



SKILLSIQ

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Local Government Training Package Products

**Companion Volume Implementation Guide
LGA Local Government Training Package
Version 1.0**

This Companion Volume Implementation Guide is published by:

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Training Package Modification History

The following table shows modifications to the LGA Local Government Training Package as a result of updates conducted from 2017 to 2020. The table tracks modifications to training components in this Training Package made after the initial release. Please check that you are using the current version of the LGA Local Government Training Package by accessing information from training.gov.au.

Table 1: Training Package Modification History at Time of Publication

Training Package Version	Release Date	Comments
1.0	February 2021.	<p>Primary release of LGA Local Government Training Package</p> <p>Inclusion of the following Local Government Training Package Products updated to meet the requirements of <i>Standards for Training Packages 2012</i>:</p> <ul style="list-style-type: none"> Five Qualifications: <ul style="list-style-type: none"> LGA20120 Certificate II in Local Government LGA30120 Certificate III in Local Government LGA40120 Certificate IV in Local Government LGA50120 Diploma of Local Government LGA50220 Diploma of Local Government - Elected Member Eight Skill Sets: <ul style="list-style-type: none"> LGASS00006 Elected Member Collaborative Decision Making LGASS00007 Elected Member LGASS00008 Local Government Entrant LGASS00009 Manage in Local Government LGASS00010 Manage Workplace Sustainability LGASS00011 Property Management LGASS00012 Rates Officer LGASS00013 Supervise in Local Government 30 Units of Competency and associated Assessment Requirements: <ul style="list-style-type: none"> LGACOR001 Work in local government LGACOR002 Administer rates LGACOR003 Determine rates and charges LGACOR004 Review rates LGACOR005 Represent council in the community

		<p>LGACOR006 Provide public education</p> <p>LGACOR007 Conduct community consultations</p> <p>LGACOR008 Provide advice to council</p> <p>LGACOR009 Manage grants</p> <p>LGACOR010 Oversee asset management strategy</p> <p>LGACOR011 Analyse financial reports and budgets</p> <p>LGAMEM001 Meet elected member responsibilities</p> <p>LGAMEM002 Perform elected member functions</p> <p>LGAMEM003 Contribute to high level strategic decision making</p> <p>LGAOPS001 Prepare for operational works</p> <p>LGAOPS002 Prepare site for new operational works</p> <p>LGAOPS003 Develop works maintenance schedule</p> <p>LGAOPS004 Evaluate works maintenance needs and priorities</p> <p>LGAOPS005 Manage civil plant and resources</p> <p>LGAPLA001 Interpret and apply development planning legislation, schemes and instruments</p> <p>LGAPLA002 Perform minor development assessments</p> <p>LGAPLA003 Assess development applications and implement planning scheme</p> <p>LGAPLA004 Identify native title issues relevant to local government</p> <p>LGAPLA005 Protect heritage and cultural assets</p> <p>LGAPRO001 Interpret and apply property management legislation</p> <p>LGAPRO002 Administer property</p> <p>LGAPRO003 Administer and apply road legislation</p> <p>LGAREG001 Implement parking controls</p> <p>LGAREG002 Provide evidence in court</p> <p>LGAREG003 Manage conflict situations in a regulatory environment</p>
LGA04	September 2012	Release 3.0 of LGA04 Local Government Training Package
LGA04	August 2009	Release 2.2 of LGA04 Local Government Training Package
LGA04	August 2004	Primary Release of LGA04 Local Government Training Package

Introduction

This Companion Volume Implementation Guide has been developed to provide advice and guidance on Local Government-specific Training Package Products contained within the LGA Local Government Training Package.

In November 2012 the former National Skills Standards Council (NSSC)¹ developed a set of *Standards for Training Packages* to ensure that Training Packages are of high quality and meet the workforce development needs of industry, enterprises and individuals.² The *Standards for Training Packages 2012* applies to the design and development of Training Packages for endorsement consideration.

Standard 1 identifies the products that must comprise a Training Package. Endorsed components can include:

- Units of Competency which specify the standard of performance required in the workplace
- Assessment Requirements (associated with each Unit of Competency)
- Qualifications that are consistent with the Australian Qualifications Framework (AQF) specifications
- credit arrangements which specify any arrangements between Training Package Qualifications and Higher Education.

Non-endorsed components can include:

- a quality-assured Companion Volume Implementation Guide ('Implementation Guide')
- other quality-assured guides to assist users
- Skill Sets.

Quality Assurance of Companion Volumes

Companion Volumes developed by SkillsIQ follow a Quality Assurance process throughout development to ensure availability at the time of endorsement of the Training Package, and to ensure that the Implementation Guide complies with the Companion Volume Implementation Guide template. The steps in this process are as follows:

Consultation

1. Stakeholders provide advice on content throughout the consultation phase

Development

2. Draft Companion Volume(s) prepared
3. Format and copy edit Draft 1
4. Draft 2 Companion Volume(s) prepared
5. Cross-check Companion Volume(s) with draft Training Package components for endorsement
6. Review of Final Draft by Industry Reference Committee (IRC) or Technical Advisory Committee (TAC) as applicable
7. Copy edit and proofread
8. Quality Assurance review

Sign-off

9. Sign-off by Industry Reference Committee
10. Companion Volume Implementation Guide made available for external Quality Assurance
11. Desktop publish and upload to website.

1.0 Overview Information

This Implementation Guide is designed to assist assessors, trainers, Registered Training Organisations (RTOs) and enterprises to deliver the LGA Local Government Training Package. It provides advice about the structure and content of Local Government Training Package Products, key features and specific information applicable to implementation.

1.1 LGA Qualifications

Qualifications are created by combining Units of Competency into groups which provide skill outcomes meaningful in the workplace for different job roles and aligning those groups of competencies to Qualification levels nominated in the Australian Qualifications Framework. Qualifications therefore:

- represent key industry functions directly related to occupational positions in the industry
- are a framework, not a course.

Table 2: List of Qualifications in LGA Local Government Training Package

Qualification Code	Qualification Title
LGA20120	Certificate II in Local Government
LGA30120	Certificate III in Local Government
LGA40120	Certificate IV in Local Government
LGA50120	Diploma of Local Government
LGA50220	Diploma of Local Government - Elected Member

1.2 LGA Skill Sets

Skill Sets, which are Products contained within a Training Package, are single Units or groups of Units designed to enable learners to acquire a mini set of skills. Skill Sets can be:

- a single Unit or a group of Units that link to a licensing or regulatory requirement
- a single Unit or a group of Units that can link to a defined industry need. Skill Sets comprising a single Unit or group of Units can be used to upskill workers and can be thought of as a short upskilling course
- a single Unit or a group of Units linked to a defined industry need where a whole Qualification is not required but where workers just need a very specific set of skills.

Table 3: Local Government Skill Sets

Skill Set Code	Skill Set Title
LGASS00006	Elected Member Collaborative Decision Making
LGASS00007	Elected Member
LGASS00008	Local Government Entrant
LGASS00009	Manage in Local Government
LGASS00010	Manage Workplace Sustainability

Skill Set Code	Skill Set Title
LGASS00011	Property Management
LGASS00012	Rates Officer
LGASS00013	Supervise in Local Government

1.2.1 Offering other groups of Units

Users can, over and above the nominated Training Package Skill Sets, deliver a stand-alone Unit or any other combination of Units which meets an identified need.

This approach provides flexibility to create bespoke training opportunities that allow the learner to build on existing skills and the employer to negotiate with RTOs to provide identified skills gap training.

1.3 LGA Units of Competency and Prerequisites

Units of Competency (UoCs) are developed by industry to meet the identified skill needs of industry. Each Unit of Competency identifies a discrete workplace skill and includes the knowledge that underpins competency. Units of competency therefore:

- are statements about the skills and knowledge required for effective performance in a particular job function
- describe work outcomes, not training input or modular ways of delivering training
- logically describe stand-alone skills which are used in a work situation
- can be combined together in groups which align to work functions and job roles.

There are 30 Units of Competency for Local Government including Units which cover a range of specialised services provided by Local Government. These comprise 17 new and 13 revised Units.

A Prerequisite is a Unit of Competency in which the individual must be deemed competent prior to the determination of competency in another Unit. Prerequisites are applicable when competency cannot be achieved in a given Unit of Competency without first gaining essential knowledge and skills from other Unit(s) of Competency. There are no Prerequisites required in the LGA Units.

1.3.1 Units meet the requirements of *Standards for Training Packages 2012*

Units of Competency have been developed to meet the requirements of the *Standards for Training Packages 2012*. For an explanation of the content and format of Units, please refer to [Appendix A: Units of Competency and Assessment Requirements Explained](#).

Table 4: List of Units of Competency within the LGA Local Government Training Package

Unit Code	Unit Title	Prerequisite(s)
LGACOR001	Work in local government	Nil
LGACOR002	Administer rates	Nil
LGACOR003	Determine rates and charges	Nil
LGACOR004	Review rates	Nil
LGACOR005	Represent council in the community	Nil
LGACOR006	Provide public education	Nil

Unit Code	Unit Title	Prerequisite(s)
LGACOR007	Conduct community consultations	Nil
LGACOR008	Provide advice to council	Nil
LGACOR009	Manage grants	Nil
LGACOR010	Oversee asset management strategy	Nil
LGACOR011	Analyse financial reports and budgets	Nil
LGAMEM001	Meet elected member responsibilities	Nil
LGAMEM002	Perform elected member functions	Nil
LGAMEM003	Contribute to high level strategic decision making	Nil
LGAOPS001	Prepare for operational works	Nil
LGAOPS002	Prepare site for new operational works	Nil
LGAOPS003	Develop works maintenance schedule	Nil
LGAOPS004	Evaluate works maintenance needs and priorities	Nil
LGAOPS005	Manage civil plant and resources	Nil
LGAPLA001	Interpret and apply development planning legislation, schemes and instruments	Nil
LGAPLA002	Perform minor development assessments	Nil
LGAPLA003	Assess development applications and implement planning scheme	Nil
LGAPLA004	Identify native title issues relevant to local government	Nil
LGAPLA005	Protect heritage and cultural assets	Nil
LGAPRO001	Interpret and apply property management legislation	Nil
LGAPRO002	Administer property	Nil
LGAPRO003	Administer and apply road legislation	Nil
LGAREG001	Implement parking controls	Nil
LGAREG002	Provide evidence in court	Nil
LGAREG003	Manage conflict situations in a regulatory environment	Nil

1.4 Imported Units of Competency

In addition to Units developed specifically for the Local Government industry, LGA Qualifications contain a range of Units imported from other Training Packages. These have been selected because of their applicability to Local Government job roles.

Codes, Titles and Prerequisite requirements for imported Units of Competency are applicable and current at the time of publication of the LGA Local Government Training Package.

The parent Training Package is identified before each group of imported Units of Competency.

