

Foundations of
Directorship™

Participant Assessment Guide



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Introduction

The Foundations for Directorship Course is designed for new and aspiring directors, senior executives, and managers wanting to gain a foundational knowledge of the duties and responsibilities of boards and directors.

The course covers all the key areas you will need to be across as a board director, including Governance for Directors, Finance for Directors, and Risk and Strategy for Directors.

At the Australian Institute of Company Directors (AICD) assessment is an opportunity for participants to consolidate their learning and to benchmark their understanding against the standard set by the AICD.

This guide provides information relating to the assessable components of the following programs:

- Foundations of Directorship (FOD)
- Foundations of Directorship Online
- Public Sector Foundations of Directorship
- International Foundations of Directorship
- Fiji Directors Course
- Papua New Guinea Directors Course

Planning for your assessment

Prior to attempting the assessment, it is important to reflect on your learning and plan your approach. Below are some suggested strategies to help with your preparation:

- Read the course notes before and after the course.
- Familiarise yourself with the MyLearning environment and explore the resources available.
- Review the assessment overview and consider if you need any accessibility requirements to participate. AICD are committed to providing equitable access to the assessment activities for all learners. For more information on accessibility please go to page 9.
- Make use of the practice quiz to become familiar with the question types and the online experience so you can perform at your best. You can access the practice quiz from the first official day of the course - no limits to the number of practice attempts apply.
- View the assessment videos in MyLearning.
- Note all your assessment submission deadlines and requirements regarding completing your quiz.

ACCESSING MYLEARNING:

1. Login through the AICD website.
2. Click the dropdown arrow next to your profile icon in the top right-hand corner and select Dashboard.
3. Select MyCourses/webinars, then click **Access MyLearning**

Contact the assessment team at **assessment@aicd.com.au** or phone 1300 739 119 if you have any questions.



Assessment overview

The table below outlines the requirements that all Foundations of Directorship participants must be aware of prior to sitting their assessment components.

This includes those who undertake the International Foundations of Directorship and Foundations of Directorship Online.

ELIGIBILITY REQUIREMENTS

Participants will be assessed on all content from all three days of the program.

Course formats		
	Face to face	<p>Requirement: participants must attend all three single sessions</p> <p>Assessment release date: on completion of each single session</p>
	Online	<p>Requirement: has no minimum attendance requirement, virtual classroom recordings are available in MyLearning</p> <p>Assessment release date: post completion of the final day of course delivery (Finance for Directors)</p>

Assessment tasks

All assessments must be an individual's own work and be completed as an individual exercise. The assessment tasks have been written, reviewed, and tested by our assessment faculty and are delivered in an online format. The assessment structure is different depending on the Foundations of Directorship course format you decide to undertake.

SINGLE SESSION

Three individual open book quizzes consisting of ten questions from each of the single day topics:

- Governance for Directors
- Risk and Strategy for Directors
- Finance for Directors

Time

- The time limit is **30 minutes** (3 minutes per question) for each quiz—including reading time.
- The timer cannot be paused once an attempt has started.

Due dates

- Each quiz must be completed within **three months from** the date of attendance at each course. This timeframe includes any required resits.
- Final due dates can be found in MyLearning.
- If completing each single session separately, all sessions and assessments must be completed within **12 months** from the first course date attendance.

ONLINE COURSE

This is an open book quiz. There is only one quiz of 30 questions, 10 from each day:

- Governance for Directors
- Risk and Strategy for Directors
- Finance for Directors

Time

- The time limit is **90 minutes** (3 minutes per question)—including reading time.
- The timer cannot be paused once an attempt has started.

Due dates

- The online course quiz and any resits are due **six weeks** from the final day of facilitated learning.
- Final due dates can be found in MyLearning.

• QUIZ KEY DETAILS

- Each question has a scenario and four options. You are expected to select the most appropriate option that best applies to the question.
- Make use of the practice quiz to become familiar with the question types and the online experience.
- Read the question carefully, eliminating the alternatives or “distractors” before selecting your answer.
- Attempt each question (marks are not deducted for incorrect answers).
- This is an open book quiz so you may have your course notes available for reference should you need them.
- Whilst the quiz can be accessed via mobile devices (smart phones and tablets), it is strongly recommended that participants use desktop device if possible.
- The quiz will auto-save your responses in the background and when you move between questions.

