



CERTIFICATE II IN LOCAL GOVERNMENT

LGA20104

The Certificate II in Local Government is a practical entry-level qualification aligned to the roles of local government employees.

UNITS OF COMPETENCY

The Certificate II in Local Government is comprised of the ten (10) units of competency below:

- LGAGOVA303B Coordinate production of communication materials
- CHCADMIN1B Undertake basic administration duties
- LGACORE102B Follow defined OHS policies and procedures
- LGACORE101B Access learning and career development opportunities
- LGACOMP008A Apply conflict resolution strategies
- LGACOMP009A Implement effective communication techniques
- LGACORE105B Work with others in local government
- LGACORE103B Provide service to local government customers
- LGACORE104B Work effectively in local government
- LGACOMP007A Participate in policy development

Credit may be given for the skills and knowledge students already have where applicable.

PATHWAYS TO EMPLOYMENT

Students will also have the opportunity to participate in Job Search Training workshops and receive support in:

- Preparing a resume
- Locating suitable employment opportunities
- Succeeding at job interviews
- How to keep that job and build a career.

Once completed, this qualification will provide students with pathways to a rewarding career as an employee performing general administrative work in a local government organisation.

PATHWAYS TO FUTURE STUDY

Successful completion of this course will also ensure that students are eligible to study Local Government at Certificate III or IV levels.

GOVERNMENT FUNDING AVAILABLE

The Australian Government is offering to fully subsidise this qualification for job seekers under the new *Productivity Places Program*. Mission Australia Training Institute is an approved provider of the Productivity Places Program and is offering this qualification at no cost to students.

At this stage PPP will be available for job seekers only. Eligible job seekers are Australian citizens or permanent residents over the age of 15 and:

- Registered with an Employment Services Provider (ESP), or
- In receipt of income support, or
- A Community Development Employment Projects participant, or
- Not currently working but seeking or intending to seek paid employment or self employment, or
- In one of these categories before they commenced their Australian Apprenticeship (on or after 01/04/08).

Job seekers must be referred to training under the program by their ESP. Those not registered with an ESP must contact Mission Australia Training Institute directly to confirm eligibility.

To check your eligibility call: **1300 676 937 (1300 MPOWER)**

Productivity Places Program is an Australian Government Initiative www.productivityplaces.deewr.gov.au