Table 5: Imported Units of Competency listed in the LGA Local Government Training Package

Unit Code	Unit Title	Prerequisite(s)
Animal Care and Management Training Package		
ACMAIM202	Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals
ACMAIM303	Move large animals to new locations	Nil
ACMCAS304	Capture, handle and transport companion animals	Nil
ACMINF303	Implement infection control in the handling and care of native wildlife	Nil
Agriculture, Horticulture and Conservation and Land Management Training Package		
AHCARB316	Perform pruning operations	Nil
AHCBUS408	Operate within a budget framework	Nil
AHCCHM304	Transport and store chemicals	Nil
AHCCHM307	Prepare and apply chemicals to control pests, weeds and diseases	Nil
AHCLPW506	Develop a management plan for a designated area	Nil
AHCMOM213	Operate and maintain chainsaws	Nil
AHCPGD201	Plant trees and shrubs	Nil
AHCPGD305	Conduct operational inspection of park facilities	Nil
AHCPMG301	Control weeds	Nil
Business Services Training Package		
BSBCMM211	Apply communication skills	Nil
BSBCMM411	Make presentations	Nil
BSBCMM511	Communicate with influence	Nil
BSBCNV511	Take instructions in relation to a conveyancing transaction	Nil

BSBCNV512	Finalise the conveyancing transaction	Nil
BSBCNV611	Interpret a legal document and provide advice in a conveyancing transaction	Nil
BSBCNV612	Identify and apply legal requirements for a conveyancing transaction	Nil
BSBCNV613	Prepare legal documents for a conveyancing transaction	Nil
BSBCNV615	Interpret search results for a conveyancing transaction	Nil
BSBCRT311	Apply critical thinking skills in a team environment	Nil
BSBDAT501	Analyse data	Nil
BSBFIN401	Report on financial activity	Nil
BSBINS201	Process and maintain workplace information	Nil
BSBINS302	Organise workplace information	Nil
BSBINS309	Maintain business records	Nil
BSBLDR413	Lead effective workplace relationships	Nil
BSBLDR414	Lead team effectiveness	Nil
BSBLDR522	Manage people performance	Nil
BSBLDR601	Lead and manage organisational change	Nil
BSBOPS203	Deliver a service to customers	Nil
BSBOPS304	Deliver and monitor a service to customers	Nil
BSBOPS403	Apply business risk management processes	Nil
BSBOPS405	Organise business meetings	Nil
BSBOPS502	Manage business operational plan	Nil
BSBOPS504	Manage business risk	Nil
BSBOPS505	Manage organisational customer service	Nil
BSBPEF202	Plan and apply time management	Nil
BSBPEF502	Develop and use emotional intelligence	Nil
BSBPMG430	Undertake project work	Nil

BSBSTR301	Contribute to continuous improvement	Nil
BSBSTR401	Promote innovation in team environments	Nil
BSBSTR501	Establish innovative work environment	Nil
BSBSUS411	Implement and monitor environmentally sustainable work practices	Nil
BSBSUS511	Develop workplace policy and procedures for sustainability	Nil
BSBTEC201	Use software applications	Nil
BSBTEC301	Design and produce business documents	Nil
BSBTEC302	Design and produce spreadsheets	Nil
BSBTEC303	Create electronic presentations	Nil
BSBTWK201	Work effectively with others	Nil
BSBTWK503	Manage meetings	Nil
BSBWHS211	Contribute to health and safety of self and others	Nil
BSBWHS311	Assist with maintaining workplace safety	Nil
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Nil
BSBWHS521	Ensure a safe workplace for a work area	Nil
BSBWRT311	Write simple documents	Nil
BSBXCM301	Engage in workplace communication	Nil
BSBXCM401	Apply communication strategies in the workplace	Nil
BSBXCM501	Lead communication in the workplace	Nil
BSBXTW301	Work in a team	Nil
Community Services Training Package		
CHCCDE002	Develop and implement community programs	Nil
CHCCDE010	Develop and lead community engagement strategies to enhance participation	Nil
CHCCDE011	Implement community development strategies	Nil
CHCEDU002	Plan health promotion and community intervention	Nil

CHCEDU008	Share health information	Nil
CHCMGT004	Secure and manage funding	Nil
Construction, Plumbing and Services Training Package		
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Nil
Property Services Training Package		
CPPDSM4028	Identify and analyse risks and opportunities in the property industry	Nil
CPPDSM4031	Arrange lease of space	Nil
CPPDSM4047	Implement and monitor procurement process	Nil
CPPDSM4055	Maintain asset management system	Nil
CPPDSM5027	Provide facilities and amenities for property users	Nil
CPPSSI5040	Source, collate and interpret spatial data	Nil
CPPWMT3001	Identify and segregate waste	Nil
CPPWMT3002	Conduct waste resource recovery	Nil
CPPWMT3009	Place, compact and cover waste at landfill	Nil
CPPWMT3010	Maintain waste landfill sites	Nil
CPPWMT4003	Implement waste management plans	Nil
CPPWMT4006	Monitor waste landfill sites	Nil
CPPWMT4009	Conduct waste audits	Nil
Financial Services Training Package		
FNSACM311	Process and manage payments	Nil
FNSORG501	Develop and manage a budget	Nil
Foundation Skills Training Package		
FSKNUM026	Read, interpret and use detailed plans, drawings and diagrams for work	Nil
Health Training Package		
HLTPOP006	Contribute to working with the community to identify health needs	Nil

HLTPOP013	Contribute to the implementation of a disaster management plan	Nil
HLTPOP018	Develop a plan of action to address land care issues in the community	Nil
HLTPOP019	Apply a population health framework	Nil
HLTPOP020	Work with the community to identify health needs	Nil
HLTPOP023	Build capacity to promote health	Nil
HLTPOP024	Develop a disaster plan	Nil
HLTPOP028	Monitor and maintain rubbish collection and disposal systems	Nil
HLTPOP033	Identify pest control strategies	Nil
Information and Communications Technology Training Package		
ICTICT214	Operate application software	Nil
Manufacturing Training Package		
MSMPMC321	Batch mix concrete	Nil
Sustainability Training Package		
MSS024018	Perform sampling and testing of water	Nil
MSS025008	Monitor and evaluate noise	Nil
National Water Training Package		
NWPGEN032	Ensure compliance with water industry standards, guidelines and legislation	Nil
NWPGEN017	Apply the risk management principles of the water industry standards, guidelines and legislation	Nil
Chemical, Hydrocarbons and Refining Training Package		
PMAOMIR512	Establish incident response preparedness and response systems	Nil
Public Sector Training Package		
PSPGEN005	Participate in workplace change	Nil
PSPGEN008	Write routine workplace materials	Nil
PSPGEN021	Contribute to conflict management	Nil

PSPGEN032	Deal with conflict	Nil
PSPGEN049	Undertake negotiations	Nil
PSPGEN050	Manage conflict	Nil
PSPGEN057	Develop and use political nous	Nil
PSPGEN075	Build and maintain community relationships	Nil
PSPINV001	Plan and initiate an investigation	Nil
PSPINV002	Conduct an investigation	Nil
PSPINV003	Finalise an investigation	Nil
PSPLEG001	Comply with legislation in the public sector	Nil
PSPLEG003	Promote compliance with legislation in the public sector	Nil
PSPPCM001	Carry out basic procurement	Nil
PSPPCM007	Manage contracts	Nil
PSPPCY001	Contribute to policy development	Nil
PSPPCY002	Assist with specialist policy development	Nil
PSPREG001	Carry out inspections and monitoring under guidance	Nil
PSPREG003	Apply regulatory powers	Nil
PSPREG008	Act on non-compliance	Nil
PSPREG013	Undertake inspection and monitoring	Nil
PSPREG021	Coordinate investigation processes	Nil
PSPREG026	Review and evaluate investigations	Nil
Public Safety Training Package		
PUACOM008	Develop and organise public safety awareness programs	PUACOM006 Plan and conduct a public awareness program (Fire-related training only)
PUAEMR007	Develop emergency management plans	Nil

Resources and Infrastructure Training Package		
RIICBM301E	Maintain concrete bridges	Nil
RIICBS317	Conduct road maintenance operations	Nil
RIICCM201E	Carry out measurements and calculations	Nil
RIICCM202E	Identify, locate and protect underground services	Nil
RIICCM203E	Read and interpret plans and job specifications	Nil
RIICCM209E	Carry out concrete work	Nil
RIICRC203E	Install sub-soil drainage	Nil
RIICRC301E	Maintain drainage systems	Nil
RIICTB201E	Maintain timber bridges	Nil
RIICWM401E	Supervise civil works	Nil
RIIRTM202E	Position, set up and operate portable traffic signals	Nil
RIISAM204E	Operate small plant and equipment	Nil
RIIWHS205E	Control traffic with stop-slow bat	Nil
RIIWHS302E	Implement traffic management plans	Nil
RIIWHS303	Position, set up and program portable traffic control devices	Nil
Sport, Fitness and Recreation Training Package		
SISCAQU001	Test pool water quality	Nil
Tourism, Travel and Hospitality Training Package		
SITXCOM002	Show social and cultural sensitivity	Nil
Training and Education Training Package		
TAEDEL404	Mentor in the workplace	Nil
Training Package		
TLIP5037	Develop workplace policy and procedures	Nil

1.5 Qualification Mapping

The following maps the relationship between previous and replacement Qualifications within the Training Package.

Table 6: Qualification Mapping between LGA04 V3.0 and LGA V1 Local Government Training Package

Previous Qualification LGA04 V3	Replacement Qualification LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGA10104 Certificate I in Local Government		Deleted
LGA10204 Certificate I in Local Government (Operational Works)		Deleted
LGA20104 Certificate II in Local Government	LGA20120 Certificate II in Local Government	NE Revised Qualification structure Number of Units required for completion reduced from 14 to 10
LGA20204 Certificate II in Local Government (Operational Works)		Deleted
LGA30104 Certificate III in Local Government	LGA30120 Certificate III in Local Government	NE Revised Qualification structure
LGA30208 Certificate III in Local Government (Health & Environment)		Deleted
LGA30304 Certificate III in Local Government (Operational Works)		Deleted
LGA30404 Certificate III in Local Government (Regulatory Services)		Deleted

LGA40104 Certificate IV in Local Government	LGA40120 Certificate IV in Local Government	NE Revised Qualification structure Specialisations added
LGA40204 Certificate IV in Local Government Administration		Deleted
LGA40308 Certificate IV in Local Government (Health & Environment)		Deleted
LGA40404 Certificate IV in Local Government (Operational Works)		Deleted
LGA40504 Certificate IV in Local Government (Regulatory Services)		Deleted
LGA40604 Certificate IV in Local Government (Land Management)		Deleted
LGA40708 Certificate IV in Local Government (Planning)		Deleted
LGA50104 Diploma of Local Government Administration		Deleted
LGA50208 Diploma of Local Government (Health & Environment)		Deleted
LGA50404 Diploma of Local Government (Operational Works)		Deleted
LGA50508 Diploma of Local Government (Planning)		Deleted
LGA50604 Diploma of Local Government (Regulatory Services)		Deleted
LGA50712 Diploma of Local Government	LGA50120 Diploma of Local Government	NE

		Revised Qualification structure Number of Units required for completion reduced from 14 to 12 Specialisations added
LGA60104 Advanced Diploma of Local Government (Operational Works)		Deleted
LGA70108 Vocational Graduate Certificate in Local Government Management		Deleted
	LGA50220 Diploma of Local Government – Elected Member	N New Qualification

1.6 Unit of Competency Mapping

The following maps the relationship between previous and replacement Units of Competency within the Training Package.

In all cases where changes have been made to Units of Competency, they meet the requirements of the *Standards for Training Packages 2012*.

1.6.1 Determination of equivalence

A Unit is mapped as equivalent (E) when it provides the same workplace outcome, as follows:

- Skills and knowledge (reflected through the Elements, Performance Criteria and Assessment Requirements) required to achieve the outcome of the superseded and superseding Unit can be mapped to each other.

A Unit may be mapped as not equivalent (NE) in the following circumstances:

- The workplace outcome of the Unit can be determined to have changed as the skills and knowledge (reflected through the Elements, Performance Criteria and Assessment Requirements) required to achieve the outcome of the superseded and superseding Unit can NOT be mapped to each other.
- To support licensing, regulatory, legislative or certification requirements.

