PLEASE COMPLETE THIS FORM AND SUBMIT PRIOR TO REGISTRATION

Student Pre-Requisite Evidence Form

**Student should complete parts in yellow only**

|  |  |
| --- | --- |
| Student ID  | *(issued after enrolment)* |
| Student Name |  |
| Assessor Name | Lisa Jennings |
| Assessor Signature |  |
| Qualification/Course | BSB52318 Diploma of Governance |
| Due Date (If applicable) | N/A | **Date of Assessment** |  |

About the Evidence

This evidence covers pre-requisites to participate in and graduate with BSB52318 Diploma of Governance.

Entry to this qualification is limited to those individuals who:

* have completed a Certificate IV in Governance

**or**

* provide evidence of competency in the core units required for BSB40915 Certificate IV in Governance

**or**

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

Student Information

Questions completed satisfactorily will be given an “S” (Satisfactory) result.

Questions not completed satisfactorily will be given an “NS” (Not Satisfactory) result.

This assessment of evidence will be completed when you have satisfactorily answered at least one of the prerequisite questions.

If you have any special needs/requirements that need to be addressed in the completion of this assessment, please bring these to your assessor’s attention.

You can access further information regarding assessment, including Recognition of Prior Learning, Reasonable Adjustment and Assessment Appeals at https://www.tafegippsland.edu.au/about\_us/policies

Submitting Your Assessment

Your completed evidence must be submitted by the following method:

[ ]  Posted to Our Community: PO BOX 354, North Melbourne, Victoria 3051 Australia

[ ]  In person: Our Community House,552 Victoria Street,North Melbourne, Victoria, 3051

[ ]  Email to Our Community training@ourcommunity.com.au

Student Declaration

This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.

No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.

I have not allowed this work to be copied by another person.

I give permission for a copy of my submissions to be retained by TAFE Gippsland for review and comparison, including review by external auditors.

I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. (For further information relating to plagiarism refer to the Student Plagiarism Policy.)

I understand that TAFE Gippsland Policy requires that this completed form and the relevant completed tasks be retained for two (2) years.

Student’s signature or email address Date

Pre-requisite Evidence

To be accepted into the **BSB52318 Diploma of Governance** you need to satisfy **one** or **more** of the following pre-requisites. Identify which of the three prerequisite/s apply to you and fill in the appropriate details.

|  |  |
| --- | --- |
| 1. [ ]  **I have completed Cert IV in Governance**  | Assessor Use Only |
|  | **S** | **NS** | **N/A** |
| *You will need to provide a certified copy of the certificate with this returned form.*  |[ ] [ ] [ ]
| ***If yes, provide RTO details and year completed:*** |

|  |  |
| --- | --- |
| 2. [ ]  **I have completed core units from BSB40915 Certificate IV in Governance** * BSBGOV403 Analyse financial reports and budgets
* BSBGOV402 Work within organisational structure
* BSBGOV401 Implement Board member responsibilities
 | **Assessor Use Only** |
|  | **S** | **NS** | **N/A** |
|  |[ ] [ ] [ ]
| *You will need to provide a certified copy of your transcript with this returned form.* |  |  |  |
| ***If yes, provide RTO details and year completed:*** |

|  |  |
| --- | --- |
| 3. [ ]  **I have vocational experience in a range of environments working with boards of governance**  | **Assessor Use Only** |
|  | **S** | **NS** | **N/A** |
| *Outline below your experience on or with Boards, listing any roles you have had, including the dates, MM/YYYY (300 – 400 words)* |[ ] [ ] [ ]
| ***Answer:*** |

Final Result *(Assessor Use Only)*

|  |
| --- |
| I have reviewed the work of the above student in this assessment and have provided appropriate feedback. I confirm that the student has achieved the following result**:**[ ]  Satisfactory [ ]  Unsatisfactory [ ]  Not submitted**Feedback provided** [ ]  In Person [ ]  Electronically [ ]  Telephone **Retraining/re-enrolment required** [ ]  |

Reasonable Adjustment

Has reasonable adjustment been applied to any task in this assessment?

[ ]  No [ ]  Yes

If yes, please attach documentation outlining reasonable adjustment applied to this assessment.

Assessor’s declaration and signature

I have conducted the assessment with this student and have provided appropriate feedback.

Assessor name

Assessor’s signature and Date