



YOU CAN CHANGE THE WORLD

This course will help you do it

Diploma of Business (Governance)

BSB50715



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Studying for the diploma was an excellent way to cement my current knowledge and practice and identify skills gaps.

Our organisation surpassed its income target in 2015 and I attribute part of that to undertaking the Diploma of Business (Governance). I would strongly recommend the diploma and I want to take this opportunity to thank the Institute of Community Directors Australia team. Their vision for, and support of, the not-for-profit sector is unparalleled.

Rhyll Dorrington, Chief Executive Officer, VIC



“The number one thing I’ve gained from the Diploma of Business (Governance) is a much better understanding of the legislative and compliance requirements of the board. I’m confident now that I understand the various parts of good governance and compliance, and what I need to do to ensure we meet our requirements in those areas.”

Stephanie Jackson, Board Member, WA



WHY THIS COURSE?

1

Because not-for-profit directors are different.

Governing or managing a not-for-profit is different to governing or running a company. This course has been designed from the ground up to be solely devoted to not-for-profits.

2

Because it's applicable to your needs.

This course works for people seeking a board position, brand new board members, experienced board members, and senior staff who work with boards.

3

Because it will link you in with peer support.

You will join a growing alumni of not-for-profit governance specialists, giving you access to deep connections and a vibrant network of believers and doers. There's an online forum, as well as regular face-to-face alumni events.

4

Because it's accredited.

This is the only nationally recognised diploma-level governance qualification designed for the not-for-profit sector. Your new post-nominals (Dip. Bus (Gov); FICDA) will highlight your credentials as part of this elite network.

5

Because it's flexible.

The course structure (just five days face-to-face, with all assessments completed at home) allows you to gain a qualification in your own space and at your own pace (12 months to complete).

6

Because it's practical.

Course content is drawn from the experience and wisdom of Our Community, which has trained more than 140,000 not-for-profit volunteers and professionals.

Why get a diploma?

7

Because being a Community Director is not a hobby.

Board work (including and often especially not-for-profit board work) is becoming increasingly complex. You need to know what your legislative and compliance requirements are.

8

Because it's good for your career.

Formal qualifications like this can advance your career opportunities as well as your community contributions.

9

Because it opens new pathways.

Our Diploma can help you gain entry into higher-level qualifications at University. When you enrol, you are awarded membership of the Institute of Community Directors Australia and, by extension, you're considered a 'responsible person' in the eyes of the ATO, clearing a hurdle to certain board appointments which require this status.

10

Because we know you're going to love it.

We have received **rave reviews** about this course. People tell us that it's **practical** (and instantly applicable to a wide variety of roles), it's **relevant** (100% focused on the not-for-profit sector) and – unlike other courses – it presents you with a nationally recognised qualification.



COURSE SNAPSHOT

Diploma of Business (Governance) BSB50715

The **Diploma of Business (Governance)** – BSB50715 is designed specifically for not-for-profit board/committee members, and the staff (CEOs and senior staff) who work alongside them.

Both prospective and current members of boards are eligible for enrolment.

Not-for-profit boards present particular issues that are often not reflected in commercial boards. Funding is tight, recruitment can be difficult, measurements of success are often hard to define. This course provides a framework for good governance that straddles both legal imperatives and not-for-profit realities.

The Diploma of Business (Governance) - BSB50715 is delivered by Our Community's Institute of Community Directors Australia, on behalf of Federation Training.