Table 7: Unit of Competency Mapping between LGA04 V3.0 and LGA V1 Local Government Training Package

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
	LGACOR001 Work in local government	<p>N</p> <p>New Unit</p> <p>This Unit describes the performance outcomes, skills and knowledge required to work effectively in a Local Government context.</p> <p>This Unit applies to individuals working in Local Government across all job levels</p> <p>It replaces:</p> <p>LGACORE104B Work effectively in local government</p> <p>LGACORE105B Work with others in local government</p> <p>LGACORE101B Access learning and career development opportunities</p> <p>LGAWORK204A Plan daily work routines</p>
	LGACOR002 Administer rates	<p>N</p> <p>New Unit</p> <p>Covers content required to administer valuations, issue rates notices, allocate property addresses, maintain rates records and respond to rate enquiries</p>
	LGACOR003 Determine rates and charges	<p>N</p> <p>New Unit</p> <p>Covers content required to determine rates and charges</p>

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
		as an elected member in local government
	LGACOR004 Review rates	N Covers content required to analyse valuations, review rates policy and structures and meet reporting requirements
LGACORE603B Represent council's role and value in the community	LGACOR005 Represent council in the community	N Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
LGACOM501B Develop and organise public education programs	LGACOR006 Provide public education	N Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
LGACOM502B Devise and conduct community consultations	LGACOR007 Conduct community consultations	N Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
LGACORE501B Provide quality and timely advice to council	LGACOR008 Provide advice to council	N Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
	LGACOR009 Manage grants	N Covers content required to manage grants in Local Government
	LGACOR010 Oversee asset management strategy	N Covers content required to oversee a council asset

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
		management strategy as an elected member in Local Government
	LGACOR011 Analyse financial reports and budgets	N Covers content required to understand financial reporting
	LGAMEM001 Meet elected member responsibilities	N Covers content required to comply with the responsibilities as an elected member
	LGAMEM002 Perform elected member functions	N Covers content required to perform elected member functions within council and the wider community
	LGAMEM003 Contribute to high level strategic decision making	N Covers content required to contribute to high level strategic decision making as an elected member in Local Government
LGAWORK402A Prepare for operational works	LGAOPS001 Prepare for operational works	NE
LGAWORK303A Prepare site for new operational works	LGAOPS002 Prepare site for new operational works	E Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
LGAWORK401A Develop works maintenance schedule	LGAOPS003 Develop works maintenance schedule	E Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAWORK301A Evaluate works maintenance needs and priorities	LGAOPS004 Evaluate works maintenance needs and priorities	E Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
LGAWORK403A Manage civil plant and resources	LGAOPS005 Manage civil plant and resources	E Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
	LGAPLA001 Interpret and apply development planning legislation, schemes and instruments	N Covers content required to interpret development planning requirements to determine compliance and provide advice
	LGAPLA002 Perform minor development assessments	N Covers content required for development planning including assessing development applications, planning and conducting site inspections, maintaining planning records and responding to enquiries
	LGAPLA003 Assess development applications and implement planning scheme	N Covers content required to deal with and make development application decisions as an elected member in Local Government
LGALAND502A Identify native title issues relevant to local government context and functions	LGAPLA004 Identify native title issues relevant to local government	NE Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAPLEM612B Protect heritage and cultural assets	LGAPLA005 Protect heritage and cultural assets	E Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
	LGAPRO001 Interpret and apply property management legislation	N Covers content required to interpret property management legislation and provide property management advice
	LGAPRO002 Administer property	N Covers content required to process property transactions, buy and sell council properties, respond to property enquiries and maintain property records.
	LGAPRO003 Administer and apply road legislation	N Covers content required to interpret road legislation, provide road advice, process road transactions, respond to road enquiries and maintain road records
LGAREGS301A Implement parking controls	LGAREG001 Implement parking controls	E Updated to <i>Standards for Training Packages 2012</i> Revised to better reflect industry requirements
LGAREGS402B Provide evidence in court	LGAREG002 Provide evidence in court	E Updated to <i>Standards for Training Packages 2012</i> Covers content required to prepare for legal proceedings, present evidence and follow

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
		up outcomes of court proceedings
	LGAREG003 Manage conflict situations in a regulatory environment	N Covers content required to resolve disputes and conflict situations that may arise when working in regulatory work roles
LGACOM401A Administer contracts		Deleted
LGACOM402A Arrange contracts		Deleted
LGACOM403B Conduct public educational presentations		Deleted
LGACOM404B Establish cooperative arrangements with other organisations		Deleted
LGACOM405B Implement and monitor the organisation's OHS policies, procedures and programs within the work group or section		Deleted
LGACOM406A Investigate alleged breaches of legislation and prepare documentation		Deleted
LGACOM407B Manage finances within a budget		Deleted
LGACOM408A Represent council at legal proceedings		Deleted. Content incorporated into LGAREG002 Provide evidence in court
LGACOM409A Prepare tender documentation		Deleted
LGACOM410A Prepare response to tenders		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGACOM411A Interpret and apply authority to act		Deleted
LGACOM503B Prepare a budget		Deleted
LGACOM601A Acquire and dispose of assets		Deleted
LGACOM602B Coordinate and facilitate a change process		Deleted
LGACOM603B Develop, implement and review policies and procedures		Deleted
LGACOMP007A Participate in policy development		Deleted
LGACOMP008A Apply conflict resolution strategies		Deleted
LGACOMP009A Implement effective communication techniques		Deleted
LGACOMP024A Develop community relations		Deleted
LGACOMP025A Manage a local government project		Deleted
LGACOMP026A Provide team leadership		Deleted
LGACORE101B Access learning and career development opportunities		Deleted
LGACORE102B Follow defined OHS policies and procedures		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGACORE103B Provide service to local government customers		Deleted
LGACORE104B Work effectively in local government		Deleted Relevant content incorporated into LGACOR001 Work in local government
LGACORE105B Work with others in local government		Deleted Content incorporated into LGACOR001 Work in local government
LGACORE601B Develop, implement and review operational plans		Deleted
LGACORE602B Promote and facilitate organisational performance	NA	Deleted
LGACPRV501A Assess crime prevention needs within community groups or geographic areas	NA	Deleted
LGACPRV502A Design a crime prevention initiative		Deleted
LGACPRV503A Manage and evaluate crime prevention initiatives		Deleted
LGACPRV504A Build the capacity of individuals, organisations and communities to support crime prevention		Deleted
LGACPRV505A Promote evidence-based approaches to support crime prevention initiatives		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGACPRV506A Support the mainstreaming of crime prevention principles and practices		Deleted
LGADMIN417A Conduct community consultations		Deleted Replaced with LGACOR007 Conduct community consultations
LGADMIN419A Implement and facilitate community development strategies and programs		Deleted
LGADMIN420A Contribute to policy development		Deleted
LGADMIN421A Participate in negotiations		Deleted
LGADMIN422A Develop and maintain supplier relationships		Deleted
LGADMIN423A Provide induction and orientation for new employees		Deleted
LGADMIN424A Provide staff development programs		Deleted
LGADMIN425A Develop a communication plan		Deleted
LGADMIN525A Undertake business planning		Deleted
LGADMIN526A Coordinate policy development		Deleted
LGADMIN527A Manage policy development		Deleted
LGADMIN528A Provide advocacy and representation		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGADMIN529A Manage finances		Deleted
LGAEHRH302B Undertake water sampling and routine reporting		Deleted
LGAEHRH303A Undertake vector control duties		Deleted
LGAEHRH304A Perform weed control duties		Deleted
LGAEHRH305A Present environmental health education information		Deleted
LGAEHRH403A Operate waste transfer, collection station or landfill facility		Deleted
LGAEHRH404A Coordinate and support the delivery of health services		Deleted
LGAEHRH405A Conduct routine inspections of food premises		Deleted
LGAEHRH502B Implement immunisation programs		Deleted
LGAEHRH506B Monitor premises to minimise the spread of infectious diseases		Deleted
LGAEHRH510A Contribute to public health emergency management plan		Deleted
LGAEHRH604B Develop and implement environmental health education promotion and awareness strategies		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAEHRR202B Provide animal care and control		Deleted
LGAEHRR203B Support maintenance of public behaviour in areas under council control		Deleted
LGAEHRR301B Monitor and control standards of accommodation		Deleted
LGAEHRR302B Monitor and control standards of public swimming pools		Deleted
LGAEHRR303B Monitor areas under council jurisdiction		Deleted
LGAEHRR304B Operate council pound facilities		Deleted
LGAEHRR401A Conduct routine inspections of non-food premises		Deleted
LGAEHRR402A Respond to environmental health complaints		Deleted
LGAEHRR501C Implement council's responsibilities in food safety		Deleted
LGAEHRR504C Implement public environmental health education programs		Deleted
LGAEHRR509A Undertake environmental and nuisance controls		Deleted
LGAEHRW201A Collect waste refuse or recyclables		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAEHRW503B Implement programs for disposal and containment of waste		Deleted
LGAEHRW505B Implement strategies to minimise the impact of waste on the environment		Deleted
LGAEHRW507A Plan and coordinate a waste collection or recycling service		Deleted
LGAEHRW508A Undertake education programs to achieve reduction, reuse and recycling of waste		Deleted Replaced by LGACOR006 Provide public education
LGAEHRW601B Conduct waste management audits and assess needs		Deleted
LGAEHRW603B Coordinate the implementation of council's waste management strategy		Deleted
LGAGCM701A Govern councils		Deleted
LGAGCM702A Manage the human resources process in local government		Deleted
LGAGCM703A Lead and develop local government staff		Deleted
LGAGCM704A Lead the strategic planning process for local government		Deleted
LGAGCM705A Manage and improve the organisation's processes		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAGCM706A Develop risk management systems		Deleted
LGAGCM707A Use financial and economic information for strategic decision making		Deleted
LGAGCM708A Develop, lead and build community capacity		Deleted
LGAGCM709A Build business opportunities and community initiatives		Deleted
LGAGCM710A Manage contracts and contractors		Deleted
LGAGCM711A Manage complex projects		Deleted
LGAGCM712A Develop and manage an asset management plan		Deleted
LGAGENE302A Contribute to effective decision making		Deleted
LGAGENE303A Contribute to council teams		Deleted
LGAGENE304A Conduct effective council meetings		Deleted
LGAGENE401A Monitor council's internal controls		Deleted
LGAGENE501A Undertake councillor roles and responsibilities		Deleted Replaced by: LGAMEM001 Meet elected member responsibilities LGAMEM002 Perform elected member functions

