Australian Government

Department of Education, Employment and Workplace Relations

BSB41910 Certificate IV in Business (Governance)

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSB41910 Certificate IV in Business (Governance)

Modification History

Not applicable.

Description

Descriptor

This qualification reflects the role of individuals who undertake responsibilities required of Aboriginal and Torres Strait Islander organisations, and who bring a wide range of knowledge, skills, talents and experience to their organisations.

Boards of Aboriginal and Torres Strait Islander community-managed organisations operate in two worlds; they have cultural obligations to their community as well as legal and financial obligations to the wider community and funding bodies.

In their special role of leading their organisations, board members would ensure that while fulfilling their duties, they are individually and collectively contributing the best value to the board, organisation and community.

Job roles

Possible job roles relevant to this qualification include:

- board member
- contact officer or secretary
- manager and senior staff member in an Aboriginal and Torres Strait Islander organisation
- public servant working with Aboriginal and Torres Strait Islander boards of governance.
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Pathways Information

Qualification pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- some vocational experience working on or with a board of governance, but with no formal qualifications

OR

- full attendance and participation in introductory Corporate Governance workshops, Indigenous Leadership programs or other relevant non-accredited training

OR

- after achieving BSB30110 Certificate III in Business or other relevant qualifications.

Pathways from the qualification

BSB50710 Diploma of Business (Governance) and a range of other Diploma qualifications.

Licensing/Regulatory Information

Licensing, **legislative**, **regulatory or certification considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, Aboriginal and Torres Strait organisations operate in a variety of environments and some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION 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	• communicating in culturally appropriate ways • discussing information, questioning outcomes and actions, sharing ideas, and clarifying information with staff and other board members • networking and negotiating with members of the community • providing information to the community about the organisation's activities and board decisions
Teamwork	• encouraging a team approach where individual contributions are recognised and acknowledged • identifying people and delegating authority to relevant team members • making decisions in the best interests of the organisation and the community • seeking stakeholder participation in decision making
Problem-solving	• analysing and evaluating information • ensuring activities follow the constitution and organisational policies and procedures • questioning outcomes and actions of financial reports • reviewing effectiveness and efficiency of decisions and direction of the organisation
Initiative and enterprise	• reviewing the board and board members • seeking funding for new activities • adding value to, and building positive reputation of, the organisation
Planning and organising	• developing organisational plans • planning and organising annual meetings, general meetings and board meetings • planning regular community forums • setting directions for the future of the organisation
Self-management	• adhering to the operational structure of the board and performing responsibilities as per the role description • fulfilling duties and legal responsibilities • modelling respect for community culture and values

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Learning	• promoting an environment that encourages people to enhance their skills and knowledge • seeking advice from cultural and technical advisers • sharing skills with others

Technology	• using technology:
	    • for communication, time scheduling and planning
	    • to gather information

Packaging Rules

Packaging Rules

Total number of units = **12**

7 core units plus

5 elective units

Three elective units must be selected from the elective units listed below.

Two units may be selected from the elective units listed below, from elsewhere in this Training Package, or from any other currently endorsed Training Package or accredited course at this qualification level, or Certificate III or Diploma level.

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

Core units

BSBATSIC412A Maintain and protect cultural values in the organisation

BSBATSIL411A Undertake the roles and responsibilities of a board member

BSBATSIL413A Review and apply the constitution

BSBATSIM416A Oversee organisational planning

BSBATSIM417A Implement organisational plans

BSBATSIM418A Oversee financial management

BSBATSIM419A Contribute to the development and implementation of organisational policies

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Elective units

ATSI governance

BSBATSIC411C Communicate with the community

BSBATSIL408C Manage a board meeting

BSBATSIL412A Participate effectively as a board member

BSBATSIM414C Oversee the organisation's annual budget

BSBATSIM420A Oversee asset management

BSBATSIM421A Support a positive and culturally appropriate workplace culture

BSBATSIW416C Obtain and manage consultancy services

BSBATSIW417C Select and use technology

Research

BSBRES401A Analyse and present research information

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

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