

# **STUDY ONLINE**

Administration Staff, HR Staff, Supervisors and Managers within Local Council

# **Course Details**

## **Course Code:** BSB50120

## **Duration:**

6-12 months (depending on experience)

# **Delivery:**

Online + Unlimited **Phone Sessions** 

## **Nationally Recognised:**

# **Entry Requirements:**

Please click the link below to view entry requirements for this course

### Click Here





# Who is this course for?

If you have management or admin experience in Local Government but don't have the piece of paper to go with it at this level, take the opportunity to get recognised for your skills so you can land a new job or promotion within your council or other councils across the country.

During this course you will discover and implement practical strategies that will make a REAL difference to providing team leadership, implementing policies and procedures, and working effectively within Local Government.

#### Here's what one of our students thinks...

"I think the course was an accurate reflection on what I've been doing for the last 6 years and confirmed the policies and processes in relation to the workplace were relevant.

I would very much recommend the training to others to qualify them for future employment at a higher level."

Gary Shakespeare

# Where can this course take you?

We have past Diploma in Local Government students working in Councils throughout Australia. Many have gotten Pay Rises and Promotions in their own Councils or shifted towns and states progressing their careers.

Qualified Staff are in high demand within Local Council across Australia. These qualifications are highly regarded by all Councils in all States.

Check your Enterprise Agreement to discover what this qualification will gain for you.

You will also be gain Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders

\*Accurate as 07/072021. For the latest information see our webpage.









# How much will it cost?

The South Australian Government is committed to increasing the skilled workforce in South Australia by making funding available for training and skills development. 'Participants Eligibility Criteria Apply'

The options below are dependant on your specific circumstances and usually require a discussion with one of our course advisors to work out the best option for you.

Call us on 1800 998 500 or Email us at enrol@globaltraining.edu.au

# **South Australia Funding**

The full price of this course is \$7,680 View the funding options below to find how you can reduce this cost.

Choose Your Funding Option		Covers	Gap Fee
South Australia Govt Funding	Possibility for further subsidy - Contact us!	36%	\$4,857
Skills Checkpoint	If over 40yrs old	26%	\$5,680
VET Student Loans	Government Loan (paid off through tax)	100%	\$0

The remaining gap fee of your course can be paid via:		
Study Loans	Study Loans available	
Payment Plans	Payment Plans Available To Suit Your Budget	
Tax Deductions Available	Click Here for a list of available deductions	

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# **Units**

There are **12 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

#### BSBADM502

Manage meetings

#### BSBRSK501

Manage risk

#### BSBWHS521

Ensure a safe workplace for a work area

#### BSBCUS501

Manage quality customer service

## BSBMGT517

Manage Operational Plan

## BSBLDR511

Develop and use emotional intelligence

#### BSBSUS501

Develop workplace policy and procedures for sustainability

## BSBLDR523

Lead and manage effective workplace relationships

## BSBOPS<sub>502</sub>

Manage business operational plan

## BSBCMM511

Communicate with influence

#### BSBXCM501

Lead communication in the workplace

#### LGACOR001

Work in local government

**NEXT STEPS**