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
		LGAMEM003 Contribute to high level strategic decision making
LGAGENE502A Provide leadership within the council and community		Deleted Replaced by: LGAMEM001 Meet elected member responsibilities LGAMEM002 Perform elected member functions LGAMEM003 Contribute to high level strategic decision making
LGAGENE503 Perform the role of an elected member		Deleted Replaced by: LGAMEM001 Meet elected member responsibilities LGAMEM002 Perform elected member functions LGAMEM003 Contribute to high level strategic decision making
LGAGOVA201B Issue permits		Deleted
LGAGOVA202B Process infringement notices		Deleted
LGAGOVA301B Assist customers with rate enquiries		Deleted Content incorporated into LGACOR002 Administer rates
LGAGOVA303B Coordinate production of communication materials		Deleted
LGAGOVA401B Administer the electoral roll		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAGOVA402A Allocate property address		Deleted Content incorporated in LGACOR002 Administer rates
LGAGOVA403A Arrange and supervise polling places		Deleted
LGAGOVA404B Establish purchasing networks to ensure council is resource effective		Deleted
LGAGOVA405A Implement debt recovery procedures		Deleted
LGAGOVA406A Implement marketing plan		Deleted
LGAGOVA407A Implement rehabilitation systems		Deleted
LGAGOVA408B Implement systems to promote a safe and healthy environment for the public and employees		Deleted
LGAGOVA409A Maintain property rates and records		Deleted Content incorporated in LGACOR002 Administer rates
LGAGOVA410B Monitor council procedures to ensure compliance with relevant legislation		Deleted
LGAGOVA411A Prepare accounts for rates		Deleted
LGAGOVA412A Prepare council for legal proceedings		Deleted
LGAGOVA413B Promote and maintain positive employee relations		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAGOVA501B Contribute to advice to council on legislation		Deleted Replaced by LGACOR008 Provide advice to council
LGAGOVA502B Develop a marketing strategy		Deleted
LGAGOVA503A Implement recruitment systems		Deleted
LGAGOVA504A Prepare a council for elections		Deleted
LGAGOVA505B Prepare rate notice forms		Deleted Content incorporated into LGACOR002 Administer rates
LGAGOVA506B Conduct council elections		Deleted
LGAGOVA507A Provide advice to council on human resources policies and procedures		Deleted
LGAGOVA508A Recommend rates and charges		Deleted Content incorporated in LGACOR003 Determine rates and charges and LGACOR004 Review rates
LGAGOVA602B Manage the recording and updating of data on council's assets		Deleted
LGAGOVA603B Develop a risk management strategy for council assets		Deleted
LGAGOVA605A Develop an asset management strategy for the council		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAGOVA606B Develop and maintain a community cultural plan		Deleted
LGAGOVA607A Develop, implement and monitor a programmed maintenance system of council's assets		Deleted
LGAGOVA608A Establish an annual budget that supports council's management and operational plans		Deleted
LGAGOVA609A Establish, maintain and evaluate the organisation's OHS system		Deleted
LGAGOVA610B Implement computerised asset management systems		Deleted
LGAGOVA611B Implement disciplinary and termination procedures		Deleted
LGAGOVA612B Implement employee performance management systems		Deleted
LGAGOVA613B Measure cost of providing and maintaining council's assets		Deleted
LGAGOVA614B Monitor and maintain quality of asset management system		Deleted
LGAGOVA615A Provide information on asset management programs and practices		Deleted
LGAGOVA616A Provide property asset management services		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAGOVA617A Report on assets in accordance with statutory and public reporting requirements		Deleted
LGAGOVA618A Resolve valuation and property services disputes		Deleted
LGALAND401A Apply the principles of ecologically sustainable development to council decisions		Deleted
LGALAND402A Prepare plans of land management for land in council care, control and management		Deleted
LGALAND403A Assess applications for the use of land in council care, control and management		Deleted Content incorporated in LGAPLA001 Interpret and apply development planning legislation, schemes and instruments
LGALAND404A Undertake research of the natural and built environment		Deleted
LGALAND405A Implement strategies to minimise environmental pollution		Deleted
LGALAND406A Respond to native title determination applications		Deleted
LGALAND501A Identify environmental assets and prioritise environmental issues		Deleted
LGALAND503A Develop agreements with native title holders/traditional owners		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGALAND504A Undertake effective consultation with Indigenous people on matters of cultural heritage		Deleted
LGAPLAN511A Manage council's development assessment system		Deleted
LGAPLAN512A Integrate land use and transport planning		Deleted
LGAPLEM401B Undertake assessments of domestic scale building applications		Deleted
LGAPLEM402B Assess minor applications for use or development		Deleted Replaced by: LGAPLA002 Perform minor development assessments
LGAPLEM403A Attend requests for building and planning information and advice		Deleted
LGAPLEM404A Prepare and present geographic information systems data		Deleted
LGAPLEM405C Provide assistance in carrying out building inspections		Deleted
LGAPLEM406B Analyse the natural and built environment		Deleted
LGAPLEM407A Read and interpret titles, covenants and the local planning scheme		Deleted Replaced by: LGAPLA001 Interpret and apply development planning legislation, schemes and instruments

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAPLEM408A Process building permits		Deleted
LGAPLEM409A Draft planning permits and conditions		Deleted
LGAPLEM410A Provide service and information in preparing a development application		Deleted
LGAPLEM411A Conduct initial assessments of minor planning applications		Deleted Content incorporated in LGAPLA002 Perform minor development assessments
LGAPLEM412A Support the planning application, notification and appeals process		Deleted
LGAPLEM413A Conduct site inspections to check accuracy of plan and application documentation		Deleted Content incorporated in LGAPLA002 Perform minor development assessments
LGAPLEM501A Achieve an efficient and sustainable use of natural resources		Deleted
LGAPLEM503B Conserve and re-establish natural systems		Deleted
LGAPLEM504A Develop strategies and approaches to minimise environmental pollution		Deleted
LGAPLEM506A Improve community knowledge and skills in environmental management practices		Deleted Content incorporated in LGACOR006 Provide public education
LGAPLEM507A Maintain spatial database		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAPLEM508A Manipulate and analyse data within geographic information systems		Deleted
LGAPLEM509A Plan facilities for the users of public transport		Deleted
LGAPLEM510A Plan for the safe movement of cyclists		Deleted
LGAPLEM511A Plan for the safe movement of pedestrians		Deleted
LGAPLEM512A Provide geographic information systems data		Deleted
LGAPLEM513A Conduct planning scheme research		Deleted
LGAPLEM602B Assist in developing an environmental management system for the organisation		Deleted
LGAPLEM603B Coordinate information gathering and geographic information systems development in council		Deleted
LGAPLEM606B Develop ecologically sustainable land management systems		Deleted
LGAPLEM609B Manage council parking system		Deleted
LGAPLEM610A Manage data within council's geographic information system		Deleted
LGAPLEM612B Protect heritage and cultural assets		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAREGS302A Operate and maintain council parking facilities		Deleted
LGAREGS303B Enforce legislation to achieve compliance		Deleted
LGAREGS304A Apply regulatory powers		Deleted
LGAREGS305A Undertake animal or reptile control duties		Deleted
LGAREGS403A Monitor public behaviour in council areas		Deleted
LGAREGS404A Undertake appointed animal control duties and responsibilities		Deleted
LGAREGS406A Support programs to enforce compliance		Deleted
LGAWORK201A Control traffic at a work site		Deleted
LGAWORK204A Plan daily work routines		Deleted Content incorporated in LGACOR001 Work in local government
LGAWORK205A Operate and maintain equipment		Deleted
LGAWORK206A Measure and calculate civil materials		Deleted
LGAWORK208A Perform field support duties in the construction and maintenance of water reticulation systems		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAWORK209A Perform field support duties in the construction and maintenance of sewerage collection systems		Deleted
LGAWORK210A Perform field support duties in concrete construction		Deleted
LGAWORK211A Perform field support duties in the construction and maintenance of drainage systems		Deleted
LGAWORK212A Perform field support duties in a roadwork environment		Deleted
LGAWORK302A Oversee traffic control plan around a work site		Deleted
LGAWORK304A Construct and maintain drainage systems		Deleted
LGAWORK305A Construct and maintain concrete structures		Deleted
LGAWORK306A Construct roads and pavements		Deleted
LGAWORK307A Maintain reticulated services		Deleted
LGAWORK308A Lead a team		Deleted
LGAWORK309A Coordinate the work activities of a team		Deleted
LGAWORK310A Maintain roads and pavements		Deleted

Previous Unit Code and Title LGA04 V3	Replacement Unit Code and Title LGA V1	Comment in Relation to Previous Version E = Equivalent NE = Not Equivalent N = Newly Created
LGAWORK311A Maintain bridges		Deleted
LGAWORK404A Manage a civil works project		Deleted
LGAWORK405A Plan and supervise roadworks		Deleted
LGAWORK406A Supervise concrete works		Deleted
LGAWORK501A Prepare preliminary design for operational works		Deleted
LGAWORK502A Prepare detailed works project documentation		Deleted
LGAWORK503A Undertake project investigation		Deleted
LGAWORK601A Monitor and finalise works projects		Deleted
LGAWORK602A Supervise establishment of works projects		Deleted
LGAWORK603A Determine and prioritise a council works program		Deleted

2.0 Key Industry Work and Training Requirements

2.1 Overview of the Local Government Sector

There are approximately 190,000 people employed across 537 Local Government areas in Australia. It is estimated that this workforce includes up to 394 occupations delivering a plethora of services to the local community. The range of services provided by Local Government is both diverse and complex in nature, and training requirements for 394 occupations cannot be met by a single Training Package. The LGA Local Government Training Package has been developed to meet the job roles that are unique to Local Government.

Diagram 2: Indicative Career Pathways to Local Government Work



2.2 Local Government Training Products – Intended Audience

2.2.1 Local Government areas

LGA Local Government Training Package Products are designed to meet workforce skill needs that are unique to Local Government.

Subject matter experts have highlighted six key areas that require Training Products to be available within the LGA Local Government Training Package. These include:

- Corporate Services
- Elected Members
- Environmental Health and Regulatory Services
- Operations
- Planning
- Property and Asset Management.

2.2.2 Local Government job roles

The six key areas listed above in 2.2.1 contain job role/functions that are unique to Local Government. Common job titles for these job roles are:

- Business Support Officer
- Local Laws Officer/ Inspector
- Rates Officer/Coordinator
- Maintenance Crew Member
- Property Officer
- Technical Officer
- Ranger
- Parking Inspector
- Operational Works Supervisor
- Property Office
- Para Planner.

2.3 Occupational Outcomes of Qualifications

Local Government Qualifications are designed to provide skills for Local Government workers at different levels of proficiency, with the Diploma also covering skills for people who are coordinating and leading staff within a Local Government department.

All Local Government Qualifications provide a pathway to work for Local Government organisations.

Qualifications include a range of relevant Units that, in combination, provide the workplace skills required by Local Government staff.

2.3.1 Core skills

The core Units of Competency address the skills and knowledge required by Local Government staff. These Units vary across Qualification levels and include key skills and knowledge central to working in Local Government, such as:

- customer service
- risk management
- work health and safety (WHS)
- communication
- legislation.

2.3.2 Generalist Local Government staff

Local Government employers advise that they require both generalist and specialist staff to fill job roles. Employers indicate that generalist staff may work across department areas and may perform a similar task in each department or may be required to perform a variety of job functions across multiple departments. These needs may vary depending on the size of the Local Government area.

Qualification Packaging Rules for the *Certificate II in Local Government* and *Certificate III in Local Government* allow for a multiskilled maintenance team member or a generalist office administrative person in Local Government.

Any learner who progresses beyond the Certificate III Qualification can focus on a specialisation in the higher Qualifications.

2.3.3 Specialist Local Government staff

Qualification Packaging Rules for the Certificate IV and Diploma allow for specialisations to be selected by the learner to complete the Qualification. It is possible to select more than one specialisation. For example, a learner completing the Certificate IV could select 3 Group A electives and 1 Group D elective resulting in a Certificate IV in Local Government (Corporate Service, Rates).

Learners may also complete the Certificate IV or Diploma and not select a specialisation area, but, rather, complete a generalist Qualification that allows them to select from one or more areas of relevance to their job roles.

2.3.4 Occupational outcomes for each Qualification

Table 8: Occupational Outcomes for Qualifications

Qualification	Occupational Outcome
LGA20120 Certificate II in Local Government	<p>This Qualification reflects the role of individuals who use a defined and limited range of skills in Local Government. They are involved in mainly routine and repetitive tasks using limited practical skills and Local Government knowledge. They work under direct supervision.</p> <p>This Qualification provides a pathway to work in entry-level positions within the sector.</p>
LGA30120 Certificate III in Local Government	<p>This Qualification reflects the role of individuals who apply the skills and knowledge to work in multiskilled operational roles within Local Government.</p> <p>These individuals possess a range of well-developed skills where discretion and judgement are required, and are responsible for their own outputs. Possible job titles include:</p> <p>Business Support Officer Maintenance Crew Member.</p>
LGA40120 Certificate IV in Local Government	<p>This Qualification reflects the role of individuals who apply the required skills and knowledge to work in Local Government.</p> <p>These individuals work with independence, taking responsibility for their own functions and outputs.</p> <p>Possible job titles include:</p> <p>Local Laws Officer Maintenance Team Leader Operational Works Supervisor Parking Inspector Ranger Rates Officer.</p>

Qualification	Occupational Outcome
LGA50120 Diploma of Local Government	<p>This Qualification reflects the role of individuals who apply the necessary skills and knowledge to work in Local Government.</p> <p>These individuals work relatively autonomously and coordinate and supervise others. Their work involves the self-directed application of knowledge and skills, and the provision of leadership and support to others.</p> <p>Possible job titles include:</p> <p>Local Laws Inspector Para Planner Property Officer Rates Coordinator Technical Officer.</p>
LGA50220 Diploma of Local Government – Elected Member	<p>This Qualification reflects the role of individuals who apply the skills and knowledge to perform as an elected member in Local Government.</p> <p>These individuals work relatively autonomously. The work involves the self-directed application of knowledge and skills, and the provision of leadership and advocacy.</p>

2.4 Qualification Pathways

The Australian Qualifications Framework (AQF) is the policy for Qualifications in the Australian education and training system covering the secondary school, Vocational Education and Training, and Higher Education sectors. The AQF Pathways Policy stipulates the need for flexibility in Training Package Qualifications so that they:

- enhance learners' progression into and between Qualifications
- comprise, within a Training Package, integrated ('nested') Qualifications at different levels, allowing credit for learning undertaken in lower-level Qualifications and exit points in higher Qualifications
- recognise the multiple pathways that learners take to achieve Qualifications.

