

# Cert IV in Local Government (Operational Works)



## Your Local Government (Operational Works) Qualification

Global Training Institute fits in with Your Organisation so that training has the least interruption to your critical activities.

Options include

- ✓ On job training and assessment
- ✓ Come to your worksite
- ✓ Freecall number for help
- ✓ Comprehensive learning material
- ✓ Self-paced audio and visual material
- ✓ Recognition of your current and prior experience and learning
- ✓ No exams
- ✓ As a guide, qualification can be completed within 12 months

Our Trainer has had extensive experience in civil and training. Shane holds an Associate Diploma in Civil Engineering as well as a Degree with Main Roads and private experience. Training experience includes Government Departments, Aboriginal Groups, Private Companies and Not-for-Profit Organisations. Shane is very 'hands-on' and 'practical', coming from a labouring background.



Trainer: Shane Botting



**GLOBAL TRAINING INSTITUTE**  
SKILLS. KNOWLEDGE. HOPE.

**Call 1800 998 500  
Australia Wide**



## Gain Two Practical Supervision Qualifications...

Supervisors, Foreman, Gangers and Leading Hands can gain further skills in coordinating their working team.

Discover and implement the strategies that will make a REAL difference.

- ✓ Improve work performance, productivity, innovation and morale
- ✓ Increase staff retention
- ✓ Increase bottom line
- ✓ Smoother running teams
- ✓ Better communication ...

Practical 17 units as follows:

- BSBMGT401A **Show Leadership in the Workplace**
- LGAWORK402A **Prepare for Operational Works**
- BSBCM411A **Monitor a Safe Workplace**
- BSBFLM405B **Implement Operational Plan**
- BSBFLM412A **Promote Team Effectiveness**
- BSBCM402A **Develop Work Priorities**
- BSBFLM403B **Implement Effective Workplace Relationships**
- BSBINN301A **Promote Innovation in a Team Environment**
- BSBMGT403A **Implement Continuous Improvement**
- LGAWORK401A **Develop Works Maintenance Schedule**
- LGACOM401A **Administer Contracts**
- LGACOM409A **Prepare Tender Documentation**
- LGAWORK403A **Manage Civil Plant and Resources**
- LGACOM405B **Implement and Monitor the Organisation's OHS Policies, Procedures and Programs within the Work Group or Section**
- LGACORE102B **Follow Defined OHS Policies & Procedures**
- LGACORE104B **Work Effectively in Local Government**
- LGACORE105B **Work with Others in Local Government**

\*Other limited units may be selected to match your workplace requirements.

That's not all...

**You will also receive 2 qualifications - Complete LGA40404 Certificate IV in Local Government (Operational Works) and also receive a FREE BSB40807 Certificate IV in Frontline Management**

*"The course is excellent. I have made many improvements to the way I do things. Our department has seen improvements in efficiency and productivity. We have implemented processes and procedures which are streamlining the way we currently do things. The training has helped me manage my time better through more efficient management practices and proactive working. My team have also improved as a result of my working with them. There is an improvement in our workplace through changed management techniques."*

Alan Heffernan, IT Leaders.

*"Excellent workshops. I really valued the training and presentation by Shane."*

Percy Neal, Mayor - Yarrabah Aboriginal Community Shire Council

## How you can get funding for your Qualification ...

The Government is supporting the training of people wishing to gain Certificate IV and Diploma qualifications.

Call Global Training Institute to find the best funding available to get you trained.

**If you would like to take advantage of the available funding for your training, give us a call now on 1800 998 500.**