

# The Governance Program Certificate IV in Business (Governance)

*(An initiative of the Australian Institute of Community Practice and Governance)*



The new qualification for  
all Australian Community  
Groups and Committee  
Members

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# What is the Certificate IV in Business (Governance)?

The Certificate IV in Business (Governance) brings together the strengths of two of Australia's leading training providers: Our Community and BSI Learning. The purpose of this partnership is to bring you the highest standards of governance training and as wide a choice as possible. The program is linked to the Australian Quality Framework and is fully accredited against these standards, providing all participants with a nationally recognised governance qualification.

Participating in the accredited training program will help improve the governance of your community organisation. With a practical program designed specifically for volunteer board and committee members, this program prepares new and updates existing board and committee members for today's challenging environment. As well as board and committee members; council staff, representatives from community managed community centres, funded agencies or local sporting groups can also benefit from this training. The training will provide practical skills, knowledge and resources to ensure improved governance and direction.

A combination of workshops, workbooks and in-practice assessment combines to ensure that attendees put into practice what is delivered in the course. All participants who successfully complete the program will receive a fellowship to the Australian Institute of Community Practice and Governance.

## What is the Australian Institute of Community Practice and Governance?

The Australian Institute of Community Practice and Governance (AICPG) is Australia's peak professional training organisation for staff and board/committee members of community organisations - solely devoted to the specialist area of community practice and governance.

The Institute provides accredited training; free information and resources through its Community Practice Knowledge Bank; and as part of its membership service, the much acclaimed quarterly Board Builder newsletter.

There are four key components of the AICPG:

1. **Key Seminars, Workshops and Conference Programs**
2. **Certificate IV in Business (Governance)** - the new qualification for all Australian Non-Profit and Community Committee Members
3. **Training Services in eight areas of non-profit curricula**, including tailored training to meet specific organisational, peak body or council needs, linked to the Community Practice Knowledge Bank:
  - a. Grants and Fundraising
  - b. Boards, Governance & Leadership
  - c. Finance, Insurance & Risk Management
  - d. People Management
  - e. Strategic Planning, Review & Revitalisation
  - f. Information Technology
  - g. Community Engagement & Advocacy
  - h. Marketing & Media
4. **The quarterly Board Builder Newsletter**, including membership of the Institute

BSI Learning (BSIL) and ourcommunity.com.au have established a partnership to offer accredited training across a number of key areas in community practice and governance - the first being the Certificate IV in Business (Governance).

Utilising the full spectrum of learning methodologies including Workshop, Action Learning, Distance Learning, e-Learning and Blended Learning. We create Innovative Solutions that Deliver Results.

# What does the Certificate IV in Business (Governance) cover?

## THE FOUR DAY PROGRAM COVERS:

### SESSION ONE – Governing

- What is governance in a community context?
- Why is governance important?
- Meeting the roles and responsibilities of a board member
- Using the constitution
- Managing a board meeting

This full-day session provides a background to governance and the obligations of board or committee members. The session establishes the framework under which boards and committees operate and provides an essential overview of roles and responsibilities of the governance body, including legal, fiduciary and community roles and responsibilities, plus the critical need to more effectively manage board meetings.

The use of the constitution and importance of keeping it relevant is highlighted and the distinction of governing and managing the organisation is provided to ensure that board members are completely clear in their roles.

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### SESSION TWO – Planning

- Preparing & overseeing the organisation's annual budget
- Monitoring financial management and budgets
- Planning for organisational needs
- Overseeing business planning
- Developing an annual fundraising plan
- Project management/sharing the workload

Day Two sets out the requirements of board members to ensure that they have sufficient resources to carry out the mission of the organisation.

This includes setting the vision and mission, developing a strategic plan and an operating budget. Strategies to monitor, report and review the plans are provided.

A key component covered is the development of an annual fundraising plan highlighting the practical nature of the training. Contributing to adequate planning and prioritising, and understanding how to monitor those plans and priorities, is a vital factor in being a successful board member.

# What does the Certificate IV in Business (Governance) cover?

## SESSION THREE – Communicating

- Maintaining and protecting community culture
- Contributing to a positive and culturally appropriate community
- Communicating with the community
- Skills for effective communication
- Writing successful funding submissions
- Dealing with conflict

Once plans have been set the board needs to ensure that it is effectively communicating with all stakeholders and the community.

This one-day session looks at how participants can contribute to keeping the organisation true to its mission and ensure that it works within the community context and connects to its members and stakeholders.

The training also provides the skills to effectively communicate with staff, media and public. A key component covered in this session is the development of funding submissions, community-business partnerships and working with volunteers.

