



# LGA50120 Diploma of Local Government



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WALGA Training (RTO 51992)  
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# LGA50120

## Diploma of Local Government

### *The ideal pathway to advance your Local Government career*

The Diploma of Local Government has been developed through extensive consultation with the Local Government sector. This vocational training pathway is designed to provide practical knowledge and technical skills and is fully contextualised for Local Government in Western Australia.

The program is delivered by professionals with extensive expertise in their respective fields. By learning from our passionate subject matter experts, participants can use this program as a stepping stone towards further study or a higher education degree.

This 18-month Diploma program is specifically designed for Local Government Officers who have worked in an administrative, operational, professional or technical role for the past few years and now wish to advance their career by obtaining a formal nationally recognised qualification.

The program equips participants with the skills and tools necessary to understand Local Government legislation, interpret relevant compliance requirements, contribute to policy and procedure development, engage effectively with the community, and work efficiently across teams and departments. Officers will learn to navigate the complex structure of Local Government frameworks and apply governance principles to ensure compliance in their roles.

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).

#### **Entry Requirement**

- Completion of Year 12 or equivalent or the completion of the Certificate III in Local Government or similar.
- Currently employed at a WA Local Government in an administrative support role.

#### **Pre-Requisite**

Nil

#### **Course Duration**

The recommended time frame to complete the Diploma is 18 months. However, participants have the flexibility to complete the program in as little as 15 months or extend it to 24 months, depending on class availability.

#### **Training Delivery**

This program is delivered through a variety of learning methods including weekly virtual classroom sessions (Zoom), online resources, self-paced research, class preparation and regular mentoring support. The program is not available as a self-paced option.

#### **Assessment**

Assessments must be submitted by the due dates outlined in the Letter of Offer. Assessment methods include knowledge assessments, project work, scenarios, direct observation, case studies, and the completion of various reports. Most assessment tasks are directly related to your Local Government role and require access to policies and procedures, Local Government records, work templates, IT systems and relevant software, meeting minutes and strategic documents. It is recommended to seek support from your supervisor, manager, or CEO prior to enrolling in the Diploma program.

#### **Study Time**

Depending on the unit of competency, each unit requires approximately 10 hours per week for reading and research and preparing for individual assessment tasks. Assessments must be submitted at the listed due date in the Training and Assessment Plan. This does not include class time.

#### **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 LGA50120 Diploma of Local Government.



## Training Program Outline

The Diploma of Local Government is nationally recognised within the Australian Qualification Framework (AQF) and consists of 12 Units of Competency (UoC), five (5) core and seven (7) elective units.

### Units of Competency

#### Foundation Unit - Zoom

|                  |                                 |
|------------------|---------------------------------|
| <b>LGACOR001</b> | Work in local government (Core) |
|------------------|---------------------------------|

#### Communication & Customers in Local Government - Zoom

|                 |  |
|-----------------|--|
| <b>BSBXC501</b> | Lead communication in the workplace (Core) |
|-----------------|--|

|                  |   |
|------------------|---|
| <b>BSBOPS505</b> | Manage organisational customer service (Core) |
|------------------|---|

|                  |  |
|------------------|--|
| <b>LGAREG003</b> | Manage conflict situations in a regulatory environment |
|------------------|--|

#### Understanding Governance in Local Government - Zoom

|                  |  |
|------------------|--|
| <b>PSPLEG003</b> | Promote compliance with legislation in the public sector |
|------------------|--|

|                  |                                    |
|------------------|------------------------------------|
| <b>LGACOR005</b> | Represent council in the community |
|------------------|------------------------------------|

|                  |                           |
|------------------|---------------------------|
| <b>LGACOR008</b> | Provide advice to council |
|------------------|---------------------------|

#### Community Consultation and Engagement - Zoom

|                  |  |
|------------------|--|
| <b>PSPGEN075</b> | Build and maintain community relationships |
|------------------|--|

|                  |                                 |
|------------------|---------------------------------|
| <b>LGACOR007</b> | Conduct community consultations |
|------------------|---------------------------------|

|                  |   |
|------------------|---|
| <b>CHCCDE010</b> | Develop and lead community engagement strategies to enhance participation |
|------------------|---|

#### Managing Sector Specific Risks & WHS - Zoom

|                  |                             |
|------------------|-----------------------------|
| <b>BSBOPS504</b> | Manage business risk (Core) |
|------------------|-----------------------------|

|                  |  |
|------------------|--|
| <b>BSBWHS521</b> | Ensure a safe workplace for a work area (Core) |
|------------------|--|



## Training Program Cost

The cost of the Diploma program includes all training sessions, training resources, individual student support and assessment fees.

| LGA50120 Diploma of Local Government - 18 months |  | Total (GST free)  |
|--|--|---|
| <b>OPTION 1</b>                                  | Payment made by the Local Government * upfront with 1 Purchase Order   | <b>\$ 12,000.00**</b>                                     |
| <b>OPTION 2</b>                                  | Payment made over 3 equal payments - only available if purchase orders have been issued by the Local Government on enrolment | <b>3 payments of \$4,500.00**<br/>(total \$13,500.00)</b> |

\*If an individual wishes to pay for their own course fee, WALGA Training will limit individual payment to a maximum of \$1,500.00 per payment.

