

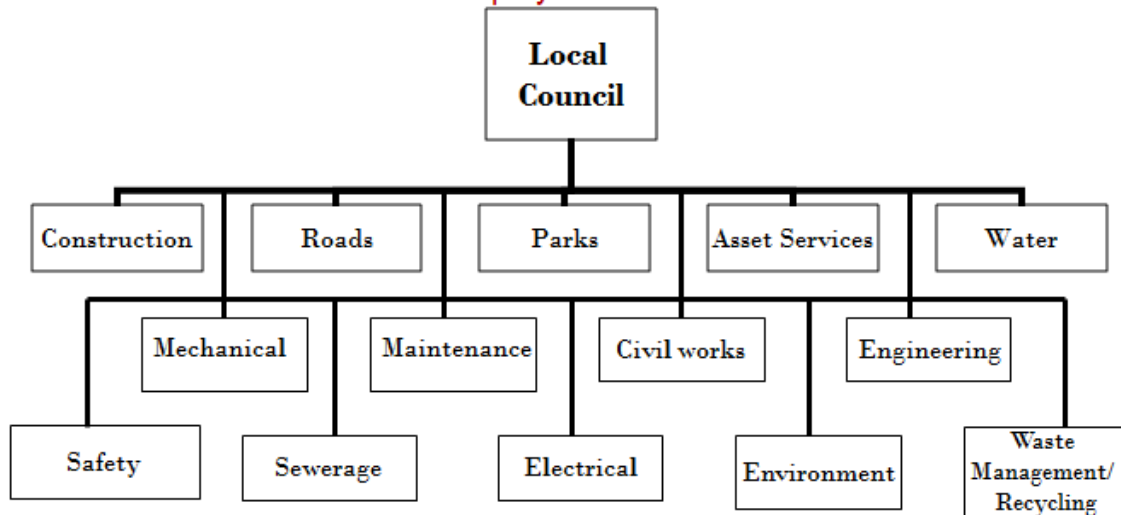
Course Essentials and Pre-Enrolment Information LGA40120 Certificate IV in Local Government

Take the opportunity to get recognized for your experience as a supervisor within Local Government. You will be spending up to 12 months developing your practical skills and knowledge in successfully supervising projects.

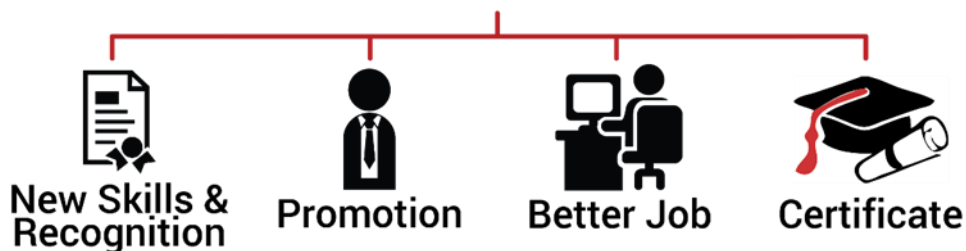
Designed for working Supervisors, Foreman, Gangers and Leading Hands within Local Government from any of the following divisions:



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



You can study at your own pace and gain become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career in Local Government.




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

Qualification advice:

It is the responsibility of each applicant to determine the specific requirements for their type of industry and to obtain the appropriate units of competency and qualifications. As an RTO, our role is solely to provide information about the training and qualifications we offer, not legal or regulatory advice.

Each professional must verify that the courses they undertake with us, or any other provider, meet all legislative or registration requirements pertinent to their roles. This includes ensuring that their training complies with the current standards of regulatory bodies at the time of enrolment.

Qualification Name & Code	LGA40120 Certificate IV in Local Government
Course Currency	This is the official Certificate IV in Local Government Course. You will be gaining the latest and most up-to-date version of this course.
	Yes, all qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia and often overseas.
Date of Effect:	17/03/2025 - 30/06/2027
Post Nominal	Yes, you will be able to use the letters CertIVLG after your name when you complete your course.
Speciality/Cohort	Local Council, Leading Hands
Double Qualification Available	Yes, you can complete this course as a single qualification, or you can also complete it with your BSB40520 Certificate IV in Leadership and Management . Obtaining two qualifications, often increases your chance of employment promotions and also extends the industries that you can gain employment in.
Delivery Method	Flexi Training – You choose your training method to suit you and your work schedule. <ul style="list-style-type: none"> - Mixture of Online & Phone or zoom/teams sessions – day or evening sessions
Covers Enrolments	17 th March 2025 – 30 th June 2027
Start Dates	Flexible. Year Round Start Dates. Means you can start any time.

