About this course

Enhance your skills! Further your career in local government!

This qualification will provide individuals with the practical skills and knowledge to perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of equipment, roles and techniques for themselves and others. They are required to develop specific practices to ensure the implementation of management systems, plans and policies. They demonstrate the application of a broad range of managerial, coordination and planning skills.

While studying the Diploma of Local Government Administration, you may gain the following skills:

- Provide team leadership
- Undertake business planning
- Develop a marketing strategy
- Develop and maintain a community cultural plan
- Implement employee performance management systems
- Conduct public educational presentations
- Establish co-operative arrangements with other organisations
- Represent Council's role and value in the community.
Our Focus on Flexible Options
Many of our courses offer flexible learning options that provide you with the opportunity to study whenever and wherever suits you. Flexible options can include online learning, workplace assessment, recognition of prior learning and correspondence type programs that can sometimes be supplemented by block or focussed delivery.

We strive to offer a mix of flexible options that suit your needs. Typically flexible learning options are open for enrolment all year round, allowing you to start any time and complete within 6 months of your start date. Choose the right amount of units for you to study at any given time.

Our Self Paced External courses can be accessed anywhere and anytime, regardless of your geographical location!

This course is available online!
Please note: Some courses may require practical training and assessment for hands-on skills. Your training provider will let you know if that applies for your course, and explain how it will work.

Overview
Training at CRTAFE will be offered with a blended, flexible delivery model to enable social distancing measures during the COVID-19 pandemic. This approach may include a combination of online and classroom based delivery, as well as practical and work experience placements. While the mode of delivery may vary, the content and key learning outcomes of the course will remain the same. Lecturers will provide specific instructions to their student groups on how training will be undertaken and the support available to them.

Available all year round, 2020

Northam Campus - Self Paced External

Duration: 6 Month/s
When: Available all year round
How: Continuous Enrolment External mode Flexible delivery
Entrance requirements

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<thead>
<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
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<tbody>
<tr>
<td>Completion of WACE General or ATAR (Minimum C Grades) or equivalent</td>
<td>Completion of WACE General or ATAR or equivalent (minimum C Grades)</td>
<td>Certificate III</td>
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Study pathway

Further study opportunities

Central Regional TAFE has many further study opportunities available. Check out our Course Guide for all your future study options.

Job opportunities

Your guide to Australian careers

Successful completion of this qualification provides you with the opportunity to become a Local Government Administrative Manager.

Important information

Additional Resources

Learners will be required to provide additional resources for this course. Details are provided in the Pre-Enrolment Information Pack.

VET Student Loans

This qualification is eligible for the Commonwealth Government’s VET Student Loan scheme. Eligible students can opt to defer the payment of all or part of their tuition fees by applying for a VET Student Loan. VET Student Loans will not be approved for students who do not meet eligibility requirements. Approved loans become a personal debt with the Commonwealth (HELP debt) until it is repaid.

For more information on VET Student Loans at Central Regional TAFE click here.

For other VET Student Loan eligible courses please visit: www.education.gov.au/vet-student-loans
Disclaimer
Courses at Central Regional TAFE are delivered subject to resources and demand. For the latest information, check with the appropriate campus, as course availability may be subject to review and change.

Fees and charges
Find our Indicative Price List here.

At Central Regional TAFE, three types of fees may be charged.

Course Fees
The course fee is determined by multiplying the tuition fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit.

Resource Fees
Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the College to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.

Other Fees
Other fees may be charged for goods or services that are not essential to the course such as parking, membership to student organisations and security passes.

In addition to these fees students may need to purchase textbooks, uniforms and other course specific equipment. Your Pre Enrolment Information package will provide additional information if these are required.

Please note, fees are subject to change.