MARKING TIME

- The quiz is marked automatically, and you will receive your result instantly upon completion.
- If your result is a **pass**, your grade will appear under the grades section within MyLearning.
- If your result is a **resit** or **not successful**, you will receive feedback and options on how to resit via email **one week** from the date of submission.
- For your resit attempt, questions will be randomly selected from the same overall pool of questions.
- If you are unsuccessful in the resit or past your assessment period due date, refer to Additional Assessment Options on page 11.
- For integrity reasons, quiz questions and participant responses are not returned.

RESULTS AND GRADES

Results are reported as a grade only. No percentage scores are given.

To successfully complete the assessment, a result of 65% or above is required

Grades

- **Pass:** a minimum of 65% in each assessment task is achieved.
- **Resit:** a result of less than 65% is achieved on the first attempt and a resit is required.
- **Not Successful:** a result of less than 65% is achieved on the resit (second) attempt.

Assessment outcomes

On successful completion of the assessments:



Participants will be awarded 5 Director Professional Development (DPD) units.



Receive the Foundations of Directorship Certificate.

Pass notification and award



Pass notification

FOD Single Sessions

After successfully passing all three assessment tasks, you will receive an official congratulatory email within **two weeks**.

FOD Online

After successfully passing the single assessment task, you will receive an official congratulatory email **within two weeks**.



Certificate

Participants who successfully pass the assessment requirements will receive the Foundations of Directorship Certificate. The certificates are processed in the first week of each month.

Your award will be posted to you within **six weeks** of receiving your final pass.

Reprints of Foundations of Directorship will attract a fee of \$80 + GST.

Support tools and services

The AICD believes that all participants should have the opportunity to complete the assessment tasks. The following support services are provided by the National Assessment Team:

ACCESSIBILITY OPTIONS

Accessibility requirements and adjustments are available to learners with disability, illness, or injury. AICD are committed to implementing adjustments to enable everyone to complete the assessments effectively. Types of adjustments may include (but not limited to):

- Additional time
- Information provided in an alternative format
- Adjustments to communications and presentations

Eligibility for adjustments is determined on an individual basis in consultation with the AICD Assessment Office. AICD may ask for supporting documentation to assist the request.

CONTACTING ASSESSMENT TEAM

For any administrative queries, the National Assessment Team can be contacted between 9:00am and 5:00pm Monday to Friday, Australian Eastern Standard Time (AEST) via:

Phone: **1300 739 119**

Email: **assessment@aicd.com.au**

FEEDBACK CALLS

Participants may request additional feedback via a phone call with a consultant.

This offer applies to resit grades only.

- Single day format fee: \$120
- Online course format fee \$230

The assessment consultant will review the participant's quiz, with a focus on the questions where the participant has selected an incorrect alternative. The purpose being to improve understanding and to enable improved performance moving forward. The review does not mean providing direct access to your submission.

Additional assessment options

Participants who do not successfully complete the assessment components and resit attempt within the allocated assessment period, still have options available to them.

Eligibility requirements still apply, and these options have specific timeframes and additional costs attached. We encourage you to consider each option carefully in line with any upcoming work and personal circumstances prior to making a commitment to enrol.

Face to Face If your original course was delivered face to face, purchase an individual or group of assessment products to complete your course.

Assessment Product	Fees	Effective from 1 October 2022
Governance for Directors quiz:	\$50	\$70
Risk and Strategy for Directors quiz:	\$50	\$70
Finance for Directors quiz:	\$50	\$70

When purchasing the Assessment Products, you are attempting the same assessment format as your original course and referring to the same set of course notes.

Terms and conditions:

- Purchases can only be made within between **three to 12 months** from the first course attendance date.
- Each assessment product purchased must be completed within three months from the access date. Assessment products must be purchased when you are ready. We cannot defer or revise the three-month assessment cycle date once it has been set up.
- Each purchase includes a complimentary resit attempt. The resit attempt must be submitted within three months from the access date and marking time for the first attempt must be taken into consideration.
- Participants are limited to a maximum of **one purchase** per assessment product.
- Please email assessment@aicd.com.au for payment link. Once payment is made, you will be notified via email and assessment task/s activated within two business days.