\*\* Nationally recognised training is GST free.

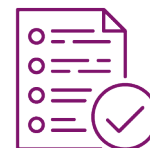
## Cancellation & Refunds

- Pre-paid tuition and assessment fees are fully refundable if cancellation is received up to 10 working days prior to the listed course start date.
- Pre-paid tuition and assessment fees will receive a 50% refund if cancellation is received 10 days prior to the listed course start date.
- Cancellation after course start - no refunds will apply if cancellation has been received after the course has commenced and the **withdrawal date** stated in the Letter of Offer has passed.

## Language, Literacy, Numeracy and Digital (LLND) skills

Learners require appropriate Language, Literacy, Numeracy and Digital skills (LLND) including the ability to:

- read and comprehend complex legislative text and written information in policies, procedures and/or other work documents,
- write clear and coherent texts e.g. reports, essays and workplace communications
- communicate effectively in internal and external workplace situations including discussions, dealing with conflict situations and making presentations
- understand mathematical formulas to read, interpret and analyse graphs, charts, data sets, budgets and spatial measurements
- proficient navigation skills for using digital devices, software, and cloud-based systems



## Learning Support and Wellbeing

Completing a Diploma Qualification requires time and study commitment. Being well-organised and having a weekly study plan in place helps balance work and family commitments and avoids procrastination in completing required assessment tasks by the set assessment due date. At times, challenges can occur, such as competing work priorities, personal issues, or changes in family circumstances (e.g., illness, caring responsibilities).

Our WALGA Trainers and Assessors provide guidance and support throughout the program and assist participants in overcoming challenges to ensure ongoing course progress. However, as an adult learner, this requires self-discipline, resilience, and proactive communication to successfully navigate and complete the program.



## How to enrol

Complete the WALGA enrolment application form and submit to [training@walga.asn.au](mailto:training@walga.asn.au) with a Purchase Order from your Local Government or if you wish to pay individually, complete payment via a Credit Card.

Once WALGA Training has received your enrolment application form, our team will issue a Letter of Offer with a proposed Training and Assessment Plan and our Student Handbook, which refers to our policies and procedures including payments, refunds, study support, assessment progress, complaints handling and appeals.



Enrolment is confirmed once the Letter of Offer has been signed and payment has been received.



# Frequently Asked Questions



## Can I study the Diploma of Local Government program part-time while working?

Yes, you can study the Diploma of Local Government program part-time while working. You have the option to extend the program to 24 months by taking a break from study. To do this, confirm your Training and Assessment plan during enrolment and pre-select non-study terms. During the enrolment process, speak with our Student Services Team to discuss your situation and indicate which term you wish to take a study break. Please be aware that during your selected study term, you still need to allow for approx. 10 hours per week for reading and research and preparing for individual assessment tasks.

## Can I choose my elective units?

WALGA Training offers the Diploma of Local Government and/or the Diploma of Local Government (Planning). Each program has set elective units.

## Can I opt to choose other Elective Units of Competency, not listed in the Student brochure.

No, this program is highly specialised and WALGA Training has developed all units based on our expertise, WA legislation and our scope of registration.

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

Training is primarily delivered through our virtual classroom via Zoom, ensuring regional Officers have easy access to the program. To participate, you will need a quiet room or study area, a laptop or PC with a camera and audio capabilities, and a reliable WiFi connection. Each participant will receive a unique login to our designated Student Portal (aXcelerate), where they can access all resources, the learning plan, Zoom access codes, and assessment tools from anywhere in WA.

Trainers and Assessors provide support to learners throughout their study term during class time and through follow up emails or chats on designated training days. Additionally, the WALGA Training support team is available to answer questions, issue regular progress reports to both students and supervisors, and address any arising issues to ensure successful program completion.

## Is there any government funding for the Diploma program?

Not at this stage.

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

The RPL process implemented by WALGA Training is based on Assessment Only. 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. The cost for the Assessment Only pathway is \$500.00 per Unit. This excludes any learning resources or access to training sessions. It does include assessment marking and feedback of assessments.

## How can I get more information?

For more information, please visit [www.walga.asn.au/training](http://www.walga.asn.au/training) or contact the WALGA Training team via email - [training@walga.asn.au](mailto:training@walga.asn.au) or ring us on 08 9213 2098.



City of Fremantle



# Learn from the experts

Get qualified with WALGA's Nationally Recognised Training options



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