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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.
 | 1.11.21.31.4 | Describe governance as it applies to an organisation that you are familiar withDescribe the range of trustees’ responsibilities within the governing body of an organisationExplain the organisation’s committee / sub-committee structure for delegating identified roles and responsibilities relating to governanceCompare 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.
 | 2.12.2 | Evaluate the procedures in place that ensure compliance with legal and regulatory requirements of governanceEvaluate 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
 | 3.13.23.3 | Explain the process for identifying and recruiting members to the governing bodyDescribe the procedures for monitoring induction, training and on-going development for newly appointed members to the governing bodyCritically 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)
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| 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
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| 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
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