Online

If your original course was online, purchase the assessment product to complete your course.

Assessment Product	Fees	Effective from 1 October 2022
FOD Online Assessment Product (30 questions)	\$80	\$100

When purchasing the Assessment Product, you are attempting the same assessment format as your original course and referring to the same set of course notes.

Terms and conditions:

- Purchases can only be made within between **six weeks to 12 months** from the first course attendance.
- All attempts purchased must be completed within **six weeks** from the access date (typically within two business days from the purchase date). Assessment products must be purchased when you are ready. We cannot defer or revise the assessment cycle date once it has been set up.
- Each purchase includes a complimentary resit attempt. The resit attempt must be submitted within six weeks from the access date and marking time must be taken into consideration.
- Participants are limited to a **maximum of one** assessment product purchase.
- Please email assessment@aicd.com.au for payment link. Once payment is made, you will be notified via email and assessment task/s activated within two business days.

Special Consideration Policy

PURPOSE AND SCOPE

This policy outlines the circumstances and eligibility criteria under which the Australian Institute of Company Directors (AICD) may determine an application for Special Consideration from a course participant undertaking formal assessment.

The intention of Special Consideration is to provide academic equality for participants whose performance in an assessment task may be adversely affected by illness, disability, misadventure, or other extenuating circumstances beyond the control of the participant.

Special Consideration is not applied automatically and will only be determined based on the merits of the individual case and in accordance with this policy.

A successful application will not result in any adjustment of assessment result.

GROUNDINGS FOR APPLICATION

An application for Special Consideration of circumstances must meet one of the following criteria to be considered:

Medical

- Acute illness or injury requiring hospitalisation or treatment from a medical practitioner. This includes pregnancy related complications and mental health.
- Serious physical injury resulting in temporary or permanent disability.

Disability

- Disability includes physical, intellectual, psychiatric, sensory, neurological, learning disability, physical disfigurement and immunological (definition from the Disability Discrimination Act).
- Examples of disability include hearing, speech or visual impairments, mental illness, arthritis, asthma, cancers, diabetes, dyslexia or epilepsy.
- Notification at the beginning of the course is encouraged to enable AICD to implement any required adjustments and facilitate a participant completing the assessment within the due dates.

Compassionate

- Death of an immediate family member or partner.
- Serious illness directly effecting an immediate family member, partner or close relative where the participant is the primary care giver.
- A natural disaster or communicable disease.
- Substantive, unexpected event such as a car accident.

Mandatory Commitment

- Jury Duty.

APPLICATION PROCEDURE

All applications must have an accompanying letter of application to the Assessment Team, clearly outlining the assessment(s) the participant would like considered and the grounds on which the application is made.

All supporting documentation must be submitted at the time of application and demonstrate that substantial disruption has been caused to a participant's study period.

The signatory must not have a conflict of interest with the participant. E.g., Be a family member, friend etc.

Completed applications must be received **prior** to the assessment due dates to **assessment@aicd.com.au**

REQUIRED DOCUMENTATION

Category	Documentation
Medical	Medical certificate from the treating physician, clearly stating the date(s) that the participant sought treatment and confirmation of the length, severity, and nature of the illness and the impact on the study period and assessment.
Disability	Medical certificate from the treating physician, clearly stating: <ul style="list-style-type: none">• the disability or chronic medical problem,• limitations to the participant study,• clear provisions of specific accommodations and/or assistance required.
Compassionate	Death notice or certificate, or Statutory declaration stating the relationship to the participant or medical certificate from the related parties treating physician.
Mandatory Commitment	Notice of jury selection or statutory declaration stating the Jury term.

