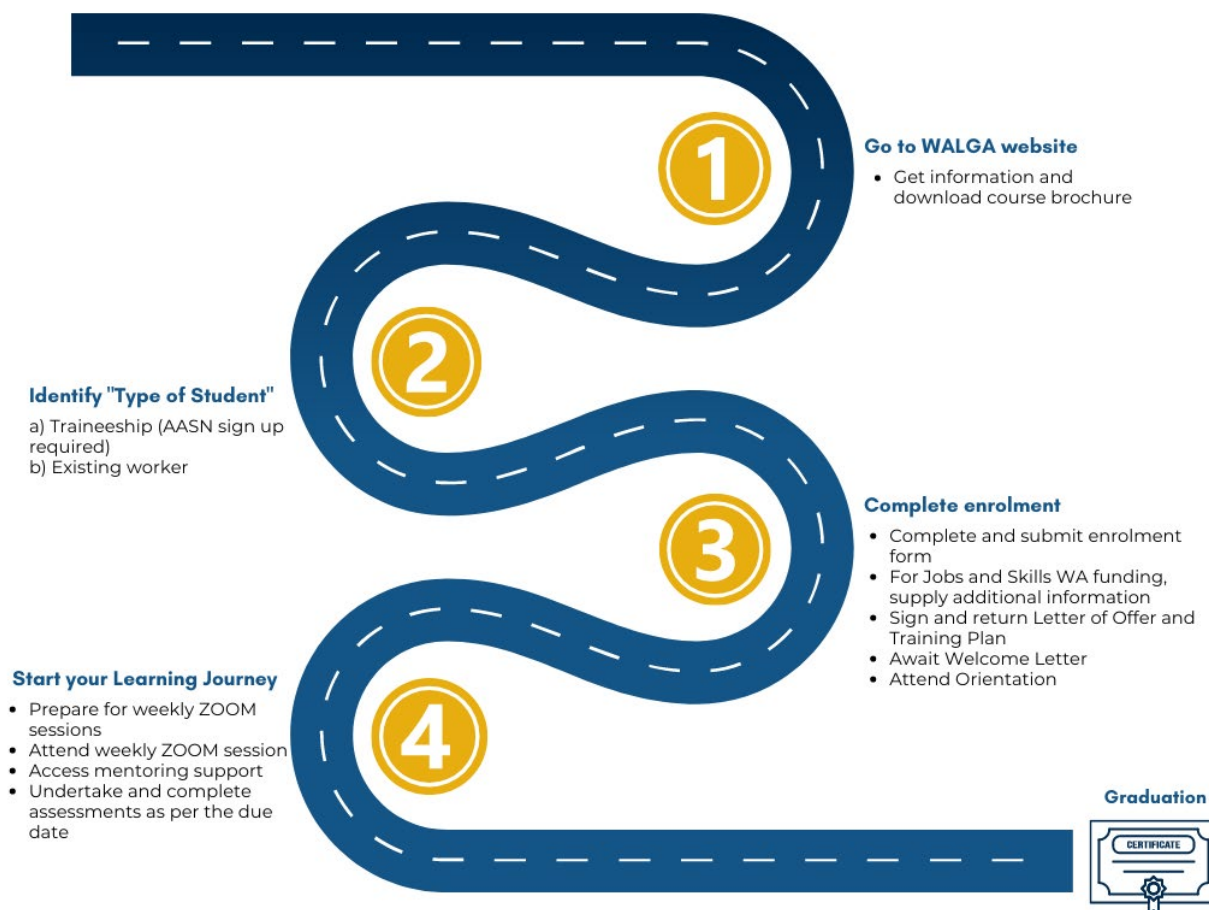
Certification

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 for successfully completed UoC.

ENROLMENT

Your journey begins here



HOW TO APPLY

- The first step is to complete the Enrolment Application form. This form can be downloaded from the WALGA website or email training@walga.asn.au for a copy.
- The enrolment process will then be dependent 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 worker.

MORE INFORMATION

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

TRAINEESHIP

The Certificate III in Local Government 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 hours plus a 15-minute break.

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. Australian Apprenticeship Support Network (AASN)

www.australianapprenticeships.gov.au

- Contact an AASN to sign up a trainee
- The AASN 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 AASN 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
- Register on WAAMS can take up to 4 weeks however trainees must be signed up with an AASN to start training
- Our team will assist you in navigating the signup process

COURSE FEES

Jobs and Skills WA Funding

The below fees are indicative for 2023* 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
School-based Traineeship**	Fee exempt	

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 Student service and resource fees.

** Secondary school-based students are exempt from course and resource fees. Please refer to the current VET Fees and Charges Policy for further information.



City of Stirling, Customer Service

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.

COMPREHENSIVE INDUSTRY PROGRAM

For Existing Employees

Existing employees who have less than 5 years of Local Government experience will benefit greatly from this Comprehensive Industry Program. It requires participants to attend weekly virtual classroom sessions of 3 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.

FAST TRACK PROGRAM

For Existing Experienced Employees

The Fast Track program is recommended for participants who have 5 - 10 years of experience working in Local Government. Participants will attend weekly virtual 1 hour classroom sessions during the study term, and have access to regular mentoring and support from a dedicated trainer/ assessor to ensure successful completion of the study program.

Participants are required to pre-read the learner guide and undertake research tasks in preparation for their weekly fast paced classroom session. In addition, an average of 2-3 hours per week is recommended to prepare for assessment tasks.

Please note that applicants will be required to undertake a **Pre-Enrolment Interview** to establish whether or not the Fast Track Program is the appropriate study option for you.

COURSE FEES

Total Course Fee for Service

Course Fee	\$2950.00
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Note: Nationally Recognised Training is GST free.

UNITS OF COMPETENCY

Term 1	
LGACOR001	Work in local government
BSBXCM301	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 <i>Option A</i>	
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
Term 3 <i>Option B</i>	
FNSACM311	Process and manage payments
BSBFIN301	Process financial records
BSBFIN302	Maintain financial records
Term 4	
BSBWHS311	Assist with maintaining workplace safety
BSBSTR301	Contribute to a continuous improvement
BSBCMM411	Make presentations

Elective Unit Selection

To support administrative roles, we offer a choice of elective Units of Competency. Option A focuses on professional business document creation e.g. Understand intermediate formatting functions applied to your style guide using Microsoft Word, PowerPoint and Excel. Option B focuses on financial processing and record keeping skills. 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.

"Studying towards my Certificate III in Local Government through WALGA has exceeded my expectations in many regards, in particular the level of WA specific Local Government content and the access to industry experts. WALGA has put together a well thought out program from student onboarding to the high quality of training materials and online resources provided for students."

Dylan Fryer – Current Certificate III student
Shire of Dumbleyung | Records/Administration Officer

FREQUENTLY ASKED QUESTIONS

Can I choose my elective units?

WALGA Training offers a choice of elective Units of Competency. See elective units on page 6.

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, 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 Australian Apprenticeship Support Network (AASN) to determine eligibility and to nominate WALGA as their Training Provider. The AASN 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 <https://www.australianapprenticeships.gov.au/>

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

Only Traineeships who have been deemed eligible via an AASN 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 <https://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.



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