



Exemption, recognition, and credit transfer prior learning:

The ClubsNSW mandatory director training program consists of two courses and provides the information directors need to fulfil corporate governance training compliance.

1. Director Foundation & Management Collaboration (DFMC)
2. Finance for Club Boards (FFCB).

Find out more: [course details](#) T: 1300 730 001 | E: education@clubsnsw.com.au or rmendes@clubsnsw.com.au

Alternatively, club directors can complete training aligned to the units of competency: the following units of competency, or superseding and equivalent units of competency, conducted by an NVR registered training organisation within the meaning of the *National Vocational Education and Training Regulator Act 2011* of the Commonwealth—

- (i) BSBOPS406 Participate in organisational governance,
- (ii) BSBFIN501 Manage budgets and financial plans.

Exemptions for either or both of the above course may apply to club directors who have previously:

- been a director at an NSW registered club from 1 July 2010 until 30 June 2013
- been a manager or executive officer of another Australian public company, or a director or in an executive role in a charitable fundraising organisation, from 1 July 2010 until 30 June 2013.

Exemptions may also apply if a person has completed any of the approved courses in the following table between 1 July 2008 and 30 June 2013.



Qualifications/training:	Recognised for governance module:	Recognised for finance module:
Governance - Certificate IV or higher	Yes	Yes
Business, Finance, Commerce - Certificate IV or higher	No	Yes
Marketing or Hospitality - Certificate IV or higher (provided they have a finance component)	No	Yes
Law - Certificate IV and higher	Yes	No
Masters of Business Administration	Yes	Yes
Australian Institute of Company Directors graduate	Yes	Yes
Club Director Institute club governance course	Yes	Yes
Club Director Institute master classes	Yes	Yes

Recognition of prior learning, and credit transfers, can be obtained through ClubsNSW or a registered training organisation.

Small clubs and large clubs

- Small clubs, with less than \$1 million gaming profit, need only two directors trained or deemed exempt from training.
- Large clubs, with more than \$1 million gaming profit, need to have all directors trained or deemed exempt from training.



What evidence is required:

In order to grant RCIK, the assessor must be confident that the candidate is currently competent against the endorsed industry standard or outcomes, specified in the Certificate IV in Governance Australian Qualifications Framework accredited courses. The evidence may take a variety of forms and could include knowledge, demonstrable skills and industry recognition. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The policy and procedures used are adapted from a nationally recognised and accredited Recognition of Prior Learning model. This model consists of three phases; these being:

- Phase 1: Application
- Phase 2: Assessment (via submitted evidence or an online questionnaire)
- Phase 3: Review (Including Appeal)

It is the applicant's responsibility to familiarise themselves with all policy and procedures relevant to this application, including all relevant Competency Statements. These documents can be accessed through our office. This form is designed to help the RCIK applicant apply for recognition of specific Elements of Competency/Learning Outcomes relating to the key club governance standards.

The applicant should note that this document alone does not constitute evidence for assessment purposes, rather it is a mechanism to register your request to be assessed through the RCIK assessment process. You need to provide **supporting evidence** for your application, including but not limited to:

- **Individual resume** – providing your work history and relevant experience related to governance and management
- Copies of **Certificates and transcripts** of educational qualifications gained
- Copies of **certificates for training** undertaken

How to apply: <https://www.clubsnswnsw.com.au/form/rcik-application>