Local Government Qualifications are designed to both meet these requirements and those of industry.

No articulation arrangements have been negotiated between the Diploma-level Qualifications within the LGA Training Package and the Higher Education sector. The Higher Education sector providers working with key professional bodies (e.g. Environmental Health Australia, Planning Institute of Australia) would usually determine these credit transfer arrangements.

Skill Sets pathways

Local Government Skills Sets are designed to meet industry needs. A learner who has completed a Skill Set can then apply those Units toward the completion of a full Local Government Qualification. *Table 9 Skill Set Pathways* highlights the relationship between Skill Sets and Qualifications.

Table 9: Skill Set Pathways

Code	Title	Pathways Information
LGASS00006	Elected Member Collaborative Decision Making	This Skill Set provides credit towards the LGA50220 Diploma of Local Government – Elected Member.
LGASS00007	Elected Member	This Skill Set provides credit towards the LGA50220 Diploma of Local Government – Elected Member.
LGASS00008	Local Government Entrant	This Skill Set provides provides credit towards the LGA20120 Certificate II in Local Government, LGA30120 Certificate III in Local Government, LGA40120 Certificate IV in Local Government and LGA50120 Diploma of Local Government.
LGASS00009	Manage in Local Government	This Skill Set provides credit towards the LGA50120 Diploma of Local Government.
LGASS00010	Manage Workplace Sustainability	This Skill Set provides credit towards the LGA40120 Certificate IV in Local Government and LGA50120 Diploma of Local Government.
LGASS00011	Property Management	This Skill Set provides credit towards the LGA50120 Diploma of Local Government.
LGASS00012	Rates Officer	This Skill Set provides credit towards the LGA40120 Certificate IV in Local Government.
LGASS00013	Supervise in Local Government	This Skill Set provides credit towards the LGA40120 Certificate IV in Local Government.

2.4.1 Pathways into and from Local Government

The following chart shows the possible pathways into Local Government Qualifications within the LGA Local Government Training Package.

There are no entry requirements to LGA Local Government Qualifications. Learners may enrol as a direct entry into any Qualification level.

Individuals can exit each Qualification to work in industry at a different level of technical expertise and responsibility. This is not, however, intended to imply that an individual will gain immediate employment at that level.

The following summary charts show common Qualification pathways within Local Government, but it is recognised that typical career pathways are not always linear. The Qualifications and Skill Sets meet a range of job outcomes to support a wide range of career paths.

Diagram 3: Entry Pathway to Local Government Qualifications

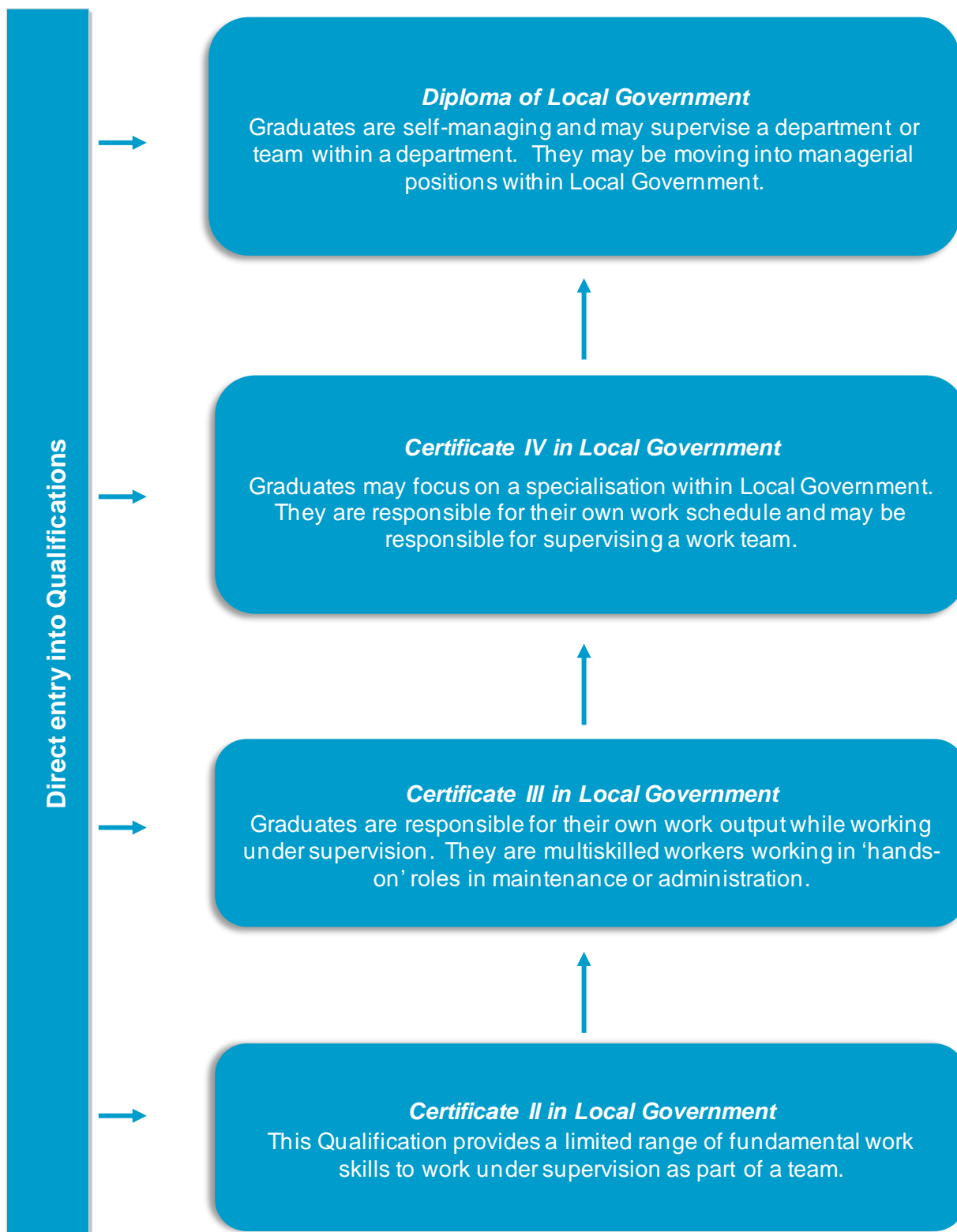


Diagram 4: Potential pathway for Operations Works Supervisor



Diagram 5: Potential Pathway for Property Manager in Local Government

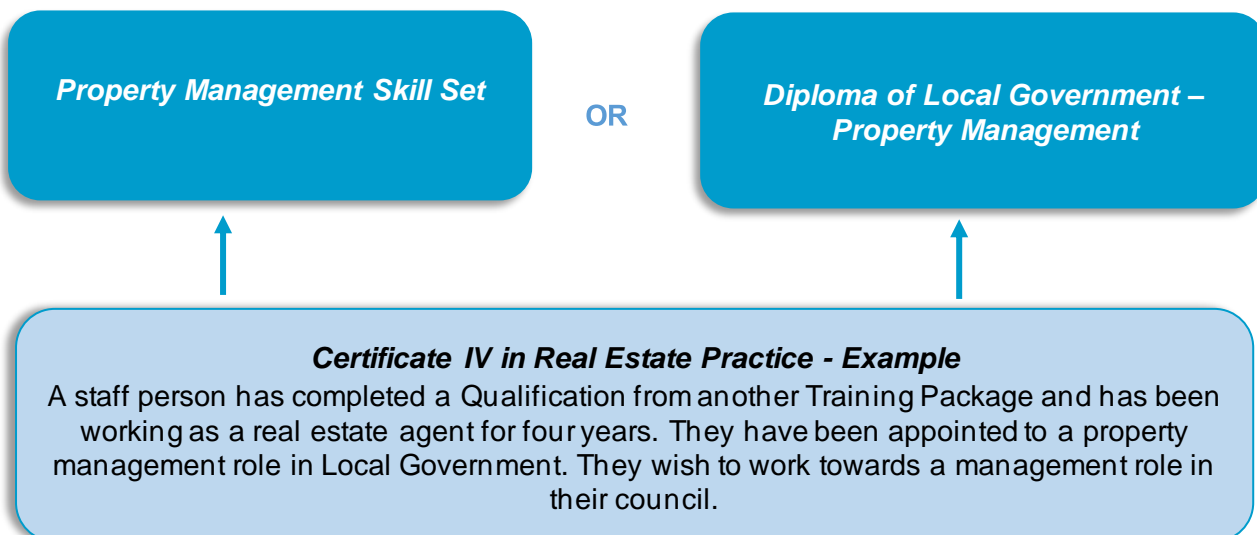
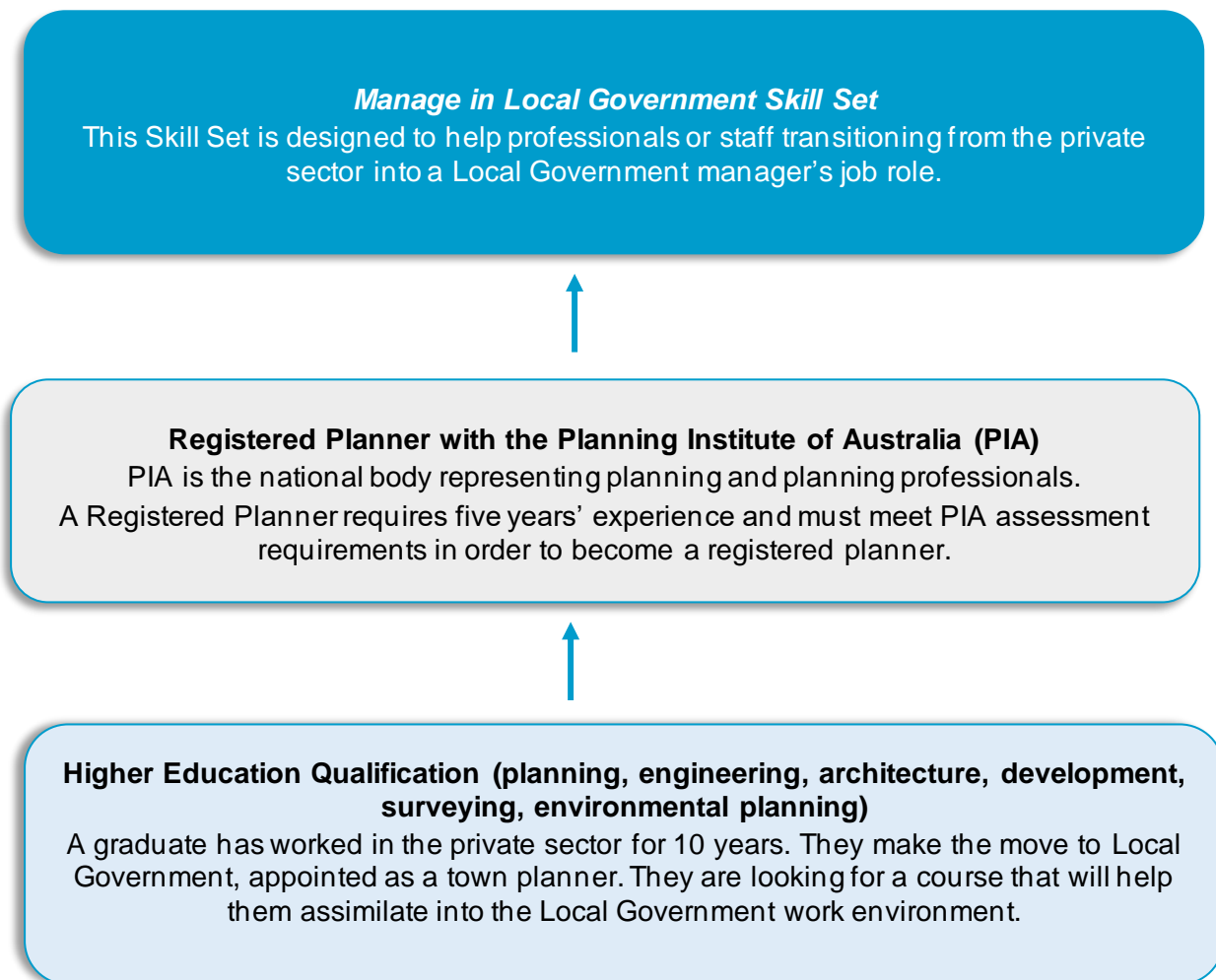


