



**Australian Government**

# **LGA20120 Certificate II in Local Government**

**Release 1**

# LGA20120 Certificate II in Local Government

## Modification History

Not applicable.

## Qualification Description

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.

This qualification provides a pathway to work in entry level positions in local government typically in operational works and administration.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## Entry Requirements

There are no entry requirements for this qualification.

## Packaging Rules

10 units must be completed:

- 4 core units
- 6 elective units, consisting of:
  - at least 2 units from the electives listed below
  - up to 4 units from any endorsed Training Package or accredited course – the unit must be relevant to the work outcome.

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

|           |  |
|-----------|--|
| BSBCMM211 | Apply communication skills                         |
| BSBWHS211 | Contribute to health and safety of self and others |
| BSBTWK201 | Work effectively with others                       |
| LGACOR001 | Work in local government                           |

## Elective units

|             |  |
|-------------|--|
| BSBINS201   | Process and maintain workplace information                                   |
| BSBOPS203   | Deliver a service to customers   |
| BSBTEC201   | Use software applications  |
| BSBTEC301   | Design and produce business documents  |
| BSBWOR202   | Organise and complete daily work activities                                  |
| CPCCWHS2001 | Apply WHS requirements, policies and procedures in the construction industry |
| ICTICT214   | Operate application software packages  |
| PSPGEN005   | Participate in workplace change  |
| PSPGEN008   | Write routine workplace materials  |
| PSPREG001   | Carry out inspections and monitoring under guidance                          |
| RIICCM201E  | Carry out measurements and calculations                                      |
| RIICCM203E  | Read and interpret plans and job specifications                              |
| RIISAM204E  | Operate small plant and equipment  |
| RIIWHS205E  | Control traffic with stop-slow bat   |

## Qualification Mapping Information

LGA20104 Certificate II in Local Government.

## Links

Companion Volume Implementation Guide are available in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7a615>