	Fast Start & Quick Access to your Course.
Duration of Course	<p>12 months: 48 academic weeks (over 3 trimesters) includes 4 weeks access to your units at the end to ensure you have completed all units. To be considered a full-time student you must complete at least 1 unit per month. This is particularly important if you are applying for Centrelink benefits relating to study.</p> <p>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.</p> <p>All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.</p>
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; or If under 18-21, have a Certificate III + 2 years relevant work experience; or If under 18-21, have proof of high level of skills that may lead to an interview for possible enrolment</p> <p>Academic Suitability: Proof of completing: - Year 12/Senior Certificate; or - Certificate III + 2 years relevant work experience; or - Pass a GTI Language, Literacy and Numeracy test</p> <p>English language: see 'English Requirements' in the footer of the website for more information</p> <p>General: Motivation and a strong reason to complete and gain your qualification</p>
Specific requirements needed to successfully complete the course	<p>If possible, access to a Local Authority (Council) workplace where you can do practical workplace projects e.g. Run a tool box meeting, complete forms. This is to be organised by the student.</p> <p>Refer to Materials/Equipment Needed.</p> <p>Active (minimum monthly) communication with your Trainer is compulsory.</p>
Materials/Equipment Needed	<p>Access to a computer and internet for at least 4-8 hours per week.</p> <p>Word processing program (Microsoft Word recommended).</p> <p>Suitable area for focused study time.</p>
Units in the Course	<p>12 Units are required to gain this qualification.</p> <p>Similar units to these need to be completed:</p> <ul style="list-style-type: none"> • <u>BSBXCM401 Apply communication strategies in the workplace</u> • <u>BSBXTW401 Lead and facilitate a team</u> • <u>BSBLDR413 Lead effective workplace relationships</u> • <u>BSBLDR411 Demonstrate leadership in the workplace</u> • <u>BSBLDR414 Lead team effectiveness</u>

	<ul style="list-style-type: none"> • <u>BSBOPS403 Apply business risk management processes</u> • <u>BSBWHS411 Implement and monitor WHS policies, procedures and programs</u> • <u>BSBSUS411 Implement and monitor environmentally sustainable work practices</u> • <u>BSBOPS402 Coordinate business operational plans</u> • <u>BSBOPS304 Deliver and monitor a service to customers</u> • <u>BSBOPS405 Organise business meetings</u> • <u>LGACOR001 Work in local government</u> <p>Your units may differ depending on 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 resources to complete your training and assessments.</p> <p>You will also have access to many additional Management, Business, Leadership and Career Success Resources and Templates. These can really help you to Advance Your Career.</p>
Training Support Services	<p>You will have access to your Trainer/Assessor and GTI Customer Service Team via phone, email and online support.</p>
Additional Learner Support Services Available if required	<p>If you have a disability, medical condition or believe that you will need additional support or adjustments made to your training, please contact the Training Manager on 1800 998 500 so that we can discuss your situation and see what adjustments may be able to be made.</p> <p>Some of the adjustments that you may be able to access include:</p> <ul style="list-style-type: none"> - Support from trainer and office staff – unlimited 1800 number, email, online/video calls (e.g. Zoom, Teams) – keep in close contact with us <ul style="list-style-type: none"> - Additional phone appointments can be negotiated with your Trainer - Flexible training timetables – contact us if you need to modify your training plan e.g. If you are doing a project at work and a unit suits that project, you can switch the order of the units so that you can complete it while you are doing your project at work - Additional Reference Libraries - Online/offline assessments and resources - Limited computer skills/typing: - We will guide you to get a phone app for talk to text conversion - We will provide additional assistance for learning how to use your online student area and any other IT support you may need

