



Australian Government

Assessment Requirements for BSBATSil411 Undertake the roles and responsibilities of a board member

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- contribute to analysis and decision-making on issues affecting board and organisational performance
- work in accordance with organisational constitution, codes of conduct, legislation and internal policies and procedures
- manage conflicts of interest
- maintain open channels of communication between board and staff members.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the concept of community control of organisations, and how it may impact roles and responsibilities of board members
- describe the cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how this may impact roles and responsibilities of board members
- outline decision-making processes
- list geographic, social, economic and political contexts in which particular organisations operate, and how these may impact roles and responsibilities of board members
- explain governance roles and responsibilities
- explain management roles and responsibilities
- describe the organisational history, structure, core functions, code of conduct, constitution, policies and procedures, and reporting processes
- outline provisions of legislation and funding body requirements influencing decision-making, and how these may impact roles and responsibilities of board members

- identify relevant protocols and cultural responsibilities, and how they may impact roles and responsibilities of board members
- describe roles and responsibilities of key board positions
- list terms and conditions of funding agreements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – ATSI governance field of work and include access to:

- participation on an actual or simulated board
- examples of issues boards of governance have worked on, including community feedback and strategic decisions
- examples of relevant documents.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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