Course participant requirements:

- Time to read, prepare and reflect on fundamental governance principles
- Ability to attend and actively participate in a total of five days of training (three consecutive days + two consecutive days one month later)
- Commitment to complete competency based assessment within twelve months of face-to-face training
- Commitment to transferring knowledge gained to organisation once completed

Course participants will receive:

- 12-month membership of the Institute of Community Directors Australia
- iPad preloaded with materials, plus access to governance support through the Institute of Community Directors Australia (ICDA) website.
- A quality learning environment that provides practical outcomes
- Relevant and challenging case studies drawn from the not-for-profit environment
- Exposure to a diverse range of views and approaches to governance, recognising that one size does not fit all
- A program that provides value for all participants regardless of whether they are completely new to a board or have had longer term involvement and experience
- Post-training contact to assist progression with assessment
- Support beyond the Diploma program through supporting materials, resources and networking opportunities

Post nominals:

- Participants who successfully complete the requirements of the Diploma of Business (Governance) – BSB 50715 – will be eligible to use the post-nominals:
 - o Dip. Bus. (Gov)
 - o FICDA (Fellow of the Institute of Community Directors Australia)

LEARNING TOOLS

iPad and website

Each person enrolled in the Diploma of Business (Governance) receives, as part of their fees, an iPad with retina display, which is pre-loaded with reading and course materials. At the conclusion of the course, the iPad will serve as a window to ICDA's online resources – it's yours to keep and utilise for meetings and support.

Students may choose to enrol without receiving an iPad (a recommended learning tool for this course) and instead bring their own device to class (In this case, students will receive a \$300 reduction in their fees).

Hard copy course materials

We're serious about sustainability. We won't provide hard copies of course materials (course notes, slides, assessment questions etc.) All of this material will be pre-loaded on your iPad. If you elect to bring your own device, you will be able to access and download digital copies of required documents.

Online study tools

Students will have access to an easy-to-use, purpose-built Student Portal where they can draft and lodge assessments, contact their tutor and explore rich content relating to their studies.

Students will gain access to the Institute of Community Directors online Forum, where they can engage with fellow students and the broader ICDA membership, to explore the governance matters that are important to themselves.

Institute of Community Directors Australia membership

Students receive 12-month access to ICDA's extensive online resource centre for not-for-profit board/committee members and staff supporting boards.

The resource centre includes a Board Matching Service, an extensive suite of template policies, help sheets, a regular not-for-profit governance newsletter, and more.



CONTENT

Diploma of Business (Governance) BSB50715

The face-to-face program occurs over two sessions – the first session occurs over three days and the second session is two days in duration.

DAY ONE

- *Introduction*
- *Diploma Enrolment Process & Expectations*
- *Introduction to Governance review*

**DAY
ONE**

BSBATSIL411 Undertake the roles and responsibilities of a board member

Content

- Work within the structure of the organisation
- Manage competing roles and responsibilities
- Follow legal requirements when carrying out board duties
- Monitor operations
- Receive and act on community and stakeholder feedback

BSBATSIC412 Maintain and protect cultural values in the organisation

Content

- What is culture
- Respect cultural diversity
- Apply cultural practices to governance processes
- Deal with potential and actual cultural exploitation
- Deal with potential and actual stereotyping and prejudice
- Determine the effects of new legislation and policy on the organisation
- Determine the impact of development on culture

DAY TWO

- *Review Day One*

**DAY
TWO**

BSBATSIL511 Lead the organisation's strategic planning cycle

Content

- Establish the strategic planning process
- Develop and review the organisation's values, vision and purpose
- Analyse the internal and external factors that could impact on the organisation's strategic plan
- Establish strategic objectives and strategies
- Monitor and evaluate strategic performance

BSBINN601 Lead and Manage Organisational Change

Content

- Identify change requirements and opportunities
- Develop change management strategy
- Implement change management strategy

BSBATSIM505 Control organisational finances

Content

- Establish a financial management structure
- Establish financial management processes and systems
- Sign contracts on behalf of the organisation
- Follow finance procedures specified by funding bodies
- Advise the community of the financial situation of the organisation
- Meet reporting requirements of relevant corporate authorities and funding bodies

DAY THREE



BSBATSIW514 Represent your organisation

Content

- Obtain authorisation and act ethically
- Develop and participate in networks
- Receive and provide information relating to the work of the organisation
- Become informed about organisational policies, current operations and relevant local politics
- Promote the work of the organisation
- Be accountable to the board

