



Short courses & Certificates

**in Governance and
Risk Management**

Guide 2020



Maximise your career opportunities in governance and risk management'

Thanks for taking the time to browse our short courses!

Our short courses offer practical knowledge and skills in governance and risk management that you can readily apply in your workplace.

Each course is designed and facilitated by leading experts in the field of governance and risk management. So you leave confident in your ability to deliver best practice. Each course only takes half a day to complete and can be taken [face-to-face](#) or [online](#) at your own pace.

Alternatively, we can send the experts to you with our [in-house training programs](#).

If you're looking for industry recognition, combine six short courses to complete a Certificate — the gateway to membership with Governance Institute and our postnominals GIA(Affiliated).

Whether you are a new company secretary, experienced C-suite executive or an executive assistant in any sector — you'll be equipped with the right skills and tools to support good governance and risk management practices in your role.

Cheers

Megan Motto
Chief Executive Officer
Governance Institute of Australia



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Why do a short course or Certificate?

Our Certificates in Governance Practice, Governance and Risk Management, and Governance for Not-for-Profits provide skills-based governance and risk management knowledge to maximise your career opportunities and work effectiveness.

Study face-to-face or online in your own time for the ultimate flexibility.

Study with us. Our short courses:

- can be completed in half a day
- are facilitated by expert practitioners
- are available online or face-to-face
- deliver targeted guidance on governance issues and relevant legislative and regulatory requirements
- reflect current best practice in the field
- adopt a workshop style (when face-to-face) giving you opportunity for active discussion
- include a multiple-choice, open-book online exam.

How will a Certificate benefit me?

A Governance Institute Certificate will provide you with:

- a vocational qualification in your chosen area of study
- practical knowledge and skills in governance and/or risk management that you can readily apply in the workplace
- enhanced career opportunities as a platform to consolidate your present role or launch into a new career
- a wide range of member benefits and discounts.



Completing the Certificate in Governance Practice gave me a full picture of my roles and responsibilities as a director; how to evaluate risk in our business and how to ensure that I fully discharge my obligations as a director. As an accountant, I act for many people who are starting their own companies, and the knowledge I gained from Governance Institute's course was invaluable to be able to explain what their new corporate journey would look like.

Elissa Lippiatt GIA(Affiliated),
Director, Ecovis Clark Jacobs



What if I require more in-depth understanding of the content covered?

We offer [fully accredited postgraduate education](#) in governance and risk management.

Short course features



Governance Institute offers numerous short courses across a range of topics in governance, risk management, responsible performance and strategy. In only half a day you will gain a complete training toolkit which will enhance your knowledge by exploring the legal requirements and cover current business practices and topical issues in the workplace.

Short course features:

- practical and applied
- facilitated by experienced practitioners
- incorporate best practice in the field
- workshop style offering an opportunity for active discussion
- highlight legal and regulatory governance issues
- half-day in duration
- flexibility to combine six eligible courses to complete Certificate.

Study modes

Governance Institute short courses are offered in two study modes to suit individuals' career and lifestyle commitments. The flexible study options can be undertaken as tutorials, online or a combination of both. This means that you can mix and match your mode of study to suit your situation.

Face-to-face

Face-to-face short courses are conducted by Governance Institute in CBD locations throughout Australia. The courses are 3.5 hours in duration and are scheduled in either the morning or afternoon.

As a participant you receive:

- a downloadable soft copy of the course material (participant notes, powerpoint slides and readings) which will be available to you prior to the day of the short course.
- statement of attendance and acknowledgment of continuing professional development (CPD) hours
- time to ask questions of the facilitator
- the opportunity to network with like-minded participants
- exam access and immediate acknowledgment of result.

Online*

Most courses are available to be studied online with 30 days to complete the course. This mode allows you the flexibility and convenience to study in your own time.

As an online student you receive:

- a downloadable soft copy of the course material (participant notes, powerpoint slides and readings)
- provision of CPD hours
- access to short recordings focusing on the key objectives of the course
- online exam access and immediate acknowledgment of result.

*Broadband internet required

Choice of Certificate

Governance Institute offers three vocational Certificates to meet the needs of governance and risk management professionals. To attain a Governance Institute Certificate, six short courses must be undertaken, followed by the successful completion of the corresponding online exams. You have 30 days from the time of commencement of a short course to successfully complete the exam component for each course. All of the eligible courses for one of our Certificates must be completed within a 12-month period to ensure currency of knowledge.

