

## Course Outline

### BSB41021 Certificate IV in Aboriginal and Torres Strait Islander Governance

Do the Learning Activities listed in the course outline for each Module. You can study at your own pace. The dates are provided to help you to keep on track with your progression through the course.

Join the live weekly **Q&A at 7pm (AEST/ AEDT) on Wednesdays** by clicking on the Microsoft Teams invitation link, sent to your Tranby Student Outlook email account each week. The Q&A's are an opportunity for sharing stories, brainstorming, for explanations on any parts of the course that you may need help with and for tutorials where we will focus on the assessment content. By attending the Q&A, you agree to Tranby recording the session and making it available to other students for educational purposes.

The **Live Online Assessments** are mandatory. These assessments will be run in Microsoft Teams with up to 12 participants. You will be sent an email asking you to choose a time preference via the Preference Quiz in Moodle. We will allocate you to one of your preferred sessions. Once allocated, you will receive an email invitation with a link for attending.

Submit each assessment by the due date.

If you have any questions, send an email to [studentservices@tranby.edu.au](mailto:studentservices@tranby.edu.au)

| Module Theme & Dates & Units of Competency  | Learning Activities   | Assessments  |
|---|---|--|
| <p><b>Module 1</b></p> <p><b>28 July – 17 October 2025</b></p> <p><b>12 weeks</b></p> <p><b>Participate as a Board Member</b></p> | <p><b>Orientation to the course:</b></p> <ul style="list-style-type: none"> <li>Watch the video series called: <i>Welcome to Tranby</i></li> <li>Watch the video series called: <i>Orientation to Online Learning at Tranby</i></li> </ul> <p><b>Week 1: 28 July – 3 August 2025</b></p> <ul style="list-style-type: none"> <li>Watch the video called: <i>Introduction to Aboriginal and Torres Strait Islander Governance</i></li> <li><b>Login to the live Q&amp;A Session on Wednesday 30/7 at 7pm AEST - Introduction to Indigenous Governance</b></li> <li>Start reading the Learner Manual for this Module.</li> <li>Start work on <b>Assessment 1: Short Answer Questions (Q1-19).</b></li> </ul> | <p><b><u>Assessment 1</u></b></p> <p>Short Answer Questions</p> <p><b>Due date: 17/10/2025</b></p> |

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|---|--|--|
| <p><i>BSBFNG403 Participate as a board member of an Aboriginal and Torres Strait Islander organisation</i></p> <p><i>BSBFNG409 Comply with Aboriginal and Torres Strait Islander organisation director obligations</i></p> <p><i>BSBFNG401 Plan and chair Aboriginal and Torres Strait Islander organisation board meetings</i></p> | <ul style="list-style-type: none"> <li>Start exploring Supplementary Resources on Moodle for this Module.</li> </ul> <p><b>Week 2: 4 – 10 August 2025</b></p> <ul style="list-style-type: none"> <li>Watch the video called: <i>Legislation and Indigenous Corporations</i></li> <li>Continue working on <b>Assessment 1: Short Answer Questions (Q1-19)</b></li> <li>Start work on <b>Assessment 2: <i>Plan a Board Meeting 1</i></b></li> <li><b>Login to the live Q&amp;A Session on Wednesday 6/8 at 7pm AEST - <i>Understanding Legislation and Incorporation</i></b></li> </ul> <p><b>Week 3: 11 – 17 August 2025</b></p> <ul style="list-style-type: none"> <li>Watch the video called: <i>The Principles of Good Governance</i></li> <li>Continue working on <b>Assessment 1: Short Answer Questions (Q20-30)</b></li> <li>Continue work on <b>Assessment 2: <i>Plan a Board Meeting 1</i></b></li> <li><b>Login to the live Q&amp;A Session on Wednesday 13/8 at 7pm AEST – <i>Principles of Good Governance</i></b></li> </ul> <p><b>Week 4: 18 – 24 August 2025</b></p> <ul style="list-style-type: none"> <li>Watch the video called: <i>Local Aboriginal Land Council - Land Plans</i></li> <li>Finalise and submit <b>Assessment 2: <i>Plan a Board Meeting 1</i></b></li> <li><b>Login to the live Q&amp;A Session on Wednesday 20/8 at 7pm AEST – <i>Land Rights and Local Decision-Making</i></b></li> </ul> <p><b>Week 5: 25 – 31 August 2025</b></p> <ul style="list-style-type: none"> <li>Watch the video called: <i>Director of the Board of Management</i></li> <li><b>Login to the live Q&amp;A Session on Wednesday 27/8 at 7pm AEST – <i>Board Structures and Director Roles</i></b></li> <li>Continue working on <b>Assessment 1: <i>Short Answer Questions (Q20-30)</i></b></li> <li>Ensure you have completed the Preference Quiz in Moodle to book in your preferred time for the live online Assessment 3: Role Play 1, held next week.</li> </ul> <p><b>Week 6: 1 – 7 September 2025</b></p> | <p><b><u>Assessment 2</u></b><br/>Plan a Board Meeting 1<br/><b>Due date: 22/08/2025</b></p> <p><b><u>Assessment 3</u></b><br/>Role Play 1<br/><u>Attend Live Online Assessment in the week of:</u><br/><u>01/09/2025 – 05/09/2025</u><br/><b>Written submission due date:</b><br/><b>12/09/2025</b></p> |