BSBATSIW515 Secure funding

Content

- Funding options
- Identify and contact funding bodies
- Prepare a case for funding
- Promote the case for funding
- Appeal if necessary

HOMEWORK & ASSESSMENTS (during a one-month recess)

DAY FOUR



- *Review previous units*

BSBATSIM506 Develop employment policies

Content

- Develop policies with respect to staff
- Implement staff policies and procedures
- Monitor and review staffing policies

BSBATSIL510 Appoint and work with a manager

Content

- Establish a recruitment and selection process
- Recruit and select the manager
- Negotiate an employment contract
- Work with the manager

BSBATSIL503 Manage conflict

Content

- Identify existing and potential conflict
- Consider the conflict situation
- Use strategies to resolve conflict

DAY FIVE



BSBATSIM511 Develop enterprise opportunities

Content

- Expand existing activities
- Develop business ideas and options
- Evaluate business options
- Implement business proposals

PSPGEN049 Undertake negotiations

Content

- Plan for negotiation
- Conduct negotiation
- Finalise negotiation outcomes

SUBMIT ASSESSMENTS

ASSESSMENT

The course comprises two face-to-face learning blocks (three days and then two days), separated by a one-month recess, during which time we expect students will begin to complete their assessments.

Students are required to complete a competency-based assessment for each of the 12 units included in this course. The aim of these competency-based assessments is to ensure that you have not only absorbed the content but are also able to implement actions. Where possible, we will ask you to think about how assessment tasks could be implemented in your own organisation.

Assessment tasks include written responses, observation of student participation during face-to-face learning and gathering information together in a portfolio.

We expect that all assessments will be completed within 12 months of commencing the course, with at least one assessment completed during the recess between face-to-face learning blocks.

During the time you are completing your assessments, you will have the support of your assessor and will lodge your work through an easy-to-use, purpose-built Student Portal

You can expect ICDA staff and tutors will support and guide you through each stage of learning. In return, we expect you to apply yourself and to take advantage of the resources and information made available.



“The Institute of Community Directors Australia’s Diploma of Business (Governance) brought together participants from a variety of careers and experience.

The course materials were very comprehensive and expertly used by our tutor and the assessment tasks provided me with the opportunity to reflect on my experiences as a director and as an executive who has worked in both not-for-profit and corporate roles.”

Trent Moy, Executive-in-Residence, NSW



ENROLMENT & FEES

While there are no formal entry requirements for this qualification, the course is most suitable to:

- People with experience as a member of a board/committee of governance of a not-for-profit/community organisation
- Management/staff with experience in working closely with a board of governance of a not-for-profit/community organisation
- People who have completed BSB41910 Certificate IV in Business (Governance) or other relevant qualifications.

If you do not fit into one of the categories above, please give us a call on 03 9320 6800 to discuss your options.

To enrol, go to www.communitydirectors.com.au/enrol

Pre-course requirements

Prior to commencement of the face-to-face component of the course, all enrollees are required to complete some pre-reading.

Enrollees who do not complete this pre-course component may be restricted from attending.

The pre-reading consists of approximately 50 pages. It's estimated that the pre-reading and review will take approximately two hours to complete.

This aspect of the course is designed to ensure that participants are prepared for the face-to-face learning blocks and have given proper thought to the commitment of assessment.

Fees

The enrolment fee for the Diploma in Business (Governance) is \$4495, comprising enrolment, assessment and administration. This fee is payable in full no later than 10 working days before the first day of course.

Participants will receive an iPad providing access to their course materials. The iPad (to be kept by course participant) will also contain course materials and pre-reading (these can also be obtained in hard copy format if preferred).

As there is an expectation that all participants are committed to completing the assessment and receiving the Diploma, there can be no refund (partial or otherwise) if assessments are not completed.

Students may choose to enrol without receiving an iPad (a recommended learning tool for this course) and their fees will be reduced by \$300. Students who elect to bring their own substitute device will be provided with links to download reference materials. Our sustainability policy prevents us from printing copies of these materials.

