

CLUB DIRECTOR AND MANAGER TRAINING EXEMPTION GUIDELINES

1. Commencement

- 1.1 These guidelines commence on 1 July 2013.

2. Background

- 2.1 The *Registered Clubs Regulation 2009* (the regulation) prescribes certain training requirements for a director or manager of a NSW registered club from 1 July 2013.
- 2.2 Under clause 21C(1) of the regulation, a club director or manager is not required to complete training if they have relevant qualifications, skills or work experience that are equivalent to having completed the training.
- 2.3 These guidelines, issued under clause 21C(2) of the regulation, specify the kinds of relevant qualifications, skills or work experience that exempt a club director or manager from the training requirements.
- 2.4 In these guidelines, a club manager means a person who is the manager (within the meaning of the *Liquor Act 2007*) of any premises of a registered club.

3. Club director exemptions

- 3.1 Under clause 21A of the regulation, a club director is required to undertake training, subject to certain conditions.
- 3.2 In accordance with clause 21C(2), a person is automatically exempt from undertaking club director training if:
- 3.2.1 During the entire period from 1 July 2010 until 30 June 2013, they either:
- (a) Were a director of a registered club; or
 - (b) Held a managerial or executive office (as defined in the *Commonwealth Corporations Act 2001*) of another Australian public company; or
 - (c) Were a director or held an executive position in a charitable fundraising organisation authorised to fundraise in NSW or another Australian jurisdiction.

or

- 3.2.2 Between 1 July 2008 and 30 June 2013, they completed training in accordance with the following table:

Qualifications/training:	Recognised for:	
	<i>Governance module</i>	<i>Finance module</i>
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

- 3.3 A club director who does not possess experience as outlined in 3.2 above but considers that they have acquired the learning outcomes of the specific training course, may seek recognition of prior learning or credit transfer (as described below).

Recognition of prior learning

- 3.4 Recognition of prior learning through ClubsNSW is available for a club director of member and non-member clubs of ClubsNSW.
- 3.5 A club director may meet the training requirements by successfully completing an online assessment through the ClubsNSW website (www.clubsnsw.com.au). A club director will have their prior learning recognised by ClubsNSW if they obtain a mark of at least 80 per cent.
- 3.6 A club director who chooses not to complete an online assessment through the ClubsNSW website may seek to have their prior learning recognised by presenting evidence of relevant qualifications and work experience to ClubsNSW or a registered training organisation. ClubsNSW or a registered training provider will assess a club director's prior learning based on the evidence of qualifications and work experience presented.
- 3.7 A club director who is awarded recognition of prior learning will receive a certificate of recognition of prior learning or other evidence of exemption from ClubsNSW or a registered training organisation as evidence that they have met the training requirements.
- 3.8 A club director who is not awarded recognition of prior learning will be required to complete the training referred to in clause 21A.

Credit transfer

- 3.9 A club director may gain the nationally accredited units of competency by seeking credit transfer of prior qualifications through ClubsNSW's registered training organisation, the Canberra Institute of Technology.
- 3.10 Credit transfer may also be sought through a registered training organisation with the appropriate units of competency on the registered training organisation's Australian Skills Quality Authority's scope of registration.

- 3.11 To ensure skills and qualifications are current and appropriate, a club director will be required to provide evidence of learning before credit transfer is recognised. This evidence may include an original qualification (or a certified genuine copy), and a summary of work experience related to corporate governance or financial oversight.
- 3.12 A club director who is granted credit transfer will receive a nationally accredited statement of attainment as evidence that they have met the training requirements.
- 3.13 A club director who is not granted credit transfer, or is granted only partial credit transfer, will be required to complete all or part of the required training, as determined by the registered training organisation.

4. Club manager exemptions

- 4.1 Under clause 21B of the regulation, a club manager must undertake the Club Managers' Association Australia course entitled *Board Governance, the Company Secretary and the General Manager*, or any other club governance course that may be approved by the Director General, NSW Trade & Investment.
- 4.2 In accordance with clause 21C(2), a club manager is automatically exempt from these training requirements if, at the time an application for approval to manage a registered club is granted by the Independent Liquor and Gaming Authority, they either:
- 4.2.1 Have held a position as a club manager in a NSW registered club for three out of the past five years; or
- 4.2.2 Possess any of the following qualifications (completed within the previous five years):
- 4.2.2.1 Club Managers' Association Australia and Southern Cross University Corporate Governance Program.
- 4.2.2.2 Club Managers' Association Australia and Southern Cross University Corporate Governance Zone Summits.
- 4.2.2.3 Club Managers' Association Australia Secretary Managers Course.
- 4.2.2.4 Chartered Secretaries Australia:
- (a) Either a Certificate in Governance for Not-for-Profits, or
- (b) the completion of all of the following individual units undertaken jointly (short course units):
- (i) Not-For-Profit Officers, Directors, and the Board
- (ii) Meetings, Minutes and Resolutions
- (iii) Governance Essentials
- (iv) The Accidental Company Secretary.
- 4.3 A club manager who does not meet these exemption requirements must complete the training requirements under clause 21B.