



Australian Government

**Assessment Requirements for BSBFNG401
Plan and chair Aboriginal and Torres Strait
Islander organisation board meetings**

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version first released with the Business Services Training Package Version 8.0.</p> <p>Supersedes and is not equivalent to:</p> <ul style="list-style-type: none">• BSBATSIC511 Plan and conduct a community meeting• BSBATSIL408 Manage a board meeting• BSBATSIL503 Manage conflict. <p>Significant changes between superseded and superseding units.</p>

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan and chair at least two different board meetings for an Aboriginal and Torres Strait Islander organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- board meeting procedures, including documentation requirements
- board member roles and responsibilities
- community control of organisations and its impact on meetings
- conflicts of interests and how to deal with them in meetings
- constitution provisions regarding conduct of meetings
- cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, cultural processes and protocols relevant to conduct of meetings
- differences between elected arms and administrative arms of councils
- decision-making processes
- geographic, cultural, social, economic and political contexts in which different Aboriginal and Torres Strait Islander organisations operate

- organisational policies and procedures relating to chairing Aboriginal and Torres Strait Islander organisation's board meetings, including appointing meeting minute taker.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- an actual or simulated board
- examples of issues faced by boards of governance
- examples of documents relating to planning and chairing Aboriginal and Torres Strait Islander organisation's board meetings.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>