



Business and Governance

BSB41915

Certificate IV in Business (Governance)

All information correct as of Jan 2020

ABOUT THE COURSE

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.

JOB ROLES

The following job roles are defined for this course:

- › Executive Director,
- › Indigenous Organisation Board Member,
- › Non-Executive Director,
- › Board Member,
- › Board Secretary

PATHWAYS FROM THIS QUALIFICATION

The Certificate IV in Business (Governance) provides a pathway to other VET

qualifications at Certificate IV and above.

Students that completed this qualification are eligible to apply for admission to a Bachelor Degree at a Higher Education Provider.

COURSE REQUIREMENTS

There are no entry requirements for this course.

COURSE LOCATION, DURATION AND MODE OF STUDY

Locations: Batchelor Campus, Desert People's Centre Campus

Duration: 1 year full time

Mode: Workshop (on campus),

Workshops: This course includes 8 x 1 week long workshops

COURSE FEES

Students who are Northern Territory (NT) residents and wish to enrol in a course that is subsidised by the Northern Territory and/or Commonwealth Government and who are enrolled in a course AQF level III and above, or a recognised VET National Skill Set or an approved stand-alone unit course will be charged course fees.

Freecall 1800 677 095
Email enquiries@batchelor.edu.au
RTO provider 0383

batchelor.edu.au



**Batchelor
Institute**

More information regarding course fees can be found on the Batchelor Institute website <https://www.batchelor.edu.au/students/fees/>

Once a student is enrolled with Batchelor Institute, they will receive an invoice for the Course Fees incurred in a specified teaching period and/or year. Course Fees will be determined at the time of the enrolment by Student Administration staff and are payable to the Institute by the student.

The fees will be charged at:

- \$2.00 per nominal hour for enrolment

COURSE REQUIREMENTS

12 units are required

Core Units (7 required)

Unit Code	Unit Title	Nominal Hours
BSBATSIC412	Maintain and protect cultural values in the organisation	60
BSBATSIL411	Undertake the roles and responsibilities of a board member	60
BSBATSIL413	Review and apply the constitution	40
BSBATSIM416	Oversee organisational planning	60
BSBATSIM417	Implement organisational plans	50
BSBATSIM418	Oversee financial management	50
BSBATSIM419	Contribute to the development and implementation of organisational policies	40

Elective Units (5 required)

Unit Code	Unit Title	Nominal Hours
BSBATSIC411	Communicate with the community	30
BSBATSIL408	Manage a board meeting	40
BSBATSIL412	Participate effectively as a board member	35
BSBATSIM414	Oversee the organisation's annual budget	40
BSBATSIM420	Oversee asset management	20

General information

BACHELOR INSTITUTE ENTRY REQUIREMENTS

Literacy and Numeracy

When you enrol in a course at Batchelor Institute, you should be able to speak, read and write in English at the level required for the course you are undertaking. If you need help to improve your literacy and numeracy skills, there are specific courses and other assistance available.

Minimum age for students

Students must meet the minimum age requirement to be able to enrol with Batchelor Institute. The minimum age will depend on several factors.

- \$0.00 per nominal hour for Recognition of Prior Learning (RPL)

Students are eligible to apply for a fee exemption in accordance with Fee Exemption rules for the relevant year <https://www.batchelor.edu.au/students/fees/fee-exemption/>

MATERIALS AND EQUIPMENT

The learner must provide the following materials and equipment:

- Basic stationery—paper, pencil, pen

Where:

- Training is delivered in a regional or remote community, and the student no longer engages and/or participates in secondary schooling, the student must be 15 years or older at the time training commences
- Training is delivered on the Batchelor Campus or Desert People Centre Campus, and where the student attends training during the day, but are not accommodated overnight, the student must be 17 years or older at the time training commences; or
- Training is delivered in any location, and the student requires to be travelled by Batchelor Institute to a training delivery location, the student must be 18 years or older at the time training commences.

ABSTUDY

You will need to apply to ABSTUDY once you have enrolled at Batchelor Institute so your travel can be arranged (if travel is



applicable). To do this you will need to obtain a VET Enrolment and Fees Invoice from the Institute and then take it to your nearest Centrelink Office, to complete an ABSTUDY application.

STUDENT TRAVEL

If you have to live away from home while you are attending a workshop, your travel, accommodation and meals will be organised and paid for, by Batchelor Institute, if you are in receipt of ABSTUDY and are enrolled in a course subsidised by the NT Government.

RECOGNISING YOUR KNOWLEDGE

Batchelor Institute recognises the importance of skills and knowledge that you may already have. You may have gained these through other work or study you have done or through life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your course to assess whether you have achieved the required learning outcomes. If you think you are eligible for RPL, contact us for more information.

Batchelor Institute also recognises qualifications and statements of attainments gained from any other Australian Registered Training Organisation, where nationally accredited training has been undertaken. This form of recognition may include Credit Transfers.

EDUCATIONAL AND STUDENT SUPPORT

Students who have been identified as needing extra support services besides those already identified will have the extra support identified within their individual training plan and the support services will be arranged accordingly.

Student Support

Freecall: 1800 677 095 | Email: student.support@batchelor.edu.au

TIMETABLES

Timetables for students attending workshops at the Batchelor or Desert Peoples Centre Campuses can be found here: <https://www.batchelor.edu.au/students/timetables/>

OTHER COURSES

Batchelor Institute offers many VET courses across a range of different disciplines. You can study courses relating to community services, construction, health, business, education, resource and infrastructure and creative arts.

To get more information about Batchelor Institute and the courses we offer, go to: <https://www.batchelor.edu.au/students/courses/vet-courses/>

FOR MORE INFORMATION

Please visit: <https://training.gov.au/Training/Details/BSB41915>