	<ul style="list-style-type: none"> - Audio Recording options – trainer may interview you through your assessments and then you provide the matching evidence. - Audio/video walkthroughs (where available) where a trainer explains the assessment requirements. <p>These are included as part of the service provided to you by Global Training Institute during your time studying with us.</p>
Location of Training, Sessions & Times	Training will be usually online plus sessions via phone, zoom or teams at times negotiated with your Trainer that will suit you both. You will receive a Training Plan with proposed unit dates to help keep you on track.
Attendance at training if required	Active (minimum monthly) communication with your Trainer and a minimum of 1 unit submitted per month is required. Attendance at any webinars or workshops is not compulsory, however there is great value in attending any that are organised.
Access to Trainer	<p>You will have regular contact (minimum monthly) with your Trainer via phone, and/or email.</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 generally allows you to complete 1 unit per month if you have experience and can access workplace documents, more if you do not.
Location of Assessing	<p>Your assessments will often be developing workplace systems and procedures to improve your processes for either your existing workplace or a case study.</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 assessments. Let us know you're interested in RPL when you enrol.
Credit Transfer	Yes, if you have completed the exact same unit in another qualification, you will not need to redo this unit. 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	Employment in a Local Authority is desirable.
Employment Guaranteed at end of Course	<p>Sorry, GTI is unable to guarantee you any employment or promotions for which you apply.</p> <p>Many of our students have gained promotions and new jobs both within Australia and overseas, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.</p>
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.
Future Study Credits	<p>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.</p> <p>Look on our website for the Credits Checker and discuss with our Course Advisors to see what you might be able to gain credit for.</p>

Things to Keep in Mind as you Study with us. Your rights and obligations.	
Fees	<p>Student Tuition Fees are required for enrolment in this course.</p> <p>Fees can be paid for by you individually or your employer.</p> <p>All fees must be paid before your qualification will be issued.</p>
Government Funding/ Subsidies/ Entitlements Available for this course	<p>Government funding:</p> <p>Funding subsidies are subject to change by the Government.</p> <p>Confirmation of availability and eligibility for State based funding & Federal Government incentives is subject to approval through relevant Government systems & processes.</p> <p>NSW Employees and Residents...</p> <p>The NSW Government is heavily subsidising the fees for this course for eligible participants. The course fees may be as low as \$0 - \$1850 under NSW Smart & Skilled. See NSW Smart & Skilled funding webpage for details regarding how this funding works, eligibility, and availability.</p> <p>http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/</p> <p>SA Employees and Residents...</p> <p>The SA Government is heavily subsidising the fees for this course for eligible traineeship participants. See website page for more information.</p> <p>NOTE – You must be completing an approved Traineeship and meet eligibility criteria to access funding.</p> <p>https://globaltraining.edu.au/global_training_institute/job-trainer-sa/</p>
Tuition Fees & Maximum Course Cost	<p>The maximum tuition fee for this course is \$5700. This may be reduced if you have completed the same Unit (code), previously in another qualification – Credit Transfer.</p> <p>See Tuition Fee Schedule, located in the website footer, for current student tuition fees.</p>
Any additional costs involved	<p>All costs are included in the course fees discussed at the time of your enrolment. No additional costs are incurred throughout your time studying with Global Training Institute.</p>
Tax Rebates & Deductibility	<p>Yes, this course can be 100% Tax deductible if it relates to your work.</p> <p>Please confirm with your Tax Adviser.</p>
Payment Options – how fees to be paid, when fees to be paid, terms and conditions	<p>Fees can be paid for by Student or Employer.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> - Payment Plans (Fortnightly over duration of course)
Refund Conditions	<p>Details are available in the Student Handbook.</p>
Your Rights	<p>For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook.</p>
Concerns, Queries, Complaints or Appeals about either Global Training or your training provider	<p>Please contact Global Training Institute via community@globaltraining.edu.au or 1800 998 500.</p> <p>Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook.</p>
Course Deferral, Extension or Withdrawal	<p>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.</p> <p>Global Training Institute will then access each application individually and will respond in writing within 10 working days. Full details of the</p>

	policies regarding these are available in the Student Handbook available in the 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 located in the website footer.
To enter and successfully complete this course	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course. GTI will provide support to give you the best possible chance to succeed, providing you are prepared to put in the work to achieve your goal of completing your qualification.
USI	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course. USI website
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 community@globaltraining.edu.au

Here's what other past students have said about completing their Certificate IV in Local Government qualification...

"The concepts were all useful to my position. It has given me more confidence to do my job. You learn a lot about people and how to best have them work for you. I am now more active in my approach to work procedures" **Bruce Broadley**, Ashburton Shire Council

"Useful course! Very informative and useful for my position. Good ideas for budgets, toolbox meetings..." **Jeff Richardson**, Armidale Dumaresq Council

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

The team at Global Training Institute