CIRCUMSTANCES THAT DO NOT CONSTITUTE GROUNDS FOR SPECIAL CONSIDERATION

The following circumstances do not consider grounds for Special Consideration:

- Unexpected or additional work commitments
- Travel plans associated with work commitments
- Minor illness
- English as a second language
- Typing skills (unless medically or disability related indicated with supporting documentation)

- Stress or anxiety related to assessment preparation
- Attempting an assessment without adequate preparation
- Personal reasons or commitments such as holiday travel
- Ignorance of assessment deadlines or other published timelines

OUTCOME

Applicant will be provided with a written outcome within two weeks of the application.

Participant Code of Conduct

This policy outlines the rights and responsibilities of all participants within programs offered by the Australian Institute of Company Directors (AICD) whilst enrolled as a course participant.

All course participants are expected to have read and understood this policy.

This policy applies to:

- All AICD course participants, whether they intend to complete the available assessment tasks and apply for membership or not.
- All activities within AICD courses, regardless of how those activities are delivered to participants.
- This policy should be read in conjunction with the AICD Participant Code of Conduct.

AICD EXPECTATIONS OF PARTICIPANT CONDUCT

AICD's reputation is dependent upon the conduct of its members and participants within the programs it offers. AICD expects that participants within its programs will at all times conduct themselves in a manner that is consistent with the core values of AICD and its members. This involves treating all other participants and AICD representatives with respect and understanding at all times.

COMMUNICATION

AICD will communicate with course participants using contact details (primarily, email and telephone), provided by participants. Should a participant's contact details change, the participant is responsible for notifying AICD of the change. Should a participant fail to notify AICD of any change in details, then the participant is responsible for the consequences due to this failure.

Participants are required to regularly check emails sent by AICD to the email address as per their contact details.

ACADEMIC HONESTY AND INTEGRITY

Participants are expected to:

- Conduct themselves honestly and in compliance with AICD's rules, regulations and policy.
- Not engage in academic misconduct, including plagiarism, the falsification of materials, or cheating.
- Actively participate in the learning process, taking into consideration the needs and expectations of your fellow participants.
- Be aware of assessment deadlines, and implications of not meeting those deadlines.
- Behave ethically, avoiding actions or behaviours that would unfairly impact either themselves or another participant.
- Ensure the proper use of copyright material, including AICD material.
- Ensure course activities are conducted safely and do not place others at risk of harm.
- Be familiar with resources available to assist in their professional development, including resources to help avoid plagiarism.
- Be familiar with the misconduct procedures and the potential penalties should a participant be found guilty of misconduct.
- Breaching of any rules and regulations, associated with courses offered by AICD.
- Conduct that is in any way detrimental to AICD.
- Abuse of other participants or AICD representatives, either verbal, written or electronic.
- Any action that may cause an individual to be concerned for their personal safety.

PLAGIARISM

Plagiarism occurs when a person or persons represent their work/ idea as being original, when it is in fact the work/idea of another person or persons, without appropriately recognising/acknowledging the source of that work/ idea.

Collusion is the representation by a person or persons that a piece of work/idea is their own, when in fact it is the result (either in whole or in part) of unauthorised collaboration with another person or persons. In this circumstance both the participant(s) presenting the work and the person or persons involved in the unauthorised collaboration will be considered as contributors in academic misconduct.

Where a person or persons is found to have committed plagiarism, they will also be found to have committed academic misconduct.

TURNITIN®

AICD requires all participants to lodge written assessment tasks using Turnitin®. Turnitin® is used by AICD to help ensure that work submitted by participants is their own work.

Where Turnitin® indicates that work submitted by a participant (excluding references) may be sourced from other works, AICD representatives will review the participant's work in detail to determine if plagiarism has occurred.

Participants may be contacted to explain matters highlighted by Turnitin®.

PENALTIES

Where a participant is found to have committed academic misconduct (including plagiarism), AICD may impose a range of penalties, including, but not limited to:

- Warnings for breach
- Removal of participant(s) from the enrolled course (at the participant's cost)
- Withholding of certificates or awards
- Exclusion from future courses
- Exclusion from membership

In determining the level of penalty, AICD will take into account the seriousness of the breach and any previous breaches by the participant.

APPLICATION OF THIS CODE

This Code of Conduct outlines the expectations of all participants within programs offered by the Australian Institute of Company Directors (AICD) regarding their conduct whilst enrolled as a course participant.

