

# Short courses and Certificates

*in governance and risk management*



*Training that works for you*

*Guide 2023*



## 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 can be taken [face-to-face](#), [virtually](#) 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

**Mark Wilbourn**  
General Manager, Education  
Governance Institute of Australia

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# Why study a short course or Certificate?

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

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

## Our short courses:

- are facilitated by expert practitioners
- are available online on demand, in virtual mode, 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 facilitated) giving you opportunity for active participation
- 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.

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

We offer **fully accredited postgraduate education** in governance and risk management.



*The Certificate in Governance and Risk Management has cemented my understanding and knowledge of how the international disciplines of governance, risk management and compliance apply under Australian laws and regulations. And, thanks to the other participants, this now extends beyond financial services to commerce and government.*

**Tim Barry**

Head of Compliance Assurance, Australia and New Zealand, Citi

# Short course features

Governance Institute offers numerous short courses across a range of topics in governance, risk management, responsible performance and strategy. Receive a complete training toolkit which will enhance your knowledge by exploring 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
- highlight legal and regulatory governance issues

## Face-to-face mode:

- workshop style offering an opportunity for active participation
- half-day in duration

## Study modes

Governance Institute short courses are offered in flexible study options to suit your 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.

### Virtual

All the benefits of face-to-face study, with the flexibility to join from any location virtually.

### Online\*

Courses are available to study online, on demand. This mode allows you the flexibility and convenience to study in your own time.

### As an online student you receive:

- eLearn access
- downloadable soft copies of the course materials
- online exam access and immediate acknowledgment of your result.

\*Broadband internet required

### 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:

- downloadable soft copies of the course materials which will be available to you in advance to enable pre-reading
- statement of attendance and acknowledgment of continuing professional development (CPD) hours
- time to ask questions of the facilitator
- the opportunity to network with a diverse group of peers
- exam access and immediate acknowledgment of your result.

# Certificates

Governance Institute offers four 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. All of the eligible courses for one of our Certificates must be completed within a 12-month period to meet eligibility requirements and ensure currency of knowledge.

## Certificate in Governance Practice

This Certificate provides the foundations of good governance and allows you the flexibility to select two electives most relevant to you and your organisation.

### Compulsory courses:

- Assessing Analysing and Treating Risk
- 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 Analysing 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
- Not-for-Profit Officers, Directors and the Board
- Not-for-Profit Regulatory Compliance
- Not-for-Profit Financial Management

### Elective courses:

- Any two elective courses\*

## Certificate in Company Secretary Essentials

This Certificate examines governance responsibilities for Company Secretaries across all organisation types and unpacks the essential duties and responsibilities of the role and provides practical guidance and tools for the key functions related to board reporting and boardroom governance.

### Compulsory courses:

- Accidental Company Secretary®
- Minutes for Boards and Committees
- Board Papers for Boards and Committees
- Meetings, Minutes and Resolutions

### Elective courses:

- Any two elective courses\*

# Short courses

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/courses-events/short-courses-certificates/all-short-courses/](https://governanceinstitute.com.au/courses-events/short-courses-certificates/all-short-courses/), by selecting the relevant course descriptions.

## Compulsory Certificate short courses

### Required subjects for:

▲ Certificate in Governance Practice

▲ Certificate in Governance and Risk Management

▲ Certificate in Governance for Not-for-Profits

▲ Certificate in Company Secretary Essentials

### 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.

### 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.

### Board Papers for Boards and Committees

This course is aimed at professionals who require capability in writing and structuring papers for committees and boards across all sectors. This is especially relevant in the light of deficiencies in reporting highlighted by the Hayne Royal Commission.

Key skills to develop are the ability to write an effective executive summary, to fully align agenda with strategy, and to ensure transparency of business operations.

### 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, and anyone 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.

## Compulsory Certificate short courses continued

### 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.

### 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.

### 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 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.

### 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.

### 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.

### 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.

### 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

### Cyber Security Risk

This course is ideal for those who are involved in making strategic decisions about risk, information security, asset protection and personal safety.

It explores the elements of cyber security risk strategies, and delivers an essential overview for establishing, implementing, and continuously improving an organisation's Information Security Management System.

