

LGA LOCAL GOVERNMENT
TRAINING PACKAGE
Version 1
WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Industry in Western Australia to participate in the managed implementation of the National LGA Local Government Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package

Version 1 of the LGA Local Government was released by Training.Gov.Au (TGA) on the 10/02/2021

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

Contact Details

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the training package.

National Code	National Title	Nominal Hours
LGA20120	Certificate II in Local Government	324
LGA30120	Certificate III in Local Government	413
LGA40120	Certificate IV in Local Government	530
LGA50120	Diploma of Local Government	615
LGA50220	Diploma of Local Government - Elected Member	545

Skill Sets and Nominal Hours

The following table provides a summary of the skill sets and nominal hours in the training package.

National Code	National Title	Nominal Hours
LGASS00006	Elected Member Collaborative Decision Making	145
LGASS00007	Elected Member	180
LGASS00008	Local Government Entrant	65
LGASS00009	Manage in Local Government	260
LGASS00010	Manage Workplace Sustainability	210
LGASS00011	Property Management	265
LGASS00012	Rates Officer	55
LGASS00013	Supervise in Local Government	275

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the training package.

National Code	National Title	Nominal Hours
LGACOR001	Work in local government	65
LGACOR002	Administer rates	55
LGACOR003	Determine rates and charges	55
LGACOR004	Review rates	35
LGACOR005	Represent council in the community	45
LGACOR006	Provide public education	45
LGACOR007	Conduct community consultations	55
LGACOR008	Provide advice to council	45
LGACOR009	Manage grants	55
LGACOR010	Oversee asset management strategy	55
LGACOR011	Analyse financial reports and budgets	45
LGAMEM001	Meet elected member responsibilities	90
LGAMEM002	Perform elected member functions	45
LGAMEM003	Contribute to high level strategic decision making	45
LGAOPS001	Prepare for operational works	55
LGAOPS002	Prepare site for new operational works	30
LGAOPS003	Develop works maintenance schedule	20
LGAOPS004	Evaluate works maintenance needs and priorities	30
LGAOPS005	Manage civil plant and resources	70
LGAPLA001	Interpret and apply development planning legislation, schemes and instruments	135
LGAPLA002	Perform minor development assessments	90
LGAPLA003	Assess development applications and implement planning scheme	70
LGAPLA004	Identify native title issues relevant to local government	55

LGAPLA005	Protect heritage and cultural assets	40
LGAPRO001	Interpret and apply property management legislation	90
LGAPRO002	Administer property	55
LGAPRO003	Administer and apply road legislation	55
LGAREG001	Implement parking controls	40
LGAREG002	Provide evidence in court	40
LGAREG003	Manage conflict situations in a regulatory environment	35

Mapping Qualifications

The following table provides an overview of the qualifications from version 1 which replace qualifications from the existing version of the LGA04 Local Government Training Package

Current Qualification				Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
LGA20104	Certificate II in Local Government	320	NE	LGA20120	Certificate II in Local Government	324
LGA30104	Certificate III in Local Government	430	NE	LGA30120	Certificate III in Local Government	413
LGA40104	Certificate IV in Local Government	510	NE	LGA40120	Certificate IV in Local Government	530
LGA50712	Diploma of Local Government	710	NE	LGA50120	Diploma of Local Government	615
			New	LGA50220	Diploma of Local Government - Elected Member	545

Mapping Skill Sets

The following table provides an overview of the skill sets from version 1 which replace skill sets from the existing version of the LGA04 Local Government Training Package.

Current Skill Set				Replacement Skill Set		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
			New	LGASS00006	Elected Member Collaborative Decision Making	145
LGASS00002	Elected member skill set	120	NE	LGASS00007	Elected Member	180
LGASS00003	Entrants' induction skill set	160	NE	LGASS00008	Local Government Entrant	65
			New	LGASS00009	Manage in Local Government	260
			New	LGASS00010	Manage Workplace Sustainability	210
			New	LGASS00011	Property Management	265
			New	LGASS00012	Rates Officer	55
			New	LGASS00013	Supervise in Local Government	275

Mapping Units of Competency

The following table provides an overview of the units of competency from version 1 which replace units of competency from the existing version of the LGA Local Government Training Package.

