AIST

Course Governance and Policies

Trustee Director Course

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Disclaimer

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What is the Trustee Director Course?

The Trustee Director Course (TDC) is a sequence of educational modules designed to provide knowledge and practical application to undertake the role of a trustee director.

What is the structure of the TDC?

There are two levels of entry to the TDC:

Entry level	Overview	Suitable for
Build your expertise	The essential requirement for directors and fund executives in superannuation. Update your skills and technical knowledge of the trustee director role to contribute immediate value in the boardroom.	• Trustee directors • Fund executives • Corporate directors
Enhance your excellence	For experienced trustee directors wanting more … Become more effective in the board room as a collaborative contributor to strategic decisions in the member's best interest.	• Experienced trustee directors • Fund executives • Board and committee Chairs

What do I receive on completion?

What is received on completion is related to the number of modules attended and whether the assessment is successfully completed. The requirements for completion differ for each TDC program.

Build your expertise

Essential requirements	Award
Attend the eight modules and successfully complete all assessments	• Certificate of completion • Allocated 36 CPD hours • Use of post nominal designation – can be used in block letters after name on business cards, personal letterheads, resume, websites and e-mail signatures. **Note:** must not be used in company names, domain names, product names or in any other unauthorised manner **GAIST** Graduate Australian Institute of Superannuation Trustees
Attend the facilitated course and do not submit or successfully complete assessments	• Letter of attendance • Allocated maximum of 21 CPD hours • Not permitted to use post nominal designation

Enhance your excellence

Essential requirements	Award
Attend all seven modules and successfully complete all assessments	• Certificate of completion • Allocated 40 CPD hours • Use of post nominal designation – can be used in block letters after name on business cards, personal letterheads, resume, websites and e-mail signatures. **Note:** must not be used in company names, domain names, product names or in any other unauthorised manner **GAIST (Adv.)** Graduate Australian Institute of Superannuation Trustees
Attend the facilitated course and do not submit or successfully complete assessments	• Letter of attendance • Allocated maximum of 21.5 CPD hours • Not permitted to use post nominal designation

What does the TDC cover?

Each level of the TDC covers a different aspect of trustee directors' roles and responsibilities.

Build your expertise

Develops competence in the regulatory environment of superannuation, trustee director responsibilities, understanding how superannuation fund boards work and analysing superannuation fund reports.

Build your expertise consists of the following eight modules:

- ➢ The superannuation industry
- ➢ Trustee director duties and obligations
- ➢ Superannuation fund operations
- ➢ The risk framework

- ➢ Interpreting financial statements
- ➢ Introduction to investment principles
- ➢ The trustee board
- ➢ Analyse board reports

Enhance your excellence

Develops effectiveness in the board room by improving decision making skills, the ability to lead board discussion and to contribute to fund strategy.

Learn how to evaluate the outcomes of board decisions in relation to members' best interests and gain the confidence to challenge the debate.

Enhance your excellence consists of the following seven modules:

- ➢ The board's role in strategic oversight
- ➢ Guide the strategic direction of the fund
- ➢ The economic and investment environment
- ➢ Monitoring and managing risk

- ➢ Investment governance
- ➢ Monitoring management
- ➢ Board culture and governance

How will I be assessed?

Assessments are optional for both Trustee Director Course programs; *Build your expertise* and *Enhance your excellence*.

Assessment

Build your expertise

Full course registration

Following completion of all modules of the facilitated course, participants will be required to complete an assessment. The assessment will consist, both of an assignment that includes a series of short answer questions for each module (Part A), and one set of board papers (Part B) that draws upon learning from all of the course modules.

Participants are required to submit their completed assignment for the full course to AIST within six (6) weeks of completing the facilitated course. The assignment is to be submitted via email to training@aist.asn.au

Modular registration

Following completion of each module of the facilitated course, participants will be required to complete an assessment for each module. The assessment will consist of an assignment that includes a series of short answer questions (Part A).

