peak services

LGA50104
DIPLOMA OF LOCAL GOVERNMENT ADMINISTRATION – ASSET MANAGEMENT FOCUS

LGA50104
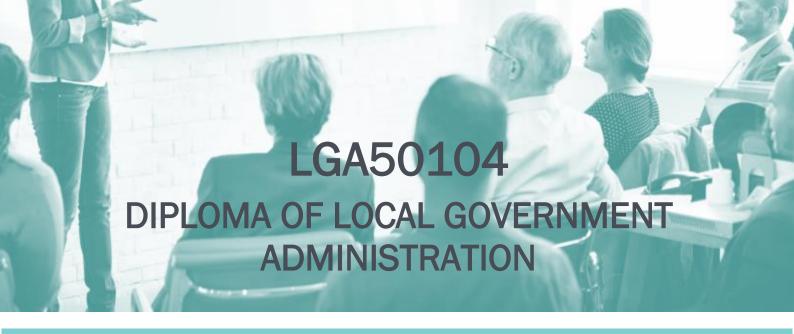## DIPLOMA OF LOCAL GOVERNMENT ADMINISTRATION

Local governments are under increasing pressure to perform practical asset management while meeting statutory reporting requirements. Ensuring disciplined application of the limited funding available for the management of assets requires a methodical approach.

The Diploma of Local Government Administration – Asset Management focus will give you the skills and knowledge required to fulfil your role in asset management. Your role will allow you to work closely with the finance, governance and engineering departments within your council.

PRE-REQUISITES

- Have a minimum of two-years' full-time employment, working within the financial, governance or engineering management area or another area of a council where your responsibilities relate to asset management

OR

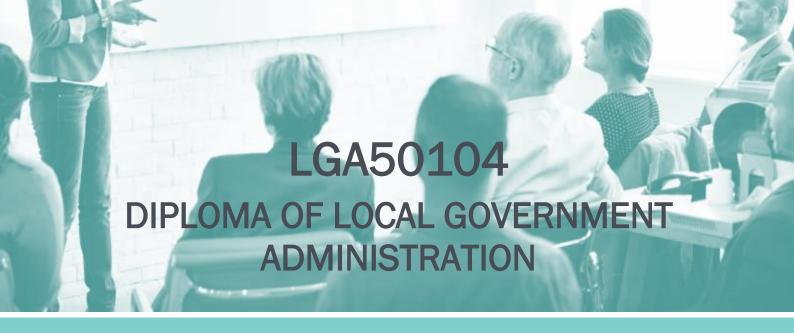- Have two years' experience in a similar, related position in the private or government sector.

HOW IS THE LEARNING CONDUCTED?

- The learning is a combination of 'on and off the job' delivery and assessment
- Learning post workshop, is supported by your Supervisor/Team Leader in the workplace
- It is important that you work with fellow co-workers in completing the assessments. This is encouraged to enable you to apply your new skills and use workplace examples as evidence for your assessment.
- Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

DELIVERY MODE

- The course is comprised of 7 days' mandatory attendance to cover course content and formal presentations. Course delivery will be over a period of approximately 6 months i.e. 1 x 2-day block plus 2 x 3-day blocks = 7 days.
- Attendance dates are confirmed in writing to you prior to commencement.
- On Day 1 of the course, participants will be provided with course guidelines, reference materials, websites and assessment tips
- To achieve the full qualification, you will need to successfully complete 10 national units of competency.

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ASSESSMENT

- All content and assessment benchmarks will be discussed at commencement of the course. All information required to complete assessment items is contained in the material presented at face-to-face training days.

- Assessment is issued for each of the 10 units. Assessments include a combination of short answer questions, set tasks requiring research/report writing and case study/project work.

- Time spent on assessments varies widely depending on level of experience. In addition to contact hours, time in the workplace is required to be scheduled with your supervisor/manager to undertake research projects. In addition to workplace hours, your personal time will be required to bring together all of your work into a fully indexed assessment portfolio.

- It is estimated that 5 to 6 hours per week will be required to compile your assessment portfolio. You will be assessed by a panel of qualified assessors.

- All assessment documents (1 for each of the 10 units) require to be signed-off by participant's supervisor/manager.

RECOGNITION OF PRIOR LEARNING (RPL)

- RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

- RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

For further information, please contact Peak.

FULL COURSE DETAILS
http://training.gov.au/Training/Details/LGA50104

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UNIT NAME	UNIT CODE	DESCRIPTION
Devise and conduct community consultations	LGACOM502B	This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.
Work effectively in local government	LGACORE104B	This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.
Work with others in local government	LGACORE105B	This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised. The unit is appropriate for all local government staff.
Provide quality and timely advice to council	LGACORE501B	This unit covers monitoring and assessing legislative and other factors impacting on council. It recognises that councils operate within a legislative framework and that, as the third tier of government, there is a strong need for council to be provided with quality and timely information in order to best serve the community and its constituents.
Acquire and dispose of assets	LGACOM601A	This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.
Develop an asset management strategy for the council	LGAGOVA605A	This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

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UNIT NAME	UNIT CODE	DESCRIPTION
Develop, implement and monitor a programmed maintenance system of council's assets	LGAGOVA607A	This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.
Measure cost of providing and maintaining council's assets	LGAGOVA613B	This unit covers developing, reviewing and implementing systems to measure the life cycle cost of providing and maintaining existing council assets. The unit is appropriate for managers and other staff responsible for the financial maintenance of a council's assets.
Provide information on asset management programs and practices	LGAGOVA615A	This unit covers promoting new asset management policies and practices and ensuring adequate provision of information and training.
Report on assets in accordance with statutory and public reporting requirements	LGAGOVA617A	This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Peak's nationally-recognised and local-government-specific qualifications are scheduled regularly as public courses and are available as contextualised in-house deliveries. Contact us today for more information.