Certificate in Governance Practice

This Certificate provides the foundations of good governance and allows you the flexibility to select the short courses which are the most relevant to you and your organisation. As its name suggests, it is essential to understand the principles of governance, and the responsibilities of all stakeholders (such as the board of directors, managers, shareholders, creditors, auditors, regulators and others) to ensure that a mechanism for monitoring the actions, policies and decisions of organisations is maintained.

Compulsory courses: Assessing and Treating Risk
Analysing Duties of Officers and Directors
Financial Analysis for Officers and Directors
Governance Essentials

Elective courses: Any two elective courses*

Certificate in Governance and Risk Management

This strategic Certificate aims to provide an introduction to specialised topic areas that will enable participants to gain an understanding of important issues in relation to governance and risk management principles, frameworks and approaches.

Compulsory courses: Assessing and Treating Risk
Governance and Risk Management
Meeting Compliance Requirements
Risk Management Frameworks

Elective courses: Any two elective courses*

Certificate in Governance for Not-for-Profits

This Certificate provides a strong foundation for good governance, specifically recognising the requirements of NFP organisations. Compulsory courses focus on the duties of officers and directors working in the NFP environment and practical tools for managing the financial reporting and compliance requirements of the sector.

Compulsory courses: Governance Essentials
Governance Essentials
Not-for-Profit Officers, Directors and the Board
Not-for-Profit Regulatory Compliance
Not-for-Profit Financial Management

Elective course: Any two elective courses*

*Note: A synopsis of the short course subjects is set out on pages 5–7.

Short course subjects

The following pages provide a brief synopsis of each course in Governance Institute's suite. The courses are recognised by industry experts as imparting the skills that are central to governance and risk management roles. Further information is also available at governanceinstitute.com.au/CertificateStructure, by selecting the relevant course descriptions.

Compulsory short courses

Required subjects for:

-  **Certificate in Governance Practice**
-  **Certificate in Governance and Risk Management**
-  **Certificate in Governance for Not-for-Profits**

Assessing, Analysing and Treating Risk

Examines the importance of managing and mitigating the impact of risk within an organisation. This course will equip you with the knowledge to identify and analyse key risks and provide tools to effectively manage risk across industry sectors. Discover how to embed risk management within your organisation's culture to minimise risk occurrences.

Duties of Officers and Directors

Develop a sound understanding of the core duties of officers and directors, and the inherent liabilities to be managed. You will examine case studies where directors' duties were breached, and the corresponding case law that has arisen in the area. Expand your knowledge of governance practices and disclosure requirements.

Financial Analysis for Officers and Directors

Financial analysis made easy for managers and directors. Increase your financial literacy in reading and understanding financial statements so that you can interpret an organisation's financial position and performance. Designed for those without a background in accounting or finance, as well as those seeking a refresher.

Governance and Risk Management

Explores how governance and risk management are essential to an organisation's improved corporate performance. This course offers an overview of the role of the board in governance and risk management; it examines current issues and explores best practice in strategic risk management.

Governance Essentials

Covers the fundamentals of corporate governance to ensure that organisations, boards and executives remain cognisant of legal and regulatory obligations and how corporate governance contributes to financial and business objectives. Understand what governance means and why it is imperative to do the right things and do things right. Increase your awareness of the emerging issues contributing to good governance.

Meeting Compliance Requirements

Focuses on the role of an effective compliance framework as an integral part of an organisation's overall business strategy. You will gain practical information on compliance monitoring to uncover regulatory and/or legal breaches. Learn how compliance fits into your organisation and aligns with business objectives.

Not-for-Profit Financial Management

A practical overview of the financial reporting, tax and auditing requirements applicable to organisations in the NFP sector. This course will help you understand good financial management to ensure your organisation maximises its funds, and how to ensure the financial reports meet expected legal requirements.

Not-for-Profit Officers, Directors and the Board

You will gain a sound knowledge of officers' and directors' duties in the NFP sector, and develop your skills for working on boards or management committees. A 'must-do' course to understand the challenges faced in achieving good governance practice in the NFP sector.

Not-for-Profit Regulatory Compliance

You will gain an understanding of the legal foundation of governance in the NFP sector. This course examines who the regulators are and their impact on your organisation. It outlines contractual requirements and the implications of employment and WHS laws — essential to any NFP operation.