Diagram 6: Potential Pathway for Planning Department Manager



2.4.2 Structure of Local Government Qualifications provides progressively complex skills

Core and specialist Units increase in complexity with each Qualification level, allowing the learner to progress from introductory (Certificate II), to operational (Certificate III), to advanced technical/supervisory (Certificate IV), to mid-management (Diploma) level skills. Specialist Units are housed in elective groups within different Qualifications which provide progression.

2.4.3 Prerequisite Units and Qualification entry requirements

All Local Government Qualifications allow direct entry. Entry requirements for Qualifications can create barriers and discourage people from enrolling. Industry wants to promote, not deter, enrolment.

Direct entry allows learners with different needs and abilities to enrol in the course of their choice without imposing restrictions. Some prefer to enrol directly and undertake training in a higher Qualification; some want formal recognition of their existing skills and might choose to gain a higher Qualification using a recognition process. Both cohorts can achieve embedded foundational Units before progressing to more complex skills during the life of the Qualification.

RTOs should work with Local Government employers to create sensible training and assessment pathways.

It is very clear that there is a 'natural progression' of Local Government Units and Qualifications, and the need to logically sequence training is very obvious. There would be no benefit to learners in enrolling in a Unit or Qualification beyond their ability, and no benefit to RTOs in permitting this.

2.4.4 Pathways that learners can take to achieve Local Government Qualifications

Local Government Units of Competency and Qualifications can be attained via:

- formal or informal education and training
- experience in the workplace
- general life experience, or
- any combination of the above.

All pathways are valuable to industry in recruiting qualified personnel.

Formal and informal education and training

Formal education and training may include any education or training completed:

- independently via an RTO
- as part of employment arrangements in partnership with an RTO
- via a traineeship or apprenticeship (more details follow below)
- via VET delivered to secondary school students (more details follow below).

Informal training, such as in-house training, may or may not use Local Government Units as a basis for training. If the skills achieved align to a Local Government Unit of Competency, they can be mapped to this Unit, recognised, and a Statement of Attainment issued.

Recognition of prior learning (RPL)

It is likely that many individuals could be assessed via RPL to become certified in some (or many) Units of Competency within the Local Government Training Package. These might include:

- those who have years of work experience in a Local Government department but no formal training in these skills. They may be seeking a formal Qualification to enhance their job opportunities
- those who have gained their skills through workplace application and in-house training but who hold no certification
- those who are employed and have a significant skills base and who are progressing to a coordinator or supervisory job role. They may seek to participate in the RPL process to work towards a Certificate IV or Diploma-level Qualification.

Credit transfer

Learners may choose a formal training pathway to progress through Qualifications with the same or different RTOs. Whenever an individual holds AQF certification in a Unit issued by an RTO, this must be recognised by subsequent RTOs. This allows those individuals to efficiently progress through staged learning from one Qualification to the next.

2.4.5 Pathways via Australian traineeships and apprenticeships

The following Qualifications are considered to be most appropriate for delivery as a traineeship or apprenticeship:

- *Certificate II in Local Government*
- *Certificate III in Local Government*
- *Certificate IV in Local Government*
- *Diploma of Local Government.*

All Qualifications levels within the LGA Training Package are suitable for delivery as a traineeship.

Part-time school-based traineeships and apprenticeships

Part-time school-based traineeships and apprenticeships are delivered by RTOs in conjunction with on-the-job training provided by employers. This arrangement would be appropriate provided the significant demands of the Local Government Qualification can be met alongside the requirements for completion of the Senior Secondary Certificate of Education, e.g. HSC, VCE.

The declaration of a traineeship or apprenticeship is a matter for determination by each State and Territory Training Authority.

2.4.6 Pathway via Vocational Education and Training delivered to secondary school students

The following Qualifications are considered appropriate for delivery as part of a VET in Schools Qualification:

- *Certificate II in Local Government*
- *Certificate III in Local Government.*

Some industry Certificate II and III Qualifications can be delivered to secondary school students. In the case of Local Government, the Certificate II applies to staff who use minimal discretion and judgement and work with minimal independence and under supervision. The Certificate III Qualification applies to those who use some discretion and judgement and work with some independence and under limited supervision.

The Certificate IV and Diploma Qualifications are not appropriate for delivery as part of the VET in Schools program.

Delivery to secondary school students must comply with the requirements outlined in the Local Government Training Package and the imported Units, just as any other means of delivery must comply with these requirements.

Wherever a school-based Registered Training Organisation (RTO) cannot provide the mandated resources, delivery can be provided by, or in conjunction with, other RTOs which are sufficiently resourced.

3.0 Implementation Information

3.1 Regulatory and Safety Information

Local Government is the third tier of government in Australia. Local Government staff must be familiar with legislation, regulation and licensing within their field of specialisation. Wherever knowledge of a specific law, regulation or licensing arrangement is required to effectively perform a job task described in the Unit of Competency, it may be covered within the Performance Criteria, Performance Evidence, Knowledge Evidence or as part of a Foundation Skill. The Assessment Conditions field requires the RTO to provide current regulatory documents to assist assessment.

3.1.1 Legislation and regulatory implications for implementation

Take, for example, Unit *LGAPLA001 Interpret and apply development planning legislation, schemes and instruments* and *LGACOR004 Review rates*, exemplified in *Table 10* below.

How do legislation and regulations impact on training and assessment?

It is imperative that the RTO include the Federal, State and/or Local Government documents that are **relevant** to the learners' job roles and functions when delivering and assessing a Unit of Competency.

Table 10: Example of References to Regulatory Documents in LGA Units of Competency

Reference to Regulatory Documents	Assessment Conditions and Resource Requirements
LGAPLA001 Interpret and apply development planning legislation, schemes and instruments	
<p><i>Performance Criteria</i></p> <p>1.1 Read and interpret legislation, schemes and instruments to determine essential development planning requirements</p> <p>1.2 Monitor development planning legislation, schemes and instruments to identify and interpret changes and impact on work activities</p> <p>2.1 Inspect sites to assess conformance with development planning legislation, schemes and instruments.</p> <p><i>Performance Evidence</i></p> <ul style="list-style-type: none"> interpret and apply development planning legislation, schemes and instruments that involves: <ul style="list-style-type: none"> undertaking one inspection to determine and report on compliance, including at least one non conformance responding to one external enquiry verbally and in writing 	<p><i>Assessment Conditions</i></p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> organisational policies and procedures applicable to development planning regulatory requirements applicable to development planning, including legislation, schemes and instruments.

<ul style="list-style-type: none"> responding to one internal enquiry verbally and in writing. <p><i>Knowledge Evidence</i></p> <p>Demonstrated knowledge required to complete the tasks outlined in the Elements and Performance Criteria of this Unit:</p> <ul style="list-style-type: none"> regulations, schemes and instruments applicable to development planning: <ul style="list-style-type: none"> legislation local planning scheme land tenure and covenants. <p><i>Foundation Skills</i></p> <p>Reading skills to interpret legislation, instruments, organisational policies and procedures, planning records, titles, covenants and the local planning scheme.</p>	
LGACOR004 Review rates	
<p><i>Performance Criteria</i></p> <p>2.1 Interpret, summarise and analyse rates data to inform rates policy and structure review.</p> <p>2.2 Review rates policy and structure against council and statutory requirements.</p> <p>2.3 Develop evidence-based rates policy and structure recommendations compliant with council and statutory requirements.</p> <p>2.4 Determine impact of rates policy and structure recommendations on property owners.</p> <p>2.5 Document, submit and present strategic rate policy and structure proposals.</p> <p><i>Foundation Skills</i></p> <p>Reading skills to interpret council and statutory requirements relevant to rates and valuations.</p> <p><i>Knowledge Evidence</i></p> <ul style="list-style-type: none"> legislative requirements applicable to rates including mandatory, discretionary and prohibitory provisions. 	<p><i>Assessment Conditions</i></p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> organisational policies and procedures applicable to rates legislation applicable to rates.

The Training Package incorporates a number of imported Units that have been identified as relevant in the Local Government context. In particular, Units from the Public Sector (PSP) Training Package have been selected for inclusion. Some of these Units make reference to legislation, public sector legislation, regulation and/or guidelines.

The Public Sector in Australia refers to the three layers of government and includes Federal, State and Local Government. These Units need to be applied within a Local Government context and

RTOs must include only that legislation, regulation or guidelines that are **relevant** to the learners' job roles and functions when delivering and assessing any of these Public Sector Units of Competency.

Table 11: Example of references to regulatory documents in imported PSP Units of Competency

Reference to Regulatory Documents	Assessment Conditions Resource Requirements
PSPLEG003 Promote compliance with legislation in the public sector	
<p><i>Performance Criteria</i></p> <p>1.1 Use personal work practices to provide a consistent model of compliance with current public sector legislation and guidelines.</p> <p>1.2 Provide responses to staff enquiries about the legislative requirements of the workplace.</p> <p>1.3 Explain to staff the consequences of non-compliance relating to a range of legislation.</p> <p>1.4 Use compliance strategies to encourage compliance with legislation, policies and guidelines in accordance with the situation.</p> <p>2.1 Monitor compliance with legislative requirements and resolve or refer issues.</p> <p>2.2 Raise and address inadequacies in workplace procedures which contribute to non-compliance.</p> <p>2.3 Report on compliance with legislative requirements.</p> <p><i>Performance Evidence</i></p> <p>Reading and explaining complex and formal documents, including legislation and codes of ethics, and applying them to work practices.</p> <p><i>Knowledge Evidence</i></p> <p>Evidence required to demonstrate competence must satisfy all of the requirements of the Elements and Performance Criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.</p> <ul style="list-style-type: none"> • legislation relating to the public sector including WHS and environment regulations, guidelines, policy, practices • Public Sector codes of ethics and conduct government processes and practices. 	<p><i>Assessment Conditions</i></p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • organisational policies and procedures applicable to development planning • regulatory requirements applicable to development planning including legislation, schemes and instruments.

3.1.2 Industry accreditation schemes, standards, codes and guidelines

Various industry bodies produce industry standards, codes or guidelines to assist their stakeholders to manage workplace practices. These may be linked to voluntary membership of a body or participation in a registration scheme. Some industry bodies may mandate the use of codes for their membership for accreditation/registration purposes.

How does this impact on training and assessment?

The use of voluntary standards and codes or participation in voluntary accreditation schemes is **not** considered, for Training Package purposes, to be a regulatory requirement that RTOs must consider during training and assessment.

