

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 three levels of entry to the TDC:

Entry level	Overview	Suitable for
Build your expertise	<p>The essential requirement for directors and fund executives in superannuation.</p> <p>Update your skills and technical knowledge of the trustee director role to contribute immediate value in the boardroom.</p>	<ul style="list-style-type: none"> Trustee directors Fund executives Corporate directors
Enhance your excellence	<p>For experienced trustee directors wanting more ...</p> <p>Become more effective in the board room as a collaborative contributor to strategic decisions in the member's best interest.</p>	<ul style="list-style-type: none"> Experienced trustee directors Fund executives Board and committee Chairs
Take the lead	<p>For experienced trustee directors who are current or aspiring committee members and board or committee Chairs.</p> <p>Gain leadership skills and make informed recommendations to your board.</p>	<ul style="list-style-type: none"> Aspiring and existing committee members Experienced trustee directors Board and committee Chairs

What do I receive on completion?

What you receive on completion is related to the number of modules attended and whether the assessment is successfully completed (if available). The requirements for completion differ for each level of learning.

Build your expertise

Essential requirements	Award
Attend the eight modules (delivered over five days) and pass the assessment	<ul style="list-style-type: none"> • Certificate of completion • Allocated 30 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 <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>GAIST Graduate Australian Institute of Superannuation Trustees</p> </div>
Attend the facilitated course and do not pass or submit assessment	<ul style="list-style-type: none"> • Letter of attendance • Allocated 20 CPD hours • Not permitted to use post nominal designation
Enhance your excellence	
Attend all eight modules (delivered over a number of weeks) and pass the assessment	<ul style="list-style-type: none"> • 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 <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>GAIST (Adv.) Graduate Australian Institute of Superannuation Trustees</p> </div>
Attend the facilitated course and do not pass or submit assessment	<ul style="list-style-type: none"> • Letter of attendance • Allocated 26 CPD hours • Not permitted to use post nominal designation

Take the lead

Attend one or more individual modules

- Letter of attendance (per module completed)
- Allocated CPD hours per module

Note: assessment is not available for this level of the TDC.

What does the TDC cover?

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

Build your expertise

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

Become more effective in the board room by improving your decision making skills, leading board discussion and contributing to the fund's strategic direction.

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 eight modules:

- The board's role in strategic oversight
- Guide the strategic direction of the fund
- The economic and investment environment
- Investment governance
- Monitoring and managing risk
- Board culture and governance
- Monitoring management
- Knowledge in action

Take the lead (from 2015)

Expand your areas of expertise and your board's capability by completing these one and two day programs.

Gain leadership skills, develop a deeper understanding of committee responsibilities and learn how to make informed recommendations to your board.

Take the lead consists of the following ten modules which will be launched progressively:

- Investment responsibilities
- Responsibilities of the Chair
- Leadership and culture

How will I be assessed?

Assessments are available for the first two levels, *Build your expertise* and *Enhance your excellence*. Assessment is not available for the third level, *Take the lead*.

Assessment

Build your expertise

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

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

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

Participants are required to complete their assignment in accordance with the assignment protocols. These will be detailed on the cover page of the assignment answer template that will be provided at the conclusion of the five day facilitated course. 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 requirements.

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

Enhance your excellence

The assessment comprises two parts and includes a fictional superannuation case study. The first part is to be completed individually and submitted to AIST in writing. The second part is to be completed individually and reviewed with your Chair.

Individual assessment:

1. Develop a written submission setting out the strategic direction for the Widget Employees Superannuation (WES) fund. It is expected that each participant will contribute to a group discussion of the case study, however individuals must write up their own work (Suggested limit 20-25 pages).

Participants are expected to work through the components of the assessment progressively, in their own time.

Participants are required to submit their completed submission to AIST within six (6) weeks of the final day of the program. The written submissions are to be submitted via email to the email address: training@aist.asn.au.

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 requirements.

Individual journal:

2. Reflect on your learning from the program in a journal and evaluate how you will apply the learning in the context of your board. The twenty questions in the journal will form a platform for an in-depth discussion with your Chair after the program.

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

In the instance where you hold the role of Chair, you are encouraged to arrange a meeting with one of the expert facilitators from the first two days of the program.

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

In addition, to individually graduate from the *Enhance your excellence* program, participants must discuss the individual journal with their Chair.

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 the program.

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

Take the lead

This level of the TDC does not include a formal assessment process.

Assessment extensions

Build your expertise

Participants who experience difficulty in meeting the six week completion timeframe, due to extenuating circumstances, will be permitted to request an extension. Requests must be made in writing prior to the six week assignment submission date. Following consideration of the request, AIST will provide written confirmation of the extension to the participant.

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.

Additional terms and conditions

A further extension may be granted at the discretion of the AIST Executive Manager Education; however, you may be requested to provide written evidence to substantiate the request.

Enhance your excellence

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Additional terms and conditions

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Take the lead

This level of the TDC does not include a formal assessment process.

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.

A fee of \$125.00 will apply if participants are required to resubmit their assignment. The maximum number of assignment resubmissions a participant can complete is two.

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.

A fee of \$125.00 will apply if participants are required to resubmit their assignment. The maximum number of assignment resubmissions a participant can complete is two.

Cheating and plagiarism

Under no circumstances must participants 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.

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

A fee of \$125.00 will apply to each participant in this circumstance.

Assessment appeals

Participants wanting to lodge an appeal will be required submit a TDC Assessment Appeal form. The completed form should be sent to 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 ten 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
- 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.

About AIST

The Australian Institute of Superannuation Trustees is a national not-for-profit organisation whose membership consists of the trustee directors and staff of industry, corporate and public-sector funds who manage the superannuation accounts of nearly two-thirds of the Australian work force.

As the principal advocate and peak representative body for the \$600 billion not-for-profit superannuation sector, AIST plays a key role in policy development and is a leading provider of research.

AIST provides professional training, consulting services and support for trustees and fund staff to help them meet the challenges of managing superannuation funds and advancing the interests of their fund members. Each year, AIST hosts the Conference of Major Superannuation Funds (CMSF), in addition to numerous other industry conferences and events.

All AIST board and committee members, staff, contractors and service providers promote the following values:

- Professionalism
- Respect
- Leadership
- Ethics
- Adaptability
- Community focus

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.