The Diploma of Business (Governance) BSB50715 is a full fee paying course. At this stage no fee assistance is accessible for this course.

Bookings, cancellation and refunds policy

50% of the fee is refundable if notice of cancellation is received more than 10 working days prior to the event.

No refund is available where notice of cancellation is received less than 10 working days prior to the event.

Substitution of attendees may be permitted. Written notice is required for cancellations and substitutions. It is not possible to transfer registration between events.

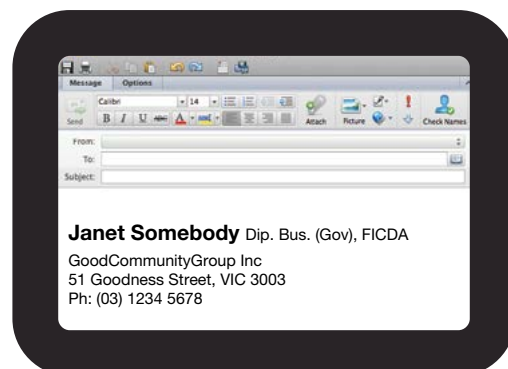
QUALIFICATIONS/ POST-NOMINALS

People who successfully complete the Diploma of Business (Governance) – BSB50715 – are eligible to use the post-nominals:

- **Dip. Bus. (Gov)** and,
- **FICDA** - Fellow of the Institute of Community Directors Australia (while they remain a financial member of the Institute of Community Directors Australia)

People who complete the course (including minimum attendance requirements) but do not submit assessment, or do not complete the assessment satisfactorily, are still eligible for recognition via the Institute of Community Directors Australia, through the use of the post-nominal:

- **MICDA** - Member of the Institute of Community Directors Australia (while they remain a financial member of the Institute of Community Directors Australia)



ABOUT US

About the Institute of Community Directors Australia

The Institute of Community Directors Australia is the best practice network for Australian not-for-profit board/committee members, and the managers and staff who support them.

An Our Community enterprise, ICDA is Australia's leading provider of information, tools, training and qualifications, for the not-for-profit sector.

In our interactions with students, we pledge to:

- **Be human:** We will use a respectful, conversational voice, and will avoid scripts and the use of corporate doublespeak.
- **Be personal:** Our staff use their real names and provide a personal touch.
- **Be accountable:** We will make it easy for students to contact us and will participate in public dialogue, where appropriate, to demonstrate our accountability.
- **Be ready:** We anticipate that problems will and do occur from time to time. We pledge to respond swiftly, intelligently and empathetically.
- **Be honest:** We will demonstrate our good intentions by speaking plainly, honestly and candidly with students about any issues that might arise.



ourcommunity.com.au
Where not-for-profits go for help



About Federation Training

Building on over 85 years experience in training and education Federation Training on is set to provide improved opportunities and outcomes for vocational education students across Gippsland and South Eastern Victoria.

With 9 campuses from Chadstone in Melbourne's outer East across the state to Lakes Entrance, Federation Training offer a diverse range of programs and specially designed learning environments, providing students with the opportunity to get hands on and develop real skills and experience in the industry of their choice.

Established May 1, 2014 following the amalgamation of Advance TAFE and GippsTAFE, Federation Training aims to create one united education model for Gippsland. This will provide unprecedented opportunities for local students and an exciting learning environment for those seeking a regional educational experience.



The Institute of Community Directors Australia and Our Community have made every reasonable effort to ensure the most current information is available in this publication. We reserve the right to alter this information and/or withdraw courses listed herein. Our Community delivers qualifications as part of an alliance with Federation Training. Federation Training RTO number: 0417



For course updates, information and to enrol visit:
www.communitydirectors.com.au/diploma



51 Stanley Street
West Melbourne, Vic 3003, Australia



(03) 9320 6800



www.communitydirectors.com.au
www.ourcommunity.com.au



info@ourcommunity.com.au



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AUSTRALIA
► Knowledge ► Connections ► Credentials



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Where not-for-profits go for help