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## SESSION FOUR – Sustaining

- Reviewing the business plan
- Avoiding burnout
- Managing assets
- Developing and implementing organisational policies
- Reporting and evaluating

The final day covers the strategies that are needed to implement and sustain the organisation's mission and plans.

The training includes a process to review plans, make adjustments to strategies or priorities and develop policies and procedures to ensure effective operations and protection of assets.

The session will also highlight the need to properly evaluate, report and acquit to both internal and external stakeholders. Contemporary management concepts such as continuous improvement, succession planning and intellectual property (eg. public image/goodwill) will also be covered.

# Dates, Venues & Times

## TIMING & HOW THE PROGRAM WORKS

The program is flexible in its delivery and can be completed in four full days or delivered to meet your specific needs. Bookings can be made through our existing training schedule or you may choose to develop and deliver a tailored training solution to more closely meet local needs. All participants who successfully complete the full four day program will receive a fellowship to the Australian Institute of Community Practice and Governance - an accredited Certificate IV.

**Cost:** \$1,300 for all four days.

**Times:** 9.30am-3.30pm for all sessions

**Course Structure:** Courses are conducted over four consecutive days, Day 1 covers Governing, Day 2 covers Planning, Day 3 covers Communicating and Day 4 covers Sustaining. All four days must be completed to achieve the certificate IV accreditation. **Course Code:** BSB40901

## 2008 Dates (All Courses are Conducted over Four Consecutive Days\*)

PERTH	28-31 October 2008	<b>Hotel Ibis Perth</b> 334 Murray Street Room: Green
BENDIGO	6 +7 and 13 + 14 November 2008	<b>Quality Inn Colonial</b> 483-485 High Street Golden Square, Vic, 3555
MELBOURNE SOLD OUT	10-13 November 2008	<b>William Angliss Conference Centre</b> Building A, Level 5, 555 La Trobe, Street Melbourne Room: Flag Staff
ADELAIDE	17-20 November 2008	<b>Mercure Grosvenor Hotel</b> 125 North Terrace Adelaide Room: James Alexander
SYDNEY	2-5 December 2008	<b>Hyde Park Forum</b> 271 Elizabeth Street Sydney 2000 Room: Forum One
CANBERRA	8-11 December 2008	<b>Novotel Canberra</b> 65 Northbourne Avenue, Canberra ACT Room: Cook

## Bookings, Cancellation and Refunds Policy

All bookings must be paid 5 working days before the event or by arrangement with Our Community. A refund only applies if written notice is received at least 10 business days prior to the event. A fee of \$200 applies for each registration cancelled. If the registered delegate is unable to attend, we are able to accept a replacement delegate with 24 hours prior notice.

# Registration Form/Tax Invoice

## Governance Program - Certificate IV in Business (Governance)

### Easy Ways To Register

PH: (03) 9320 6818

MAIL:  
Our Community  
PO Box 354  
North Melbourne VIC 3051

ONLINE:  
[www.ourcommunity.com.au](http://www.ourcommunity.com.au)

FAX: (03) 9326 6859

EMAIL:  
[service@ourcommunity.com.au](mailto:service@ourcommunity.com.au)

**NOTE: Tax Invoice:** Where a registration is for less than \$1000 (inc gst) this document becomes a Tax Invoice for GST purposes upon completion of payment. Our Community ABN is 24 094 608 705.

### Please Select Sessions

I wish to undertake the following sessions:

- Perth**  
28-31 October 2008
- Bendigo**  
6 +7 and 13 + 14 Novemeber 2008
- Adelaide**  
17-20 November 2008
- Sydney**  
2-5 December 2008
- Canberra**  
8-11 December 2008

### Please Complete Your Details

Title

Surname

Given Name(s)

Job Title

Organisation

Address

Post Code

Email

Ph  Fax

Specify any special needs (wheelchair access, dietary req'ts)

### 3 Select Your Payment Options

No. of participants		Price \$
	x	Per person/all 4 days
<input type="text"/>	x	<input type="text" value="\$1300"/>
TOTAL		<input type="text"/>

**1 Post** this form to  
Our Community Pty Ltd, PO Box 354  
North Melbourne VIC 3051

**2 Fax** order form & credit card details to (03) 9326 6859

For teams larger than two please contact Steve Moriarty on (03) 9320 6811

Where a registration is for less than \$1000 (inc gst) this document becomes a Tax Invoice for GST purposes upon completion of payment.

### 4 Credit Card Details

Visa       Mastercard       AMEX

Card Number

Expiry Date      Date      Total Amount

Cardholder's Name

Signature