Risk Management Frameworks

Understand the concept and objectives of a risk management framework. The course includes Australian and international standards and guidelines. Gain the ability to identify key steps involved in implementing and maintaining a risk management framework to effectively manage current risk and plan for future risk.

Elective short courses

Accidental Company Secretary®

Provides practical information, tools and resources you can apply directly in performing core requirements of the company secretarial role. Learn about tasks and activities of the role, investigate current legal and regulatory requirement and address the development and growth of the role.

Business Continuity and Reputation Risk

Focuses on the recovery of your business in the event of a crisis or disaster. Learn how to approach the management of your organisation's reputational risk, exploring case studies and their consequences. Understand the core objectives of a business continuity strategy

Legal Framework of Governance

Explore the various definitions and legal frameworks that underpin corporate governance and provide an understanding of the key principles and statutory requirements associated with being a director or officer. Examine the various sources of Australian law and governance-related areas of law.

Meeting ASIC Requirements

Outlines both the enabling and limiting conditions of governance regulations overseen by the Australian Securities & Investments Commission (ASIC) as Australia's corporate and markets regulator. You will acquire skills to ensure your compliance obligations are met by gaining an understanding of the impact of ASIC requirements.

Meeting ASX Listing Rules Requirements

A course that outlines the role, objectives, structure and operation of the ASX and its Listing Rules. You will identify and examine ASX continuous and periodic disclosure obligations, the responsibilities of listed companies in relation to corporate governance and recognise what makes a successful listing.

Meetings, Minutes and Resolutions

Offers practical guidance on the legal issues and core functions of meetings and outlines sound practice on how the business of the meeting should be recorded. This course is essential for directors and company secretaries to understand the rigour of conducting meetings and the processes involved to ensure accountability.

Minutes for Boards and Committees

This course will equip you with best practice knowledge and minute taking skills. Identify the purpose, function and legislative requirements of minutes, define the role and responsibilities of the minute taker and explore technology advancements and digital solutions to make preparing minutes more efficient, accurate and secure.

Practical On-the-Job Skills for Company Secretaries*

Consolidate your knowledge of company secretary duties and responsibilities. Using practical case studies and hypothetical scenarios, this course provides the tools necessary to perform confidently in your role. Understand your duties under the Corporations Act 2001 and explore key aspects of statutory compliance.

***This is a full-day course and counts as two short courses towards a Governance Institute Certificate.**

Project Governance: Accountability and Risk Management

If you are appointed to a project team or have project responsibilities, this course deepens your understanding of the governance structure underpinning successful projects. Strengthen your ability to effectively define, scope and plan projects and understand the need to clearly define roles and identify key stakeholders

Risk Management Essentials

Provides an introduction to enterprise-wide risk management frameworks, processes and practices. Examine the principles and application of the international risk management standard 31000:2018, discuss risk management tools and techniques with the context of the risk management process and recognise the benefits of effective risk management in terms of business opportunity and strategy.

Security Risk

This course is ideal for those who are involved in making strategic decisions about risk, information security, asset protection and personnel safety. It delivers an essential overview for establishing, implementing, and continuously improving an organisation's Information Security Management System.

WHS Due Diligence

Understand the legislative framework that governs WHS statutory compliance in Australia. In this course you will recognise the important role that safety management systems play in the due diligence process and investigate the importance of WHS governance in relation to legal compliance.



The Certificate in Governance and Risk Management (Intensive) was highly relevant to my field as a means of identifying concepts and actions, extending my abilities and reach into the strategic area of risk and governance. Each course was led by an industry expert — providing great insight and value to myself and my organisation. I would highly recommend the course to others. It will support you in engaging boards and senior leaders in a meaningful and strategic manner.

**Wade Needham, Head of Safety, Environment and Wellbeing,
Serco Asia Pacific**



Short courses and your career pathway

Starting out your career as a governance or risk management professional

Equip yourself with the foundational skills and tools to support good governance practices in your role — whether you're a new company secretary, risk manager, executive assistant, or an emerging leader.

Senior governance or risk management professional

Enhance your practical knowledge and skills in governance and risk management. Be confident in your application and ability to hold conversations on governance and risk management best practice — improving your leadership presence and ability to influence.

CEO or Executive

Strengthen your current position and gain confidence in your decision making and ability to hold critical governance conversations with the board.

Each course only takes half a day to complete and can be taken face-to-face or online at your own pace.



