



**Australian Government**

# **BSBOPS602 Monitor corporate governance activities**

**Release: 1**

## BSBOPS602 Monitor corporate governance activities

### Modification History

| Release   | Comments   |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

### Application

This unit describes the skills and knowledge required to develop and implement procedures to ensure the organisation meets its corporate governance obligations. It covers researching corporate governance trends, standards and practices, and establishing processes to promote compliance. It also includes reviewing compliance and taking corrective action on non-compliance.

The unit applies to those who are responsible for monitoring and managing compliance to corporate governance requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Business Competence – Business Operations

### Elements and Performance Criteria

| ELEMENT   | PERFORMANCE CRITERIA  |
|---|---|
| <i>Elements describe the essential outcomes.</i>          | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>  |
| 1. Plan corporate governance activities                   | 1.1 Identify corporate governance requirements, standards and practices according to organisational requirements<br>1.2 Develop processes for monitoring performance of organisation's corporate governance activities<br>1.3 Research governance audit reports and practices and identify methodologies and recommendations for implementation |
| 2. Monitor performance of corporate governance activities | 2.1 Analyse the organisation's governance reports, returns and review processes<br>2.3 Develop and update management processes for corporate governance   |

| ELEMENT                                   | PERFORMANCE CRITERIA   |
|---|--|
|   | 2.3 Establish reporting plans and confirm organisation meets compliance and reporting deadlines  |
| 3. Review corporate governance activities | 3.1 Evaluate organisational adherence to requirements, standards and practices<br>3.2 Monitor compliance performance indicators<br>3.3 Identify non-compliances and causes, and implement corrective actions, where required |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill                     | Description   |
|---------------------------|---|
| Reading                   | <ul style="list-style-type: none"> <li>Sources and researches textual information in the context of organisational strategy and compliance requirements to support plans, monitoring and reporting</li> </ul>   |
| Writing                   | <ul style="list-style-type: none"> <li>Develops complex texts using specialised and detailed language to convey information, requirements and recommendations according to legal and organisational requirements</li> </ul>   |
| Enterprise and initiative | <ul style="list-style-type: none"> <li>Leads in the development of organisational policies, procedures to support adherence to legal and statutory requirements</li> </ul>  |
| Planning and organising   | <ul style="list-style-type: none"> <li>Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice and feedback as required</li> <li>Monitors and evaluates performance against agreed benchmarks to ensure compliance with governance, statutory and legal requirements</li> </ul> |
| Self-management           | <ul style="list-style-type: none"> <li>Acknowledges own role in terms of its contribution to broader goals of the organisation</li> </ul>   |

## Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBGOV506 Manage advocacy for your organisation
- BSBGOV507 Manage board or committee and organisational conflict
- BSBMGT623 Monitor corporate governance activities.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

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