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|   | <p><b>Week 11: 6 – 12 October 2025</b></p> <ul style="list-style-type: none"> <li>• Login to the live Q&amp;A Session on Wednesday 8/10 at 7pm AEDT – <i>Assessment Support &amp; Module 1 Wrap-Up</i></li> <li>• Finalise and submit written component for Assessment 5: <i>Role Play 2</i></li> </ul> <p><b>Week 12: 13 – 19 October 2025</b></p> <ul style="list-style-type: none"> <li>• Login to the live Q&amp;A Session on Wednesday 15/10 at 7pm AEDT – <i>Assessment Support &amp; Module 1 Wrap-Up</i></li> <li>• Finalise and submit Assessment 1: <i>Short Answer Questions</i></li> </ul>   |   |
| <p><b>Module 2</b></p> <p><b>Policy Development</b></p> <p>3 November 2025 – 9 January 2026 (includes New Year break 20 December 2025 – 4 January 2026)</p> <p><b>8 weeks</b></p> <p><i>BSBFNG406 Assist in developing and implementing Aboriginal and Torres Strait Islander organisational policies</i></p> <p><i>BSBXCM401 Apply communication strategies in the workplace</i></p> | <p><b>Week 1: 3 November – 9 November 2025</b></p> <ul style="list-style-type: none"> <li>• Watch the video called: <i>Policy and Protocols - Purpose and Use</i></li> <li>• Start reading the Learner Manual for this Module</li> <li>• <b>Login to the live Q&amp;A Session on Wednesday 05/11 at 7:00pm AEDT - <i>Introduction to Policy in Aboriginal Organisations</i></b></li> <li>• Start work on <b>Assessment 1: <i>Short Answer Questions</i></b> - this assessment contains <b>30 questions in total</b>. Aim to complete <b>3 questions per week</b> to stay on track. Please note: This assessment is <b>not due until 9 January 2026</b> (the final week of Module 2). Other assessments and a role play activity will take place before this assessment's due date, so plan your time carefully to manage all tasks effectively.</li> </ul> <p><b>Week 2: 10 November – 16 November 2025</b></p> <ul style="list-style-type: none"> <li>• Watch the video called: <i>How to Develop Policies and Procedures</i></li> <li>• Watch the video called: <i>Policy Implementation</i></li> <li>• Look at the Supplementary Resource: <i>How to Develop Policies &amp; Procedures</i></li> <li>• <b>Login to the live Q&amp;A Session on Wednesday 12/11 at 7:00pm AEDT - <i>Developing &amp; Implementing Policies &amp; Preparation for Role Play</i></b></li> </ul> | <p><b><u>Assessment 1</u></b><br/>Short Answer Questions (30)<br/><b>Due date: 9/01/2026</b></p> <p><b><u>Assessment 2</u></b><br/>Role Play<br/><b><u>Attend Live Online</u></b><br/><b><u>Assessment</u></b> in the week of:<br/><u>17/11/2025 – 21/11/2025</u><br/><b>Due date: 28/11/2025</b></p> |