Participants are required to submit their completed assignment for each module to AIST within three (3) weeks of completing modular registration. The assignment is to be submitted via email to training@aist.asn.au

Participants are required to complete their assignment in accordance with the assignment protocols. These will be detailed in the assignment answer template that will be provided.

Results and feedback will be provided on the assessments within 3 weeks of the date of the student's submission of their assignment to AIST.

Based on the experiences of previous participants who have successfully completed the assessment, you should expect it to take you between 20 – 30 hours to complete all of the assessment requirements.

Graduation

To successfully complete each assessment, participants will be required to attain a mark of
80% or above for Part A **and** Part B.

To graduate from the *Build your expertise* program,
participants must complete all assessment components.

Assessment

Enhance your excellence

Full course registration

The assessment comprises three parts. Parts One and Two may be discussed with the other participants, however the written submission is to be completed and submitted individually. Part Three is to be completed individually and reviewed with a superannuation fund Chair, or another suitably qualified person as determined by AIST.

Part One:
Written assignment - responses to questions for each module that may take into account any discussions that you have had within the participant group. The written submission is to be completed and submitted individually.

Part Two:
Strategic analysis - a written assignment that outlines the future strategic direction for the Widget Employees Superannuation (WES) Fund *Grow for Tomorrow* Strategic Proposal, that may take into account any discussions that you have had within the participant group. The written submission is to be completed and submitted individually.

Participants are required to submit their completed assignment for the full course to AIST within six (6) weeks of completing the facilitated course. The assignment is to be submitted via email to training@aist.asn.au

Part Three - Journal and Chair Discussion:

Step 1:
Reflect on your learning from the program in a journal, written progressively as you complete each module, and evaluate how you will apply the learning in the context of your board. This journal will form the platform for an in-depth discussion with your fund Chair following completion of the full program.

In the instance where you hold the role of Chair, or are not currently a fund board member, AIST will arrange a meeting on your behalf with one of the expert facilitators from the program, or another suitably qualified and experienced person.

Step 2:
Chair discussion. Upon confirmation from the fund Chair (or suitably qualified person nominated by AIST) that the discussion has taken place, this component of the assessment will be deemed complete.

The Chair of your fund (or suitably qualified person nominated by AIST) must notify AIST within six (6) weeks of your completing the program that the requirements of the individual journal discussion have been completed. This notification is to be submitted via email to training@aist.asn.au

Modular registration

Following completion of each module of the facilitated course, participants will be required to complete an assessment for each module. The assessment will consist of an assignment that includes a series of short answer questions (Part One).

Participants are required to submit their completed assignment for each module to AIST within three (3) weeks of completing each module. The assignment is to be submitted via email to the email address: training@aist.asn.au

Participants are required to complete their assessment in accordance with the assessment protocols. These will be detailed in the participant guide to the assessment, provided as part of the program.

Results and comprehensive feedback will be provided on the assessments within 3 weeks of the due date of the assessment submission.

Based on the experiences of previous participants who have successfully completed the assessment, you should expect it to take you between 30 – 40 hours to complete all of the course assessment requirements.

Graduation

To successfully complete the assessment, participants are required to attain a mark of
80% or above for each assessment item.

To graduate from the *Enhance your excellence* program,
participants must complete all assessment components.

Assessment extensions

Build your expertise

Participants who experience difficulty in meeting the specified completion timeframe, due to extenuating circumstances, will be permitted to request an extension from the AIST Education Programs Manager. Requests must be received via email to training@aist.asn.au prior to the specified assignment submission date. Following consideration of the request, AIST will provide a written decision regarding the extension to the participant within 3 business days.

Please note that extensions will only be granted in circumstances of personal illness or injury, family illness, injury or bereavement or excessive work commitments.

A single extension request may be granted of no more than six (6) weeks from the original due date of the assessment for full course registration, and no more than three (3) weeks from the original date of the assessment for modular registration.