However, RTOs, trainers and assessors should be aware of industry initiatives and their learners' needs. They can assist by tailoring Performance and Knowledge Evidence assessments which can require such things as:

- the development of minimal impact plans, practices and codes of conduct in the workplace. Organisations may adopt or adapt those which are produced by an industry body, and these could then be made available for training and assessment purposes
- knowledge of safety standards or codes of practice. Knowledge assessments should relate to any available for the learners' current or future employment within a specific job function context.

Units make general references to industry standards, codes and guidelines without specifying any specifically, or referencing them by name.

3.1.3 Occupational licensing and certification requirements

For some Local Government departments, government requirements apply to occupational roles. Workers require an occupational licence that may be linked to certification in Units of Competency or Qualifications.

At the time of publication, there are requirements for some workers to be certified in Units of Competency or a Qualification to satisfy occupational regulatory requirements. It is important to note that occupational registration requirements differ across jurisdictions. An example is provided in *Table 12: Stop-Slow Bat Operator Requirements*. The RTO and employer should confirm the applicable requirements of the learner. In most cases, completion of the Unit does not automatically result in registration in the scheme. There is normally an additional step that includes a licence application process which incurs a licence fee.

In some workplaces it may be appropriate for learners to complete a Unit which allows them to fill a job function without holding the relevant licence.

There are some job roles linked to specific departments that require workers to hold a licence. Licences or the appropriate status would include:

- a driver's licence for a road vehicle driven by staff
- the appropriate heavy vehicle licence to operate council-owned heavy vehicles
- a white card licence to work on a construction site
- a licence for a stop-slow bat operator
- a work zone traffic management licence
- a licensed health care provider – i.e. a doctor or nurse
- a licensed child care worker
- a licensed trade person – plumber, builder, electrician.

Table12: Stop-Slow Bat Operator Requirements at Time of Publication of CVIG. Please note: Current requirements should be referenced.

Stop-Slow Bat Operator Licence Requirements		
Stop-Slow Bat Operator		
State	Requirements	Name of Certificate/Licence
ACT	<i>RIICOM201D Communicate in the workplace</i> <i>RIIWHS201D Work safely and follow WHS policies and work procedures</i> <i>RIIWHS205D Control traffic with a stop-slow bat</i>	Traffic controller
NSW	<i>RIICOM201D Communicate in the workplace</i> <i>RIIWHS201D Work safely and follow WHS policies and work procedures</i> <i>RIIWHS205D Control traffic with stop-slow bat</i>	Traffic work control card
NT	<i>RIIWHS205D Control traffic with stop-slow bat</i>	Work zone traffic management card
QLD	<i>RIICOM201D Communicate in the workplace</i> <i>RIIWHS201D Work safely and follow WHS policies and procedures</i> <i>RIIWHS205D Control traffic with a stop-slow bat</i>	Traffic controller
SA	<i>RIIWHS205D Control traffic with a stop-slow bat</i> <i>RIIWHS302D Implement traffic management plan</i>	Traffic management accreditation card
TAS	<i>RIIWHS205D Control traffic with stop-slow bat</i> <i>RIIWHS302D Implement traffic management plan</i>	Traffic control course
VIC	<i>RIIWHS205D Control traffic with stop-slow bat</i> <i>RIIWHS302D Implement traffic management plan</i>	Traffic controller
WA	<i>RIICOM201D Communicate in the workplace</i> <i>RIIWHS201D Work safely and follow WHS policies and work procedures</i> <i>RIIWHS205D Control traffic with stop-slow bat</i> <i>RIIWHS302D Implement traffic management plan.</i>	Main roads traffic management accreditation

3.2 Resourcing Training and Assessment Pathways

The delivery of training and assessment within a realistic operational environment using current industry tools, equipment, documents and other resources is essential to produce graduates that are immediately useful and competent in an industry environment.

Mandatory conditions and resources are specified in the Assessment Conditions field in the Assessment Requirements for each Unit of Competency. The mandatory resources include the:

- physical environment where assessment must take place
- equipment and resources that must be provided

- workplace documentation required
- assessor requirements.

The availability of these resources will need to be considered when selecting an appropriate training and assessment pathway.

3.3 Simulated Assessment

Where workplace assessment of a Unit of Competency is not practical, a Simulated Assessment Environment (SAE) may be used. The SAE must simulate real life working conditions with all the relevant equipment and conditions of that of the working environment within Local Government, including interactions with clients and co-workers.

3.4 Work Placement Hours

Work placements can prepare individual candidates for their assessment experiences. Learning and practising skills in the classroom or in a simulated learning environment, and then coming to the workplace only for assessment, can prove challenging for individuals as they encounter a new environment for assessment. Work placements, when integrated with learning, can also be used for 'on-the-spot' assessment and to capture a range of evidence to support a decision of competency.

To successfully conduct training and assessment in the workplace, the RTO must provide the learner and workplace supervisor with an agreed-upon, structured learning plan that indicates the purpose of the work placement and the minimum requirements for training and assessment in the specified Units of Competency. The learning plan should also clearly identify the training, monitoring and assessment roles and responsibilities of both parties.

Work placements should always involve the appropriate supervision and guidance from supervisors in the workplace and trainers and assessors from the RTO. In sourcing an appropriate workplace, attention should also be paid to the availability of opportunities for the learner to observe, develop and practise required skills, and the availability of appropriately qualified workplace supervisors.

3.5 Contextualisation of LGA and Imported Units

Local Government delivers a broad range of services. LGA Units of Competency address unique job functions in Local Government. Imported Units have been selected to address skills and knowledge that exist in other industries and are applied in a Local Government work environment. RTOs should obtain information about the job roles of the learners and work with employers to ensure access to current applicable legislation, policies and procedures to develop contextualised training and assessment.

3.5.1 Maintaining the integrity of the Unit

Contextualisation means customising training and assessment to a particular Local Government department. It does not mean modifying the Unit outcomes. The full content of a Unit must be assessed and all listed evidence must be collected. RTOs should not make adjustments that would result in training and assessment that falls short of Training Package requirements.

3.6 Legal Considerations for Learners on Work Placements

Work-based learning programs and placements give learners an opportunity to gain experience in the workplace. Under the *Fair Work Act 2009* (Cth) ('the Fair Work Act), a vocational placement is a working arrangement where all of the following apply:

- The worker is not paid a wage
- The work placement is a requirement of an Australian-based education or training course
- The work placement is authorised under a law or administrative arrangement of the Commonwealth, a State or a Territory.

A learner in an arrangement that meets all of these criteria is not covered by the Fair Work Act and is not entitled to the minimum wages and other entitlements provided in the National Employment Standards or any applicable modern awards or agreements.

For more information, please refer to <https://www.fairwork.gov.au/pay/unpaid-work> and to <http://www.fairwork.gov.au/pay/student-placement-and-unpaid-work/pages/student-placements-work-experience-and-internships.aspx>.

Learners gaining work experience are considered to be workers under work health and safety (WHS) legislation. Provisions of law relating to worker and employer responsibilities apply. Learners should be inducted and supervised to ensure compliance.

Learners undergoing work placements must comply with any general or specific laws that regulate Local Government industry practices and should be inducted and supervised to ensure compliance.

3.7 Health and Safety Implications in Industry

Workers in Local Government, like workers in any industry, can be exposed to workplace health and safety risks. The level and type of risk will vary according to job role/function, work environment and work practices and procedures. Workplace health and safety is a responsibility of both the employer and employee. The responsibilities of the parties are specified under specific WHS legislation.

3.7.1 Managing health and safety during training and assessment

To ensure learners are able to participate, implement or manage safe work practices, Units of Competency in the LGA Local Government Training Package contain embedded work health and safety skills and knowledge appropriate to the Qualification and job outcome. The following relevant components can be found in the Unit of Competency and associated Assessment Requirements document:

- Application Statement
- Performance Criteria
- Knowledge Evidence
- Assessment Conditions.

Additionally, the following work health and safety Units of Competency are included in the Local Government Training Package, as follows:

- *BSBWHS211 Contribute to health and safety of self and others*
- *BSBWHS311 Maintain workplace safety*
- *BSBOPS403 Identify risk and apply risk management processes*

- *BSBOPS504 Manage risk*
- *BSBWHS411 Implement and monitor WHS policies, procedures and programs to meet legislative requirements*
- *BSBWHS521 Ensure a safe workplace for a work area.*

3.8 Assessor Requirements

Requirements for assessors are defined on a Unit-by-Unit basis and vary because they are tailored to each specific Unit of Competency. Information is found in the Assessment Conditions field within the Assessment Requirements document for each individual Unit of Competency.

Assessors must meet certain requirements to assess Local Government Units of Competency. These requirements align to the *Standards for Registered Training Organisations* which cover requirements for:

- vocational competency (vocational competencies at least to the level being assessed). The *Standards for Registered Training Organisations* are silent on what vocational competency means and do not include a requirement for workplace experience.
- The currency of industry skills directly relevant to the assessment being provided. The currency of industry skills, as required by the *Standards for Registered Training Organisations*, is crucial to the Local Government industry. It ensures that assessors have expertise in current operational practice and current industry knowledge so that assessments reflect up-to-date workplace practice and provide skilled industry workers.
- currency of knowledge and skills in vocational training and learning that informs assessors' ability to assess
- the appropriate TAE assessor Skill Set to assess.

3.9 Environments for Assessment

Assessment Requirements are defined on a Unit-by-Unit basis and are tailored to the specific Unit of Competency. Information is found in the Assessment Conditions field within the Assessment Requirements document for each Unit of Competency.

3.10 Integrated (Holistic) Assessment

Units of competency describe individual skills which do not exist in isolation. In the workplace, individuals combine skills described in different Units.

Holistic assessment brings together a number of Units of Competency relevant to business operations and the job role that reflect actual workplace practices. Assessors should design integrated assessment activities to collect evidence for a number of Units together. This approach can also be used for training delivery.

Related Units can be grouped together in a number of combinations for a logical integrated assessment. Any Units that relate to a job function can be effectively combined and should be identified by the assessor to support the needs of industry operations and learners.

3.11 Foundation Skills

Foundation Skills which are embedded within Local Government Units include:

- language, literacy and numeracy (LLN), identified as reading, writing, oral communication and numeracy
- employment skills necessary for effective participation in the workforce, identified as being learning, problem-solving, initiative and enterprise, teamwork, planning and organising, self-management and the use of technology.

Not every Unit will contain every foundation skill, e.g. some only include reading, numeracy and problem-solving.

Foundation Skills are an integrated part of a Unit of Competency. They must be assessed, and have been included in Units in two ways:

1. Relevant skills essential to performance are explicit, or evident, in the Performance Criteria, and are written in a way that reflects both the job task and skill level.

For example, communication skills have been written explicitly in the Performance Criteria of *LGACOR001 Work in local government* as follows:

Performance Criteria	1.1	Read, interpret and apply legal and ethical requirements relevant to job role and apply to own work.
	1.2	Read, interpret and apply code of conduct to own work.
	3.3	Share information and communicate with others according to communication protocols.

2. Skills essential to performance that are not explicit in the Performance Criteria are summarised in the Foundation Skills (FS) field together with a description reflecting the workplace skill.

For example, *LGACOR005 Represent council in the community* requires the learner to consult with stakeholders to identify needs, expectations and perceptions and to obtain support for council operations.

However, oral communication skills associated with this task are not explicit within the Performance Criteria and have therefore been summarised in the Foundation Skills field as follows:

Oral communication skills to:	<ul style="list-style-type: none"> ▪ use detailed and clear language to present and clarify information with different audiences ▪ listen and respond to opinions of others.
Problem solving skills to:	<ul style="list-style-type: none"> ▪ identify and analyse issues and respond to stakeholder concerns.

3.12 Access and Equity Considerations

An individual's access to training and assessment should not be adversely affected by restrictions placed on the location or context beyond the requirements specified in this Training Package. Training and assessment must be bias-free.

