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| Title: | | **Understanding governance of organisations** | | |
| Level: | | **5** | | |
| Credit value: | | **6** | | |
| Unit guided learning hours | | **18** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the role and responsibilities of governance within an organisation. | | | 1.1  1.2  1.3  1.4 | Describe governance as it applies to an organisation that you are familiar with  Describe the range of trustees’ responsibilities within the governing body of an organisation  Explain the organisation’s committee / sub-committee structure for delegating identified roles and responsibilities relating to governance  Compare the main responsibilities of the governing body with those of the organisation’s management team |
| 1. Understand the legal and financial undertakings of a governing body. | | | 2.1  2.2 | Evaluate the procedures in place that ensure compliance with legal and regulatory requirements of governance  Evaluate the effectiveness of organisation’s procedures for reviewing its plans and budgets with the governing body |
| 1. Understand how to influence the effectiveness of the governing body | | | 3.1  3.2  3.3 | Explain the process for identifying and recruiting members to the governing body  Describe the procedures for monitoring induction, training and on-going development for newly appointed members to the governing body  Critically evaluate how feedback from the organisation’s staff, customers, and other stakeholders impacts on the actions of the governing body |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | The aim of this unit is to develop understanding of how to respond effectively to the challenges of governance within a public/private enterprise such as charitable trusts, NGOs, schools, housing associations, or similar social enterprises in order to improve strategic business performance. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | |  | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Description and definition of governance * Legal structure that best fits the aims and objectives, such as Trust, Limited Company, Community Interest Company, Company Limited by Guarantee, Unincorporated Association * Governance and strategic direction and accountability * Responsibilities of trustees * Relationship between, and roles and responsibilities of, the governing body and the management team * Delegation of identified roles and responsibilities relating to governance * Delegation to committees, staff and volunteers (as applicable) | | | |
| 2 | * Compliance with legislative and regulatory requirements, protection and use of assets, financial solvency and risk * Risk management * Developing, setting and monitoring operational plans and budgets * Monitoring spend against plans and budgets | | | |
| 3 | * Recruitment and selection policies and procedures for members to the governing body * Training and development for members of the governing body * Listening and responding to views of others within and external to the organisation * Handling complaints and complaint procedures * Consideration of responsibilities to the wider community (such as environmental impact) * Managing conflicts of interest | | | |