Australian Government

BSB40907 Certificate IV in Governance

Release 2

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

BSB40907 Certificate IV in Governance

Modification History

Release	Comments
Release 2	This version first released with *BSB07 Business Services Training Package Version 8.0*. Elective unit BSBPMG408A Apply contract and procurement procedures replaced with BSBPMG416A Apply project procurement procedures.
Release 1	Initial release.

Description

This qualification reflects the role of individuals who undertake the responsibilities required of a member of a Board of governance of an organisation. They would apply a broad knowledge of the business or core functions of organisations and contribute their skills and knowledge to monitoring and guiding the activities of the organisation at a Board level. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Board Member
- Coordinator of Quality Governance.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30107 Certificate III in Business or other relevant qualification/s

OR

- providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s

OR

- with some vocational experience in a range of environments working with boards of governance, but with no formal qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Clerk
- Customer Service Advisor
- Import/Export Clerk
- Legal Secretary
- Office Administrator
- Secretary.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving the BSB40907 Certificate IV in Governance, candidates may undertake a range of Diploma qualifications in the BSB07 Business Services Training Package or other currently endorsed national Training Packages.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

There are no entry requirements for this qualification.

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Employability Skills Summary

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	• networking and negotiating with relevant persons • providing information to stakeholders about the organisation's activities and Board decisions
Teamwork	• encouraging a team approach where individuals' contributions are recognised and documented • identifying people and delegating authority to relevant team members • supporting participation in decision making
Problem-solving	• seeking clarification of clauses in the constitution from experts
Initiative and enterprise	• designing the process for the development of policy • questioning outcomes and actions of financial reports
Planning and organising	• planning regular community forums • setting directions for the future of the organisation
Self-management	• adhering to the operational structure of the Board and performing duties as per the job description • modelling respect for the organisation's culture and values
Learning	• promoting and encouraging an environment which allows people to enhance their skills and knowledge • transferring competency to other situations
Technology	• using technology for communication, time scheduling, planning, financial management and asset management

Packaging Rules

Total number of units = 10
3 core units *plus*
7 elective units suggest

At least **4** of the **elective units** must be selected from the elective units listed below.

The remaining **3 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 unit may be selected from a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Core units

Governance

BSBGOV401A Implement Board member responsibilities
BSBGOV402A Work within organisational structure
BSBGOV403A Analyse financial reports and budgets

Elective units

Diversity

BSBDIV301A Work effectively with diversity

General Administration

BSBADM502B Manage meetings

Project Management

BSBPMG416A Apply project procurement procedures

Relationship Management

BSBREL401A Establish networks

Risk Management

BSBRSK401A Identify risk and apply risk management processes

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Small and Micro Business

BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business
BSBSMB404A Undertake small business planning

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Writing

BSBWRT401A Write complex documents

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