The flexibilities offered by the Local Government Training Package should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

The *Standards for Registered Training Organisations* require RTOs to adhere to common principles of access and equity. For implementation of the Local Government Training Package it is important that:

- learners have access to accurate and current information about Qualifications and job outcomes in industry
- training and assessment are customised to the individual's current employment or employment prospects in their local region, including access to elective Units of Competency to achieve relevant job outcomes, and training and assessment activities that are directly related to their work
- for equity in assessment, conditions for training and assessment should not exceed those specified in the Assessment Requirements for each Unit of Competency
- learners have access to accurate and current information about their rights during training and assessment, including an efficient and effective complaints and appeals process
- training assessment and support services meet individual needs, including the reasonable adjustment of assessments.
- RTOs minimise barriers to access and participation in training and assessment that might result from a learner's age, gender, cultural or ethnic background, disability, sexual orientation, language, literacy or numeracy skill level, employment status, or geographical location
- RTOs respond to the individual needs of learners and provide sufficient educational and support services for the individual learner to meet the requirements of the specified Training Package outcomes.

Approaches that can assist learners to participate in training and assessment, meet Training Package requirements and achieve meaningful outcomes include:

- providing modified equipment, assistive or adaptive technologies, or assistance to increase access for learners with special circumstances, including those with disability
- customising instructions for training and assessment activities so that it is specific to what the individual will experience in the workplace
- providing language, literacy and numeracy (LLN) programs to increase ability to the level required by Units of Competency and the workplace
- scheduling assessment events or adjusting to account for cultural beliefs, traditional practices and religious observations
- customising training and assessment to the individual's current employment, or employment prospects, to include activities that directly relate to their work
- choosing Units that can be readily achieved by learners in their location and that are relevant to local employment opportunities, or ensuring learners have access to other locations to encourage the transferability of skills to other settings
- counselling learners pre- and post-enrolment to ensure they best select Units appropriate for their location, desired employment outcomes, and abilities.

3.12.1 Reasonable adjustment

Reasonable adjustment is any action taken by a training organisation that makes it possible for learners with special characteristics or circumstances to fully participate in training and assessment on the same basis as those without special circumstances.

An individual may be faced with a temporary or permanent issue that affects their ability to participate in the RTO's standardised training and assessment activities and methods. By making reasonable adjustments, RTOs can assist learners to participate and be certified as competent in Units, Skill Sets and Qualifications.

Special needs, characteristics or circumstances are diverse and may include:

- disability
- temporary or chronic illness
- temporary injury
- temporary or permanent use of medication that affects performance
- language and literacy skills that fall short of the demands of an RTO's standardised assessment methods.

Disability considerations

The *Disability Standards for Education (2005)* ('the Disability Standards') and accompanying guidelines provide information on an RTO's obligation to make reasonable adjustments for those with disability, how best to consult and determine reasonable adjustments that provide value to the learner, and information on 'unjustifiable hardship' to the training organisation.

A link to the Disability Standards is provided in the section *4.0 Links* below.

Language and literacy considerations

Units include a requirement for individuals to have a certain level of skill in reading and in written and oral communication. These requirements reflect but do not exceed those required to complete the workplace tasks described by the Units of Competency.

Assessments must ensure that students demonstrate the appropriate level of language and literacy skill embedded in the Performance Criteria or further outlined in the separate Foundation Skills field. This means that careful consideration must be given to what is a reasonable adjustment for those learners with language and literacy issues.

Some examples of reasonable and unreasonable adjustments are as follows:

- Knowledge Evidence can be assessed in a number of ways. For example, *LGAREG003 Manage conflict situations in a regulatory environment* requires the learner to know about the principles of situation awareness and threat assessment. It does not matter how learners demonstrate that knowledge; it is only important that they satisfy the requirement. It would be reasonable to adjust from using standardised written exercises to oral questioning, should the learner have literacy issues.
- If writing is a requirement of the Unit, the learner must be able to write but only to the level described. For example, *LGACOR008 Provide advice to council* requires the learner to document advice. It would not be appropriate to adjust an assessment to enable the learner to verbally report.

3.12.2 Adjusting practice, not the Standard

The content of the Unit cannot be changed as this describes a skill outcome. It is the method of training or assessment to achieve that outcome that can be adjusted. Adjustment practices **must not**:

- alter the skill and knowledge outcomes, e.g. by missing any content within the Performance Criteria, Foundation Skills or Knowledge Evidence
- change the types of evidence that are required to be collected (i.e. the Performance Evidence)
- reduce the nominated volume of evidence prescribed in the Performance Evidence, e.g. the number of customer enquiries that must be completed, or the range of communication methods that must be used.

Key messages about reasonable adjustment are as follows:

- The integrity of the Unit(s) must be upheld. The learner must be able to demonstrate the workplace demands described in the Unit.
- The inherent requirements of workplace performance described by the Unit must inform decisions about what adjustment is reasonable.
- All learners must be judged against the same standard. This does not mean that all learners must be assessed in the same way.

4.0 Links

4.1 General

Australian Industry and Skills Committee (AISC)

aisc.net.au/

Australian Skills Quality Authority (ASQA)

asqa.gov.au/

Australian Qualifications Framework

aqf.edu.au/

Victorian Registration and Qualifications Authority (VRQA)

vrqa.vic.gov.au/Pages/default.aspx

Training Accreditation Council of Western Australia (TAC WA)

tac.wa.gov.au/

Department of Education, Skills and Employment

www.education.gov.au/

Disability Standards for Education (2005)

education.gov.au/disability-standards-education-2005

Disability Standards for Education 2005 Guidance Notes

docs.education.gov.au/node/16352.

4.2 State and Territory Training Authorities

Australian Capital Territory skills.act.gov.au/	South Australia tasc.sa.gov.au/
New South Wales training.nsw.gov.au/	Tasmania skills.tas.gov.au/
Northern Territory nt.gov.au/learning	Victoria education.vic.gov.au/
Queensland desbt.qld.gov.au/	Western Australia https://www.stb.wa.gov.au/

4.3 Industry Resources

The following table provides a list of useful resources that RTOs can access to support the training and assessment of the Local Government Units of Competency. Please note that this is not an exhaustive list.

Organisation	Resource	Website
Australian Local Government Associations	Australian Local Government Association Local Government NSW Local Government Association of NT Local Government Association of QLD Local Government Association of SA Local Government Association of TAS Municipal Association of Victoria WA Local Government Association	https://alga.asn.au https://www.lgnsw.org.au/ http://www.lgant.asn.au/ https://www.lgaq.asn.au/ https://www.lga.sa.gov.au/ https://www.lgat.tas.gov.au/ http://www.mav.asn.au/ https://walga.asn.au/
Local Government Professionals Australia	Local Government Professionals Australia Local Government Managers Australia QLD Local Government Professionals NSW Local Government Professionals NT Local Government Professionals SA Local Government Professionals TAS Local Government Professionals WA	lgprofessionalsaustralia.org.au https://www.lgmaqld.org.au/ http://www.lgprofessionals.com.au/ http://www.lgpant.asn.au/ www.lgprofessionalssa.org.au https://www.lgprofessionalstas.org.au/ https://www.lgprofessionalswa.org.au/
Careers at Council	Information about working in Local Government, career pathways, positions vacant, and more.	https://jobs.careersatcouncil.com.au/

Organisation	Resource	Website
Federal Register of Legislation	<p>The Federal Register of Legislation (“the Legislation Register”) is the authorised whole-of-Government website for Commonwealth legislation and related documents. It contains the full text and details of the lifecycle of individual laws and the relationships between them.</p> <p>The Legislation Register is managed by the Office of Parliamentary Counsel in accordance with the <i>Legislation Act 2003</i> (Cth).</p>	https://www.legislation.gov.au/
State and Territory Legislation Registers	<p>ACT Legislation Register</p> <p>NSW Legislation Register</p> <p>NT Legislation Register</p> <p>QLD Legislation Register</p> <p>SA Legislation Register</p> <p>TAS Legislation Register</p> <p>Victoria Legislation Register</p> <p>WA Legislation Register</p>	<p>http://www.legislation.act.gov.au</p> <p>https://www.legislation.nsw.gov.au</p> <p>https://legislation.nt.gov.au</p> <p>http://www.legislation.qld.gov.au</p> <p>http://www.legislation.sa.gov.au</p> <p>http://www.legislation.tas.gov.au</p> <p>http://www.legislation.vic.gov.au</p> <p>http://www.legislation.wa.gov.au</p>
Safe Work Australia	Provides resources and links to each jurisdiction’s requirements for traffic management, guides and manuals.	https://www.safeworkaustralia.gov.au/collection/workplace-traffic-management-guidance-material
Safe Work Australia	Provides resources and licence requirements for high-risk work environments. It provides a list of links to State and Territory regulators.	https://www.safeworkaustralia.gov.au/licences

4.4. Other Training Packages Relevant to the Local Government Workforce

The industry consultation process that informed the update of the Local Government Training Package identified that Local Government departments often require staff that have undergone specialised training in other Training Packages.

Parent Training Package	Service
Community Services Training Package	Aged Care Services; Early Childhood; School Aged Care; Child/Youth/Family Support; Community Development; Children's Services
Health Training Package	Health Services, including Immunisation; Ambulance; Community Nursing; Aboriginal and Torres Strait Islander Health Care; First Aid; Population Health; Work Health and Safety
Animal Care and Management Training Package	Animal Control, Regulation and Care
Agriculture, Horticulture and Conservation and Land Training Package	Management of Parks and Gardens; Conservation of Land Management; Rural Operations; Horticulture; Arboriculture; Lands, Parks and Wildlife; Irrigation Management; Pest Management; Natural Area Restoration; Indigenous Land Management
Resources and Infrastructure Industry Training Package	Civil Construction; Bituminous Surfacing
Business Services Training Package	Business Administration; Marketing; Communications; Customer Engagement; Human Resources; Work Health and Safety; Project Management; Record Keeping; Auditing; Business Management; Library Services; Governance; Conveyancing; Leadership
Aviation Training Package	Aviation Ground Operations and Services; Flight Operations Cargo Services; Transport Security; Transport Scheduling
Public Safety Training Package	Emergency Management; Emergency Communication; Community Safety; Public Safety (Biosecurity)
Property Services Training Package	Waste Management; Recycling; Surveying; Spatial Information; Swimming Pools; Pest Management; Property Management
Information and Communication Technology	Digital Media; Renewable Energy; Computer Systems

Parent Training Package	Service
Tourism, Travel and Hospitality Training Package	Visitor Centres; Tour Operations, Holiday Park and Resort Operation; Tour Guides
Sport and Recreation Training Package	Community Recreation; Sport and Recreation Management
Construction, Plumbing and Services	Tradespeople
Financial Services Training Package	Finance

Appendix A: Units of Competency and Assessment Requirements Explained

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must demonstrate and know in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique Code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. the task that learners will be able to complete once they are deemed competent
APPLICATION	The Application summarises: <ul style="list-style-type: none"> the content of the Unit of Competency and the skill area it addresses any relationship with other Units of Competency any licensing requirements or relevant legislation an elaboration of the Unit of Competency's scope, purpose and operation in different contexts - for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or, in some cases, licences, etc. that a learner must attain before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that are essential for a learner to possess prior to undertaking this Unit.
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.
ASSESSMENT CONDITIONS	Assessment Conditions provide the context for the Unit of Competency, describing essential

operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of any necessary item/items in order for assessment to take place, and local industry and regional contexts.

They may specify any of the following:

- conditions under which competency must be assessed, including variables such as the assessment environment or necessary equipment or tools
- whether or not the Unit must be assessed in the workplace or may also be assessed via simulation
- resource implications - for example, access to particular equipment, infrastructure or situations
- any required characteristics of the assessor, e.g. that he or she is required to hold a higher Qualification in that field, etc.