### Legal Framework of Governance

Explore the various definitions and legal frameworks that underpin corporate governance and provide and 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.

### Work Health and Safety 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.

### Ethics, Culture and Governance

Aligning with the changing expectations of stakeholders, regulators and Principle 3 of the ASX Corporate Governance Principles and Recommendations (4th edition) 'Instil a culture of acting lawfully, ethically and responsibly', this short course provides an overview of contemporary tools and techniques for developing and instilling an ethical corporate culture, in addition to a focus on learning how to assess whether an organisation is in control of its culture. The course content and objectives are relevant to all organisational types.

### Organisational Resilience (Business Continuity and Crisis Management)

Examine how to develop a sound organisational resilience program that strengthens and improves crisis recovery and minimises business impact. This course provides guidance and tools to enable you to implement the framework for vital business continuity in a crisis, including the roles, procedures, triggers, and how to manage crisis communications.

*My role within Bendigo & Adelaide Bank Ltd requires me to work closely with Community Bank Boards, so I must have an excellent understanding of governance practice. That's why it was so vital for me to invest in the Governance Institute's Certificate of Governance Practice. I appreciated being able to complete this course online at a time when I had the time to tackle each short course. This gave me the flexibility I needed to complete the course. The content was easy to follow and very informative. I thoroughly enjoyed the case studies, which gave me practical examples of what happens when companies do not follow good governance practices. I recommend the Certificate of Governance Practice to anyone who is, or is looking to become a company director or currently aspires to work in a role that supports company directors.*

*Thanks to Governance Institute of Australia for making this Certificate available and making it so easy to complete this Certificate online.*

**Mark Nolan**

Community Business Manager, Local Connection, Bendigo & Adelaide Bank Ltd



# 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.

**Choose the study mode that suits your learning preference, work and personal commitments.**

## Be recognised

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.

We offer three levels of membership to suit every kind of governance and risk professional — from CEOs to Directors and Risk Managers to Company Secretaries.

- **Affiliated** — for aspiring governance or risk practitioners looking to expand their knowledge. Postnominals gained — **GIA(Affiliated)**
- **Associate** — for professionals with at least six years' experience or relevant academic experience. Postnominals gained — **AGIA** (Associate of Governance Institute of Australia)
- **Fellow** — for top-tier professionals with at least eight years' experience or relevant academic experience. Postnominals gained — **FGIA** (Fellow of Governance Institute of Australia)

Find out more at [governanceinstitute.com.au/Membership](https://governanceinstitute.com.au/Membership)



# 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 upcoming courses [governanceinstitute.com.au/Events](https://governanceinstitute.com.au/Events)

## 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 training facilities 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. - Any stand-alone short course registration - 60 days  
- Full Certificate registration - 12 months  
- Quick Start registration - 6 months

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.

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

A. Yes. Exemptions are available for compulsory courses Assessing, Analysing and Treating Risk and Governance Essentials only. 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 5 CPD hours. When you complete a Certificate you will receive 30 CPD hours.

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

A. Certificates are not recognised as 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](https://governanceinstitute.com.au/events/Cancellations) to view our cancellation policy.

# 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).



Find out more at [governanceinstitute.com.au/Membership](https://governanceinstitute.com.au/Membership)



# Effective Director Course

*Take your seat with assurance.*

Explore the role of the company director and the board's vital contribution towards organisational culture and sustainable governance. Draw on theory, practice, and the collective knowledge of the participants to simulate the boardroom experience.

## Leave confident in your ability to:

- understand and navigate the issues and challenges are faced by a director on a board
- best prepare for and understand directorship in the current landscape, with the lens firmly on director capability.

Find out more at [governanceinstitute.com.au/director](https://governanceinstitute.com.au/director)



*I especially enjoyed the short courses on becoming an Accidental Company Secretary and Business Continuity Management. The Certificate in Governance and Risk Management assisted me to broaden my knowledge in the governance and risk management space.*

**Jodie Fields**

Former captain of the Australian women's cricket team

**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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**[governanceinstitute.com.au](http://governanceinstitute.com.au)**