Current Unit				Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
LGAWORK204A	Plan daily work routines	20	NE	LGACOR001	Work in local government	65
LGAWORK204A	Plan daily work routines	20	NE	LGACOR001	Work in local government	65
LGACORE105B	Work with others in local government	50	NE	LGACOR001	Work in local government	65
LGAWORK204A	Plan daily work routines	20	NE	LGACOR001	Work in local government	65
LGACORE101B	Access learning and career development opportunities	20	NE	LGACOR001	Work in local government	65
LGACORE104B	Work effectively in local government	60	NE	LGACOR001	Work in local government	65
			New	LGACOR002	Administer rates	55
			New	LGACOR003	Determine rates and charges	55
			New	LGACOR004	Review rates	35
LGACORE603B	Represent council's role and value in the community	50	NE	LGACOR005	Represent council in the community	45
LGACOM501B	Develop and organise public education programs	40	NE	LGACOR006	Provide public education	45
LGACOM502B	Devise and conduct community consultations	30	NE	LGACOR007	Conduct community consultations	55
LGACORE501B	Provide quality and timely advice to council	60	NE	LGACOR008	Provide advice to council	45
			New	LGACOR009	Manage grants	55
			New	LGACOR010	Oversee asset management strategy	55
			New	LGACOR011	Analyse financial reports and budgets	45
			New	LGAMEM001	Meet elected member responsibilities	90
			New	LGAMEM002	Perform elected member functions	45
			New	LGAMEM003	Contribute to high level strategic decision making	45
LGAWORK402A	Prepare for operational works	40	NE	LGAOPS001	Prepare for operational works	55

LGAWORK303A	Prepare site for new operational works	30	E	LGAOPS002	Prepare site for new operational works	30
LGAWORK401A	Develop works maintenance schedule	20	E	LGAOPS003	Develop works maintenance schedule	20
LGAWORK301A	Evaluate works maintenance needs and priorities	30	E	LGAOPS004	Evaluate works maintenance needs and priorities	30
LGAWORK403A	Manage civil plant and resources	70	E	LGAOPS005	Manage civil plant and resources	70
			New	LGAPLA001	Interpret and apply development planning legislation, schemes and instruments	135
			New	LGAPLA002	Perform minor development assessments	90
			New	LGAPLA003	Assess development applications and implement planning scheme	70
LGALAND502A	Identify native title issues relevant to local government context and functions	20	NE	LGAPLA004	Identify native title issues relevant to local government	55
LGAPLEM612B	Protect heritage and cultural assets	40	E	LGAPLA005	Protect heritage and cultural assets	40
			New	LGAPRO001	Interpret and apply property management legislation	90
			New	LGAPRO002	Administer property	55
			New	LGAPRO003	Administer and apply road legislation	55
LGAREGS301A	Implement parking controls	40	E	LGAREG001	Implement parking controls	40
LGAREGS402B	Provide evidence in court	40	E	LGAREG002	Provide evidence in court	40
			New	LGAREG003	Manage conflict situations in a regulatory environment	35

Apprenticeships

The following table provides a summary of the apprenticeships that have been affected by changes in this LGA Local Government Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions.

Traineeships

The following table provides a summary of the traineeships that have been affected by changes in this LGA Local Government Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
LGA20104	Certificate II in Local Government	TR05970: LOCAL GOVERNMENT (LEVEL 2)	320	NE	LGA20120	Certificate II in Local Government	324
LGA30104	Certificate III in Local Government	TR05980: LOCAL GOVERNMENT (LEVEL 3)	430	NE	LGA30120	Certificate III in Local Government	413

Pre-Apprenticeships

The following table provides a summary of the pre-apprenticeships that have been affected by changes in this LGA Local Government Training Package update.

Please refer to the current *list of pre-apprenticeship courses* found on the Department of Training and Workforce Development website for the official list of pre-apprenticeships in Western Australia.

		Current Qualification			Replacement Qualification		
National Code	National Title	Pre-Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions.