



BSB40220 Certificate IV in Aboriginal and Torres Strait Islander Governance

Online Learning Tools and Access

We have sent Login details (username and password for your Tranby student account) to your personal email address. Follow the instructions below to login to Microsoft 365 which gives you access to the Microsoft Office Suite for your course.

- Use Google Chrome as your browser
- Type Office 365 into the web address bar or as a search item through Google
- Select Office 365 login. This will take you to the Microsoft login page
- Click Sign in, enter your Tranby email address and temporary password sent to your personal email address. This will take you to your Tranby Office 365 student account. This is where you will access all Microsoft Office applications.
- Open your Outlook email account. Here you will see an email from studentservices@tranby.edu.au <notifications@wisenet.co>, with login details for your Tranby Online Learning Portal. Follow the instructions to access your course materials.

Course Outline

Do the Learning Activities listed in the course outline for each Block. 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 2pm (AEST/ AEDT) on Wednesdays by logging into Microsoft Teams. By attending the Q&A, you agree to Tranby recording the session and making it available to other students for educational purposes.

The Role Plays and Group Discussions for Assessment 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 for these practical assessments. You need to reply to the email to book your preferred time for these assessments. You will be sent 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



Block Dates	Block Theme	Units of Competency	Topics	Learning Activities	Assessments
Block 1 6 June - 8 July (5 weeks)	Indigenous Corporations	<p>BSBATSIL411 Undertake the roles and responsibilities of a board member</p> <p>BSBATSIW514 Represent your organisation</p> <p>BSBATSIC412 Maintain and protect cultural values in the organisation</p>	<p>1. Legislation and Indigenous Corporations</p> <p>2. Principles of Good Governance</p> <p>3. Aboriginal Land Rights Act 1983</p> <p>4. Roles and Responsibilities of Board of Management</p> <p>5. Receiving and Dealing with Complaints</p> <p>6. Using Social Media to Promote and Represent your Organisation</p> <p>7. Maintaining and Protecting Cultural Values</p> <p>8. Demonstrate Respect for Cultural Diversity</p>	<p>6 June - Watch the video series called Course Orientation Videos</p> <p>6 June - Watch the video called: 001 Introduction to the Course</p> <p>7 June - Read Chapter 1 of the Learner Manual for this Block</p> <p>8 June - Login to the live Q&A</p> <p>9 June Watch the video called: 002 Legislation and Indigenous Corporations</p> <p>10 June Explore further Supplementary Resources for this Block</p> <p>14 June - Watch the video called: 003 Principles of Good Governance</p> <p>15 June - Login to the live Q&A</p> <p>16 June - Watch the video called: 004 Land Plans</p> <p>17 June- Read Chapter 2 of the Learner Manual for this Block</p> <p>20 June Watch the video called: 005 Roles and Responsibilities of Board of Management</p> <p>21 June Explore further Supplementary Resources for this Block</p> <p>22 June Login to the live Q&A</p>	<p><u>Assessment 1</u> Represent Your Organisation Due date: 16 June</p> <p><u>Assessment 2</u> Manage Feedback and Operations Due date: 20 June</p> <p><u>Assessment 3</u> Research Aboriginal Organisations Due date: 23 June</p> <p><u>Assessment 4</u> Board Meeting - Roleplay Attend Group Discussion Wednesday 29 June</p>



1 Week Break 11-15 July				<p>23 June Read Chapter 3 of the Learner Manual for this Block</p> <p>24 June Watch the video called: 006 Receiving and Dealing with Complaints</p> <p>27 June Watch the video called: 007 Using Social Media to Promote and Represent your Organisation</p> <p>28 June Watch the video called: 008 Maintaining and Protecting Cultural Values</p> <p>29 June Login to the Group Discussion for Assessment 4</p> <p>30 June Watch the video called: 009 Demonstrate Respect for Cultural Diversity</p> <p>1 - 5 July Explore further Supplementary Resources for this Block</p> <p>6 July Login to the live Q&A</p> <p>7 July Finalise assessment submissions for the Block</p> <p>8 July Submit Assessment 5 SAQ</p>	<p>Written Submission (Meeting Minutes)</p> <p>Due date: 1 July</p> <p><u>Assessment 5</u></p> <p>Short Answer Questions</p> <p>Due date: 8 July</p>
<p>Block 2 18 July - 12 August (4 weeks)</p> <p>1 Week Break 15 - 19 August</p>	Communication	<p>BSBATSIL503 Manage conflict</p> <p>BSBATSIC411 Communicate with the community</p>	<p>1. Managing Conflict</p> <p>2. Strategies to Prevent Conflict</p> <p>3. Implications of Conflict</p>	<p>18 July - Commence reading the Learner Manual for this Block</p> <p>19 July - Watch the video called: Managing Conflict</p> <p>20 July - Login to the live Q&A</p> <p>21 July - Watch the video called: Strategies to Prevent Conflict</p>	<p><u>Assessment 1</u></p> <p>Plan a Community Meeting (Written Submission)</p> <p>Due date: 29 July</p>



		BSBATSIM421 Support a positive and culturally appropriate workplace culture	<p>4. Community Managed Organisations</p> <p>5. Community Meetings</p> <p>6. Conducting Community Meetings</p> <p>7. Respecting culture</p>	<p>22 July - Watch the video called: Implications of Conflict</p> <p>25 July - Watch the video called: Community Managed Organisations</p> <p>26 July - Watch the video called: Community Meetings</p> <p>27 July – Login to the live Q&A</p> <p>28 July - Watch the video called: Conducting Community Meetings</p> <p>29 July - Watch the video called: Australian Indigenous Leadership</p> <p>1 August - Watch the video called: Strategies for Respecting Culture</p> <p>2 August - Explore further Supplementary Resources for this Block</p> <p>3 August - Login to the live Q&A – Assessment 2 Roleplay</p> <p>4 August - Explore further Supplementary Resources for this Block</p> <p>5 August - Explore further Supplementary Resources for this Block</p> <p>8 August - Explore further Supplementary Resources for this Block</p>	<p><u>Assessment 2</u></p> <p>Hold a Community Meeting - Roleplay</p> <p>Attend Group Discussion</p> <p>Wed 3 August (Written Submission)</p> <p>Due date: 9 August</p> <p><u>Assessment 3</u></p> <p>Short Answer Questions</p> <p>Due date: 12 August</p>
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<p>Block 3 22 August - 16 September (4 weeks)</p> <p>2 Week Break 19-30 September</p>	<p>Policies & Procedures</p>	<p>BSBATSIW416 Obtain and manage consultancy services</p> <p>BSBATSIM419 Contribute to the development and implementation of organisational policies</p>		<p>The Course Outline will be reissued with information for each subsequent Block during the break period, ready for the next Block.</p>	
<p>Block 4 3 October - 28 October (4 weeks)</p> <p>1 Week Break 31 October - 4 November</p>	<p>Strategic Planning</p>	<p>BSBATSIM416 Oversee organisational planning</p> <p>BSBATSIM417 Implement organisational plans</p>		<p>The Course Outline will be reissued with information for each subsequent Block during the break period, ready for the next Block.</p>	



		BSBATSIM418 Oversee financial management			
Block 5 7 November - 2 December (4 weeks)	Constitution	BSBATSIL413 Review and apply the constitution		The Course Outline will be reissued with information for each subsequent Block during the break period, ready for the next Block.	