All course participants are expected to have read and abide by this code of conduct.

This code applies to:

- All AICD course participants, whether they intend to complete the available assessment tasks and apply for membership or not.
- All activities within AICD courses, regardless of how those activities are delivered to participants.
- In circumstances not covered by this Code, the principles of the Code will be applied.

PARTICIPANT OBLIGATIONS

Participants have an obligation to have read and understood all course rules, regulations and policies affecting them.

Participants must ensure that their contact details held by AICD are up to date, and to advise AICD of any changes. Participants will regularly check emails sent by AICD to the email address as per their contact details.

PERSONAL CONDUCT

All participants must:

1. Treat all representatives (employees, contractors, consultants etc.) of AICD and other participants with respect, dignity, courtesy, and sensitivity.
2. Always maintain a cooperative and collaborative approach.
3. Act with honesty and integrity.
4. Respect the privacy of all AICD representatives and other participants.
5. Not act in a way that unnecessarily or unreasonably impedes other participants.
6. Not become involved in or encourage discrimination against or harassment or bullying of AICD representatives or other participants.

PENALTIES FOR BREACH OF THIS CODE

Where a participant is suspected to have breached this code of conduct, AICD will investigate the matter.

If the suspected breach is found to be proven, then AICD reserves the right to apply appropriate penalties, including warnings of breaches, removal of participants from the enrolled course (at the participant's cost), with holding of certificates and awards and exclusion from membership.

PARTICIPANT ASSISTANCE

Where a participant requires assistance in relation to their participation within any course offered by AICD, they should lodge their request for assistance in writing with assessment@AICD.com.au at the earliest possible date.

Assistance may be relevant to workshop attendance, access to resources or undertaking assessment tasks. In order to allow AICD to appropriately assess a participant's requirements, participants should provide all relevant details in their request, including independent medical or other professional evidence.

GRIEVANCES

Where a participant believes that they have been treated unfairly and as a result their academic progression/ achievement is below what would have occurred if they had not been treated in such a way, they may lodge a written grievance with the General Manager, Education.

The General Manager, Education will investigate the participant's grievance and advise the participant of their findings and the determination in relation to their grievance.

Participants are required to lodge any grievance within a reasonable time frame, in order to allow a full and proper investigation of their grievance. In a majority of circumstances, the participant will receive some advice in relation to their grievance within four weeks.

APPEALS

If a participant wishes to appeal the grade achieved in an assessment task, they should contact assessment@aicd.com.au.

Contact should be made in writing within 10 working days of the formal notification of the grade. The participant's notification should include all details relevant to their appeal.

Upon investigation of the participant's appeal, assessment@aicd.com.au will advise the participant of the result of their appeal within four weeks.

REVIEW OF RESULTS

AICD has a robust process for assessing participant's performance in assessment tasks. This process includes a moderation of all written assessment tasks to ensure a consistent standard is applied to all participants.

PRIVACY

AICD is committed to the protection of the privacy of its participants, including compliance with relevant privacy legislation.

Participant's details (including assessment results) will only be discussed (either verbally or in writing) directly with the participant, unless the participant has provided authorisation for AICD to release details to another individual. Such authorisation needs to be writing and include the signature of the participant.

aicd.companydirectors.com.au/global/privacy

CHATHAM HOUSE RULES

To ensure frank discussion and confidentiality of individuals during programs, participants are required to adhere to the Chatham House Rule.

'When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

chathamhouse.org/about-us/chatham-house-rule

RESOURCES

Resources include course material, workshops, online environments, and other items that participants are granted access to via their enrolment as a participant in an AICD course.

Participants are expected to:

1. Use and care for all AICD resources, in a lawful and ethical manner, mindful of the need for resources to be shared between participants.
2. Ensure their actions or inactions do not harm, or bring into disrepute, AICD's reputation or good standing.
3. Not participate in any AICD course activity, while under the influence of alcohol or any prohibited drugs.
4. Not use, possess or supply any prohibited drug, substance or weapon at an AICD event.
5. Not misuse facilities in a manner which is unlawful, or which could be detrimental to the rights and properties of others.
6. Not use AICD's name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
7. Not use AICD course material and resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.

