

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)
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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.
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Exclusions	Government Services (locally designed TAFE NSW delivered VET course) Local Government (Operational Works) (locally designed school/private provider delivered VET course)
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For TAFE NSW delivery only:

TAFE course name	Local Government	TAFE course number	3454
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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 Stage 5

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

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. 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	Core (C) or elective (E) for AQF VET qualification	HSC indicative hours of credit
COMPULSORY Attempt the following unit of competency				
LGACORE102B	Follow defined OHS policies and procedures	nil	common pool *	15
Total HSC indicative hours for compulsory units of competency				15
ELECTIVE Attempt units of competency to a minimum of <u>165</u> HSC indicative hours				
BSBINM201A	Process and maintain workplace information	nil	other	20
BSBITU201A	Produce simple word processed documents	nil	other	20
BSBWOR202A	Organise and complete daily work activities	nil	other	15
BSBWOR204A	Use business technology	nil	other	15
LGACOMP007A	Participate in policy development	nil	common pool	30
LGACOMP008A	Apply conflict resolution strategies	nil	common pool	20
LGACOMP009A	Implement effective communication techniques	nil	common pool	20
LGACORE101B	Access learning and career development opportunities	nil	common pool	10
LGACORE103B	Provide service to local government customers	nil	common pool	20
LGACORE104B	Work effectively in local government	nil	common pool *	30
LGACORE105B	Work with others in local government	nil	common pool	15
LGAGOVA303B	Coordinate production of communication materials	nil	common pool	25
LGAWOR204A	Plan daily work routines	nil	other	5
LGAWORK205A	Operate and maintain equipment	nil	other	15
PSPGOV207B	Use technology in the workplace	nil	other	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) 5 or more common pool units of competency
 - LGACORE102B must be included in the selection if it has not been previously undertaken
 - LGACORE104B is recommended to be included in the selection if it has not been previously undertaken
- b) up to 5 units of competency from the LGA04 Training Package and/or any other endorsed Training Package at Certificate II
 - no more than 3 elective units may be imported
 - no more than 1 elective unit may be at AQF level below or above this qualification level.