



Australian Government

Assessment Requirements for BSBATSIL408 Manage a board meeting

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply constitutional provisions when planning and conducting board meetings
- plan a meeting to maximise its effectiveness
- prepare and follow meeting agenda
- document and communicate meeting outcomes effectively.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain board meeting procedures, including documentation requirements
- outline board member roles and responsibilities
- describe the concept of community control of organisations and how it may impact conduct of meetings
- identify any conflict of interest
- list constitution provisions regarding conduct of meetings
- describe the cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how that can impact conduct of meetings
- explain cultural processes and protocols relevant to conduct of meetings
- outline decision-making processes
- list geographic, social, economic and political contexts in which particular organisations operate and how these may impact conduct of meetings
- identify organisational policies and procedures relevant to the conduct of meetings.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – ATSI governance field of work and include access to:

- participation on an actual or simulated board
- examples of issues worked with by boards of governance
- examples of relevant documents.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>