Frequently asked questions

Q. When can I register for a short course?

A. You can register for a short course at any time during the year.



View governanceinstitute.com.au/Events to view upcoming face-to-face and online courses.

Q. I want to study online. When can I commence my online study?

A. You will be able to start after you have registered and paid for a course.

Q. Where are face-to-face courses held?

A. At our offices in Sydney, Melbourne, Brisbane and Perth and an offsite venue in Adelaide. We also run courses in Canberra, Darwin and Hobart when there is sufficient demand.

Q. How long do I have to successfully complete the assessment requirement for a short course?

A. The time limit to complete an exam for an individual short course is 30 days. This starts the first day of your face-to-face course, or with online study the day you register in an online course.

Q. Do I need any qualifications or experience to enrol in a Certificate?

A. As Certificates are open-entry, there are no educational or experience prerequisites for enrolment.

Q. How long do I have to complete a Certificate?

A. To graduate with a Governance Institute Certificate, you are required to complete the study and pass the online multiple-choice exam for each of the six courses within the same 12-month period. This 12-month period commences when you pass your first course exam.

Q. Is my Certificate qualification recognised when I enrol in a second Certificate?

A. Yes. Exemptions are only available for compulsory courses Assessing, Analysing and Treating Risk and Governance Essentials. The exemptions have a lifespan of up to 12 months from the completion of the first Certificate.

Q. Am I eligible for CPD hours for a short course or Certificate?

A. Each short course represents 3.5 CPD hours, except Practical On-the-Job Skills for Company Secretaries which attracts 7 hours. When you complete a Certificate you will receive 21 CPD hours.

Q. Is my Certificate qualification recognised if I enrol in Governance Institute's postgraduate courses?

A. Certificates are not treated as recognised prior learning if you choose to undertake Governance Institute's postgraduate courses.

Q. What is Governance Institute's cancellation policy?



A. Go to: governanceinstitute.com.au/events/Cancellations to view our cancellation policy.



I thought the presenters were fantastic and it worked really well because they were all different — kept it fresh and high energy which was really important.

Ms Jael Johnson,
Business Manager,
www.theatrekimberley.org.au



In-house training — sending the experts to you

We offer in-house training to meet the professional development needs of your organisation — from the boardroom to the front office. Our flexible training options, including short courses and workshops, are facilitated by industry expert practitioners so you get access to the best governance and risk management minds, who will share their insight with your directors and staff in the convenience of your premises.

In-house training is a practical and convenient way of improving your team's skills and your organisation's performance.

We combine our highly acclaimed intellectual property on governance, risk and compliance with your organisation's internal materials and documentation to ensure that our training is practical and aligned to your workplace.

Your organisation can benefit from the training either in your own premises or in a state office of the Governance Institute. No matter where you are located, we can bring the training professionals to you.

Our in-house training is ideal for:

- public and private companies
- not-for-profit organisations
- government departments.

Benefits

- **Consistency of knowledge** — assurance that your whole board or team is skilled in a particular area.
- **Critical conversations** — our expert facilitators can get your group having the right discussions with the right knowledge in a confidential environment.
- **Relevant** — with only your board or team in the room the information and conversations are focused specifically on your organisation.
- **Convenient** — you choose the time and location.
- **Credible** — leading industry practitioners develop and facilitate our training.
- **Confidential** — we promote open discussion and use relevant examples and case studies.
- **Competency compliance** — included option of online assessment to demonstrate completion and competency (non-customised courses only).

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Completing the Certificate via a face-to-face intensive mode was ideal, I was able to focus all my study into three days and form valuable connections with other like-minded professionals. The Certificate has definitely assisted me in my role, I was able to apply the learnings immediately in my day-to-day tasks as well as pass on these learnings to my team. Being a manager, I find it extremely important to always stay up to date with my role and the Certificate in Governance Practice has allowed me to do this.

Roy Cottam FGIA, Director, Ethical Conduct and Investigations, Centium

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Find out more at governanceinstitute.com.au/inhouse



Be trusted

With a membership of over 7,500 company secretaries, governance leaders and risk managers from some of Australia's largest organisations, Governance Institute of Australia is the only fully independent professional association with a sole focus on governance excellence. Membership is open to professionals with qualifications and experience in the field of governance or risk management.

▲ Find out more at governanceinstitute.com.au/Membership

For further information on short courses or Certificates in governance and risk management or to discuss your professional development needs, please contact your local Governance Institute of Australia state office.

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