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|--|---|--|
|  | <ul style="list-style-type: none"> <li>• Ensure you have completed the Preference Quiz in Moodle to book in your preferred time for the live online Assessment 2 Role Play, held next week.</li> </ul> <p><b>Week 3: 17 November – 23 November 2025</b></p> <ul style="list-style-type: none"> <li>• Watch the video called: <i>How to Work with Consultants</i></li> <li>• Look at the Supplementary Resource: <i>Supply Nation</i></li> <li>• <b>Login to the live Q&amp;A Session on Wednesday 19/11 at 7:00pm AEDT - Policy Development Groups and External Advisors</b></li> <li>• <b>Attend Online Live Assessment 2: Role Play</b></li> </ul> <p><b>Week 4: 24 November – 30 November 2025</b></p> <ul style="list-style-type: none"> <li>• Watch the video called: <i>Contracts</i></li> <li>• Look at the Supplementary Resources: <i>Example Codes of Conduct for Local Aboriginal Land Councils</i></li> <li>• <b>Login to the live Q&amp;A Session on Wednesday 26/11 at 7:00pm AEDT – Policy Implementation &amp; Review in Action</b></li> <li>• <b>Finalise and submit written component for Assessment 2: Role Play on Friday 28/11.</b></li> </ul> <p><b>Week 5: 1 December – 7 December 2025</b></p> <ul style="list-style-type: none"> <li>• Watch the video called: <i>Communication - Interview with Christine Stokes from NACCHO</i></li> <li>• Look at the Supplementary Resource: <i>Active Listening Demonstration with Employee</i></li> <li>• Start work on <b>Assessment 3: Case Study</b></li> <li>• <b>Login to the live Q&amp;A Session on Wednesday 03/12 at 7:00pm AEDT - Communication Principles and Active Listening</b></li> </ul> <p><b>Week 6: 8 December – 14 December 2025</b></p> <ul style="list-style-type: none"> <li>• Watch the video called: <i>Confidentiality Policies</i></li> <li>• <b>Login to the live Q&amp;A Session on Wednesday 10/12 at 7:00pm AEDT - Communication Tools and Barriers in the Workplace</b></li> </ul> <p><b>Week 7: 15 December – 19 December 2025</b></p> <ul style="list-style-type: none"> <li>• Look at the Supplementary Resource: <i>SWOT Analysis - What is SWOT? Definition, Examples and How to Do a SWOT Analysis</i></li> <li>• <b>Login to the live Q&amp;A Session on Wednesday 17/12 at 7:00pm AEDT - Addressing Communication Challenges &amp; Feedback Culture</b></li> </ul> | <p><b><u>Assessment 3</u></b></p> <p>Case Study</p> <p><b>Due date: 19/12/2025</b></p> |

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|--|---|-------------|
|  | <ul style="list-style-type: none"> <li>Finalise and submit Assessment 3: <i>Case Study</i></li> </ul> <p><b>New Year Break Saturday 20 December 2025 – Sunday 4 January 2026</b></p> <p><b>Week 8: 5 January – 11 January 2026</b></p> <ul style="list-style-type: none"> <li>Login to the live Q&amp;A Session on Wednesday 07/01/2026 at 7:00pm AEDT – <i>Integration &amp; Reflection Module 1 –Governance in Action</i></li> <li>Finalise and submit Assessment 1: <i>Short Answer Questions</i></li> </ul> |             |

*A Course Outline for the next Module will be supplied on completion of the previous Module.*

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| <p><b>Module 3</b></p> <p><b>Finances &amp; The Constitution of an Organisation</b></p> <p>26 January 2026 – 20 March 2026</p> <p><b>8 weeks</b></p> <p><i>BSBFNG405 Review and apply the constitution in an Aboriginal and Torres Strait Islander organisation</i></p> <p><i>LGACOR011 Analyse financial reports and budgets</i></p> |
| <p><b>Module 4</b></p> <p><b>Stakeholder Interactions</b></p> <p>6 April 2026 – 29 May 2026</p> <p><b>8 weeks</b></p>   |

*BSBOPS306 Record stakeholder interactions*

*BSBFNG402 Interact with Aboriginal and Torres Strait Islander organisation members and the community*

*PSPGEN021 Contribute to conflict management*

**Module 5**

**Self-determination**

15 June 2026 – 21 August 2026

**10 weeks**

*NAT11026007 Review the influence of legal systems on Aboriginal peoples self-determination*

*NAT11026008 Support Aboriginal peoples self-determination and social justice*