



Australian Government

**Assessment Requirements for BSBFNG405
Review and apply the constitution in an
Aboriginal and Torres Strait Islander
organisation**

Assessment Requirements for BSBFNG405 Review and apply the constitution in an Aboriginal and Torres Strait Islander organisation

Modification History

Release	Comments
Release 1	This version first released with the Business Services Training Package Version 8.0. Supersedes and is equivalent to BSBATSIL413 Review and apply the constitution.

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:

- on at least one occasion review the constitution of an Aboriginal and Torres Strait Islander organisation and identify key constitutional provisions applicable to own role
- apply at least two different key constitutional provisions to own role
- confirm that at least two board decisions follow an organisation's constitution
- on at least one occasion, contribute to amending the constitution of an Aboriginal and Torres Strait Islander organisation.

In the course of the above, the candidate must:

- communicate effectively with others to confirm that reviewed constitution meets legal requirements and expectations of traditional lore
- document constitutional amendments according to workplace policies and procedures.

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:

- key elements of cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values
- legislative and funding body requirements that can impact provisions of constitution
- key formats and content of constitutions for profit and non-profit Aboriginal and Torres Strait Islander organisations
- geographic, social, cultural, economic and political contexts in which particular organisations operate

- roles and responsibilities of a board member, including:
 - applying the constitution to day-to-day activities
 - amending the constitution
 - formal documentation procedures
- key elements of implementing provisions of constitution into practice, including:
 - elections
 - membership
 - conduct of meetings
 - reporting
- key sources of support that can provide advice on legality and practical operations of aspects of the constitution.

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
- sources of expert knowledge relevant to constitution
- examples of constitutions used by Aboriginal and Torres Strait Islander organisations.

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>