



Australian Government

Assessment Requirements for BSBGOV501

Review and apply the organisation's constitution

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- review the organisation's constitution
- communicate effectively with others to ensure they understand constitutional, legal and organisational requirements
- document constitutional amendments according to workplace policies and procedures
- follow the constitution when undertaking committee or board duties.

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:

- explain the organisation's purpose and how it may impact on provisions in and application of the constitution
- identify legislation that can impact on provisions of constitution
- list geographic, social, economic and political contexts in which particular organisations operate and how these may impact on provisions and application of the constitution
- explain how to put provisions of constitution into practice; in particular, provisions about elections, membership, conduct of meetings (particularly annual general meetings) and reporting
- outline sources of support that can provide advice on legality and practical operations of aspects of the constitution.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical committee or board of governance activities and include access to:

- participation on an actual or simulated board
- expert knowledge and resources relevant to constitution.

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 guides are found in VETNet -

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