Local Government (Operational Works)

AQF VET qualification: Certificate II in Local Government (Operational Works) (LGA20204)

Training Package: Local Government (LGA04) version 3

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Local Government (Operational Works) (240 hours)	2 units x 2 years	64014	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
Local Government (Operational Works) (300 hours)	2 units x 1 year	64015	Enter this course number for either Preliminary (Year 11) or HSC (Year 12) depending on pattern of delivery
	and		
	3 units x 1 year	64016	Enter this course number for either Preliminary (Year 11) or HSC (Year 12) depending on pattern of delivery

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

Exclusions: Government Services
Local Government

HSC course requirements

Local Government (Operational Works) (240 indicative hours)

- the possible qualification outcome is a Certificate II in Local Government (Operational Works) (LGA20204)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt the core unit of competency and elective units of competency to a minimum of 230 HSC indicative hours and to meet qualification packaging rules
- mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.

Local Government (Operational Works) (300 indicative hours)

- the possible qualification outcome is a Certificate II in Local Government (Operational Works) (LGA20204)
- accredited for a total of 5 units at the Preliminary and/or HSC level
- attempt the core unit of competency and elective units of competency to a minimum of 290 HSC indicative hours and to meet qualification packaging rules
- mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

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 the *Assessment Certification Examination (ACE) website.*)
There must be sufficient evidence that the student has:

- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Local Government (Operational Works) HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
LGACORE101B Access learning and career development opportunities	core	10

Total HSC indicative hours for core unit of competency: 10

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Group A		
LGACORE102B Follow defined OHS policies and procedures	elective – Group A	15
LGACORE103B Provide service to local government customers	elective – Group A	20
LGACORE104B Work effectively in local government	elective – Group A*	30
LGACORE105B Work with others in local government	elective – Group A	15
LGAGOVA303B Coordinate production of communication materials	elective – Group A	25
LGACOMP007A Participate in policy development	elective – Group A	30
LGACOMP008A Apply conflict resolution strategies	elective – Group A	20
LGACOMP009A Implement effective communication techniques	elective – Group A	20
Group B (Specialist Operational Works)		
LGAWORK201A Control traffic at a work site	elective – Group B	15
LGAWORK204A Plan daily work routines	elective – Group B	5
LGAWORK205A Operate and maintain equipment	elective – Group B	15
LGAWORK206A Measure and calculate civil materials	elective – Group B	20
LGAWORK208A Perform field support duties in the construction and maintenance of water reticulation systems	elective – Group B	30
LGAWORK209A Perform field support duties in the construction and maintenance of sewerage collection systems	elective – Group B	30

* see AQF VET qualification packaging rules

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Group B (Specialist Operational Works) cont/d		
LGAWORK210A Perform field support duties in concrete construction	elective – Group B	30
LGAWORK211A Perform field support duties in the construction and maintenance of drainage systems	elective – Group B	30
LGAWORK212A Perform field support duties in a roadwork environment	elective – Group B	30
Other		
AHCIRG206A Maintain pressurised irrigation systems	elective (max 3 imported)	15
AHCNAR201A Carry out natural area restoration works	elective (max 3 imported)	25
AHCPGD203A Prune shrubs and small trees	elective (max 3 imported)	15
BSBSUS201A Participate in environmentally sustainable work practices	elective (max 3 imported)	15
CPPSIS2001B Prepare for work in the spatial information services industry	elective (max 3 imported)	20
CPPSIS3002A Store and retrieve basic spatial data	elective (max 3 imported) (max 1 @ AQF level 1 or 3)	15
MEM16006A Organise and communicate information	elective (max 3 imported)	15
MEM16008A Interact with computing technology	elective (max 3 imported)	10
MEM30001A Use computer aided drafting systems to produce basic engineering drawings	elective (max 3 imported)	50
RIICCM203A Read and interpret plans and specifications	elective (max 3 imported)	20
RIICCM208A Carry out basic levelling	elective (max 3 imported)	15
RIICRC208A Lay pipes	elective (max 3 imported)	20
RIISTD201A Read and interpret maps	elective (max 3 imported)	20

AQF VET qualification

Qualification packaging rules are contained in the *Local Government Training Package (LGA04)* at http://training.gov.au.

In summary, to attain Certificate II in Local Government (Operational Works) (LGA20204) students must achieve 14 units of competency including:

a)   1 core unit of competency

b)   13 elective units of competency:
   – 4 or more units from Group A elective units
      ▪ LGACORE104B is recommended to be included in the selection if it has not been previously undertaken
   – 4 or more units from Group B (Specialist Operational Works) elective units
   – 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.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at http://training.gov.au.

RTOs offering training programs for the delivery and assessment of Local Government (Operational Works) HSC VET courses must meet the requirements of the VET Quality Framework, the *Local Government Training Package (LGA04)* and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

HSC work placement requirements

Work placement is a mandatory HSC requirement for all Local Government (Operational Works) VET courses.

Students undertaking HSC VET courses as part of a school-based apprenticeship or traineeship will meet mandatory work placement hour requirements through the on-the-job training component of the school-based apprenticeship or traineeship.

Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course (ACE 8051 – *Assessment Certification Examination (ACE) website*).

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing 'N' determinations as outlined on the Board's *Assessment Certification Examination (ACE) website*.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Local Government (Operational Works) (240 indicative hours) course or the Local Government (Operational Works) (300 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Local Government (Operational Works) are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:
- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the *VET Courses and Students with Special Education Needs* fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

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