Additional terms and conditions

A further extension may be granted at the discretion of the AIST Executive Manager Education and Leadership; however, you may be requested to provide written evidence to substantiate the request. Requests must be received in writing via email to training@aist.asn.au prior to the specified assignment

extension date previously granted. Following consideration of the request, AIST will provide a written decision regarding the extension to the participant within 3 business days.

Enhance your excellence

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Re-assessment

Build your expertise

AIST will provide feedback to participants who do not successfully achieve the required mark of 80% for Part A and Part B of their submission.

Participants will be required to address the feedback (i.e. amend their assignment) prior to resubmission and they must complete this within six (6) weeks of being notified that they were unsuccessful for full course registration and within three (3) weeks of being notified for modular registration.

A fee of $125.00 will apply if participants are required to resubmit their assignment for full course registration.

A fee of $50.00 per module assessment will apply if participants are required to resubmit their assignment for modular registration.

The maximum number of assignment resubmissions a participant can complete is two for each assessment piece.

Enhance your excellence

AIST will provide feedback to participants who do not successfully achieve the required mark of 80% for the individual assessment.

Participants will be required to address the feedback (i.e. amend their assignment) prior to resubmission and they must complete this within six (6) weeks of being notified that they were unsuccessful for full course registration and within three (3) weeks of being notified for modular registration.

A fee of $125.00 will apply if participants are required to resubmit their assignment for full course registration.

A fee of $25.00 per module assessment will apply if participants are required to resubmit their assignment for modular registration.

The maximum number of assignment resubmissions a participant can complete is two for each assessment piece.

Cheating and plagiarism

Under no circumstances are participants to copy or plagiarise another participant's work. If AIST assessors find that copying or plagiarism has occurred, the participant(s) involved will be notified that they have been assessed as unsuccessful and will be required to complete the assessment again. An assessment resubmission fee of $125.00 will apply to each participant in this circumstance.

AIST reserves the right to issue a different assessment for the participant(s) to complete.

Assessment appeals

Participants wanting to lodge an appeal will be required to submit a TDC Assessment Appeal form. The completed form should be sent to the AIST Education Programs Manager via email at training@aist.asn.au. The subject of the email must include the participant's name, the course commencement date and the phrase 'TDC assessment appeal'.

Appeals will be reviewed by the TDC Appeals Committee and a response will be provided to the participant in writing within 10 working days. The response to an appeal will be final.

The TDC Appeals Committee is composed of the following AIST representatives:

- AIST Executive Manager Education and Leadership
- AIST Executive Manager Governance
- An AIST board member who is a serving fund trustee director.

Can I cancel or transfer my course registration?

All cancellations and transfers must be advised in writing. Requests should be sent to: training@aist.asn.au .

Charges for cancellations and transfers will be applied, as stated below, to cover AIST's fixed cost and administration commitments.

Cancellation

Fees apply if the course attendance is cancelled.

Before the training course	Fees
0-14 days	100% of the total course fee applies (i.e. no refund)
15-30 days	45% of the total course fee applies
31-45 days	20% of the total course fee applies
more than 45 days	Cancellation permitted with no charge

Transfer

Requests to transfer to a different training course date are subject to the same timelines and fees as outlined in the cancellation section.

A transfer of registration to another person is permitted at no charge, only if the training course date remains the same.

What are AIST policies?

All AIST programs are governed by the following policies:
- Complaints
- Access, equity and anti-discrimination
- Harassment
- Disciplinary procedures
- Gaining access to your records
- Privacy
- Confidentiality.

These policies can be accessed via the AIST website www.aist.asn.au. The policies and procedures in this document supersede policies on the AIST website where there is duplication.

Trustee Director Course (TDC)

Assessment Appeal Form

Name: _____

Email: _____

Telephone: _____

Date assessed: _____

Assessor's name: _____

Please provide reasons why you are appealing the outcome of your assessment.

Please send your completed form to training@aist.asn.au . A response to your appeal will be provided within ten working days.