ONLINE DELIVERY

Participants should **not**:

1. Post messages containing defamatory or other inappropriate material.
2. Collude on assessable individual work, including exams and assignments.
3. Upload files or post messages that contain material protected by copyright, intellectual property or privacy laws.
4. Share login details with another person or ask other participants or AICD representatives to provide their login details.
5. Reveal personal information about another person without prior written permission.
6. Discriminate against or harass other participants.
7. Conduct themselves in a manner which may have a detrimental impact on other.

Frequently asked questions

GENERAL

Q: When can I submit my assessment?

A: FOD Single session – the assessment is released on completion of each single session.

FOD Online – the assessment is released post completion of the final day of your course delivery.

No assessment submission will be accepted prior to this.

Q: How can I find out further information about my Foundations of Directorship Online Assessment?

A: There is an assessment overview video in MyLearning for the Foundations of Directorship Online participants which provides all the information you need.

Q: What topics are assessable?

A: All content from Governance for Directors, Risk and Strategy for Directors, and Finance for Directors.

Q: Do I get my actual marks back?

A: No. Raw marks and/or the percentage are not provided. Results are shown as grades only (i.e. Pass, Resit or Unsuccessful).

Q: Is my assessment task returned to me?

A: No. To retain the integrity of the assessment process, individual responses are not returned to participants.

Q: What resources am I allowed to access during the assessment tasks?

A: All tasks are open book. Participants can use all course materials.

Q: What happens if the page freezes during the quiz?

A: Refresh the browser. Ensure you are using a compatible web browser such as Google Chrome to complete the assessment. MyLearning can be problematic when using Internet Explorer.

If the issue persists, please contact the National Assessment Team at assessment@aicd.com.au or call 1300 739 119.

Q: Who do I contact about my Certificate?

A: Your certificate will be posted to you the month following your pass. If you have any questions, please contact your Member Partner on 1300 739 119. Please note certificate reprints will incur a fee of \$80 + GST.

Q: What is the pass rate for the assessments?

A: The AICD do not release the pass or fail rates.

PRACTICE QUIZ

Q: Where can I find the practice quiz?

A: Within your MyLearning, select 'Quizzes'.

Q: How many times can I do the practice quiz? Will I get the same questions each time?

A: The practise quiz is provided to demonstrate the format and type of questions you may encounter in your actual assessment.

It also provides an opportunity for you to practice in a timed scenario as part of your preparation. You have unlimited attempts, and the questions are randomly selected from a pool of questions. Please note you may eventually start to see a repeat of the same questions.

RESITTING ASSESSMENTS

Q: How will I know if I need to resit an assessment task?

A: You will receive an automatic grade upon completion of your quiz. If you received a resit grade, a feedback email will be sent one-week from the date of your submission with your resit option. All attempts, including resits must be submitted by the assessment period due date. Therefore, please ensure you take into consideration the one-week marking timeframe to be eligible for a resit, if required. Resits will not be fast-tracked for those who have not left sufficient time.

The grade section in MyLearning will also have a record of the resit grade outcome.

Q: I have been unsuccessful in my resit attempt; how long do I have to purchase the quiz again?

A: FOD Single Session – the purchase must be made within 12 months from the **first** course attendance date.

FOD Online - purchases must be made within 12 months from the course attendance date.

Participants are limited to a maximum of one purchase per assessment product per task.

Q. Why do I need to wait five business days to re-sit my quiz?

A: Your quiz submission is automatically graded upon completion. However, if you receive a resit grade, it takes five business days for your quiz feedback to be prepared and your resit to be setup in MyLearning.

Q: Can I resit my quiz which expires tonight?

A: You are not eligible for a resit attempt if you have not taken into consideration the marking timeframes. We cannot fast track the release of a feedback or the setup of a resit in MyLearning.

Q: Can I speak to someone about my resit grade?

A: Should you wish to speak with someone about your attempt, the Assessment Team can arrange a feedback call with a consultant. Please refer to page 10 for details and fees.

Q: What happens if I am outside of the 12-month eligibility period?

A: You will need to enrol in the face-to-face or online program and complete all assessment tasks again.

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