

BUSINESS

*Manage your Indigenous organisation
to be a successful business*



This course provides practical hands on experience and is suitable for people who are Committee Members, Directors or Managers of an Indigenous Organisation.

This course covers essential skills such as:

- Maintaining and protecting cultural values in the organisation
- Review and apply the constitution
- Roles and responsibilities of a board member

BSB41915 Certificate IV in Business (Governance)

This qualification is suitable for individuals working as board members, contact officers and senior staff within Aboriginal and Torres Strait Islander organisations. It also applies to public servants working with Aboriginal and Torres Strait Islander boards of governance.

In these roles, individuals bring a wide range of knowledge, skills and experience to the workplace with an acute awareness that they 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

COURSE ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

Illawarra ITeC require students to have average English, reading and writing skills, or higher and should have completed Year 10 or above schooling, or have sound workplace written communication skills. Participants will be required to complete a Language, Literacy & Numeracy (LLN) Assessment prior to enrolment.

UNITS OF STUDY

To be awarded a full qualification in Certificate IV in Business (Governance) - BSB41915 you will need to be assessed as competent in 7 core plus 5 elective units of competency (12 units of competency). A Statement of Attainment will be issued for units deemed competent if a full qualification is not achieved.

BSB41915 - Certificate IV in Business (Governance)

UNIT CODE	UNIT NAME
BSBATSIC412	Maintain and protect cultural values in the organisation
BSBATSIL411	Undertake the roles and responsibilities of a board member
BSBATSIL413	Review and apply the constitution
BSBATSIM416	Oversee organisational planning
BSBATSIM417	Implement organisational plans
BSBATSIM418	Oversee financial management
BSBATSIM419	Contribute to the development and implementation of organisational policies
BSBATSIC411	Communicate with the community
BSBATSIL412	Participate effectively as a board member
BSBATSIM420	Oversee asset management
BSBDIV301	Work effectively with diversity
BSBCMM401	Make a presentation



Job Roles & Career Opportunities:

- Australian Public Servant
- Board member
- Contact Officer
- Senior staff member

DELIVERY OPTIONS

Course delivery will be flexible to meet individual needs and will include practical sessions/workshops, correspondence and mentoring.

Practical sessions/workshops will assist you in completing the units and therefore it is recommended you attend whenever possible. If applicable, workplace visits from your trainer may be organised if you can not attend the workshops, please discuss options with your Trainer or ITeC's Training Coordinator Rebecca Radic.

Sometimes you will commence learning more than one unit on the same day because some units may contain information that is relevant to other unit/s however they may have different assessment dates due to the learning requirements for individual units.

A Training Plan will be developed for each participant to meet individual needs and workplace assessment will be arranged if required.

Recognition of Prior Learning (RPL): The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. To apply for Recognition of Prior Learning in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Credit Transfer: If you have successfully completed exactly the same unit of competency or a unit similar in content and outcome to one in your current course, your previous result may be transferred (Credit Transfer). Your assessor will decide whether you are able to receive an automatic Credit Transfer.

STUDENT SUPPORT

The Illawarra ITeC is committed to ensuring that all students are offered:

- Practical and reasonable support to complete their qualification.
- Guidance on career paths.
- Training and Assessment that is flexible to meet clients needs.
- Students will receive regular support and assistance from their mentor or trainer.
- Language, Literacy and Numeracy (LLN) is assessed prior to beginning a course and students are offered support through learning and assessment that may include both internal support and referral to external support providers.

Unique Student Identifier (USI)

It is a requirement that all students completing a nationally recognised VET Qualification or Statement of Attainment have a Unique Student Identifier (USI) prior to enrolment. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-usi>.

COURSE FEES

Training Funded under NSW Smart and Skilled. This training is subsidised by the NSW Government.

To be eligible to enrol in a government-subsidised course with an approved Smart & Skilled training provider you must answer 'Yes' to all these questions:

Are you:

- 15 years old or over?*
- no longer at school?*
- living or working in NSW?*
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?*

This course is also offered on a fee for service basis for people not eligible for government funding.

Contact Illawarra ITeC to check:

Course fees and eligibility (*Concessions and fee exemptions may be applicable*).

Smart and Skilled Fee Free Scholarships

ITeC also has:

Course Payment Plans available

Financial Hardship Scholarships

(Conditions apply)

Please feel free to contact Illawarra ITeC for more information:

Phone: 02 4223 3100 or Email: itec@illawarraitec.com.au