Local Government

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Local Government (180 hours)	3 units x 1 year	64012 (school/private provider delivered)	Enter this course number in HSC (Year 12)
		43490 (TAFE NSW delivered)	Enter this course number in HSC (Year 12)

AQF VET qualification	Certificate II in Local Government (LGA20104)

Minimum work placement	For school-based trainees mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.

Exclusions	Government Services (locally designed TAFE NSW delivered VET course)
	Local Government (Operational Works) (locally designed school/private provider delivered VET course)

For TAFE NSW delivery only:

TAFE course name	Local Government	TAFE course number	3454

HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

Local Government (180 indicative hours)

- accredited for a total of 3 units at the Preliminary or HSC level
- attempt LGACORE102B and elective units of competency to a minimum of 165 HSC indicative hours.

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual.*

Access including access by students in Years 9 and 10 Stage 5

This course is available to students undertaking a school-based traineeship.

In certain circumstances students in Years 9 and 10 (Stage 5) may access this Stage 6 VET course. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Course content

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	HSC indicative hours of credit
MANDATORY	**Attempt the following unit of competency**			
LGACORE102B	Follow defined OHS policies and procedures	nil	core	15
	Total HSC indicative hours for mandatory units of competency			**15**

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	HSC indicative hours of credit
ELECTIVE	**Attempt units of competency to a minimum of <u>165</u> HSC indicative hours**			
BSBINM201A	Process and maintain workplace information	nil	elective (max 3 imported)	20
BSBITU201A	Produce simple word processed documents	nil	elective (max 3 imported)	20
BSBITU202A	Create and use spreadsheets	nil	elective (max 3 imported)	20
BSBWOR202A	Organise and complete daily work activities	nil	elective (max 3 imported)	15
BSBWOR204A	Use business technology	nil	elective (max 3 imported)	15
LGACOMP007A	Participate in policy development	nil	listed elective	30
LGACOMP008A	Apply conflict resolution strategies	nil	listed elective	20
LGACOMP009A	Implement effective communication techniques	nil	listed elective	20
LGACORE101B	Access learning and career development opportunities	nil	listed elective	10
LGACORE103B	Provide service to local government customers	nil	listed elective	20
LGACORE104B	Work effectively in local government	nil	listed elective*	30
LGACORE105B	Work with others in local government	nil	listed elective	15
LGAGOVA303B	Coordinate production of communication materials	nil	listed elective	25
LGAWORK204A	Plan daily work routines	nil	elective	5
LGAWORK205A	Operate and maintain equipment	nil	elective	15
PSPGOV207B	Use technology in the workplace	nil	elective (max 3 imported)	15
	Total HSC indicative hours			**180**

*   see AQF VET qualification packaging rules

AQF VET qualification

To attain Certificate II in Local Government (LGA20104) students must achieve 10 units of competency including:

a) 1 core unit of competency

b) 9 elective units of competency
   – minimum 4 listed electives
      ▪ LGACORE104B is recommended to be included in this selection if it has not been previously undertaken
   – up to 5 units, at Certificate II level, from the LGA04 Training Package, or from another endorsed Training Package or accredited course.

Note:
- no more than 3 elective units may be imported
- no more than 1 elective unit may be drawn from an AQF level below or above the AQF level of this qualification.