
MUTUAL ADI DIRECTORS' DIPLOMA COURSE No.16 & 17

Course Weekend Workshops - Dates & Venue

Diploma No. 16

4th - 5th July 2009
31st Oct - 1st Nov 2009
13th - 14th Feb 2010
15th - 16th May 2010

SYDNEY

*Novotel Brighton Beach
Cnr Grand Pde & Princess St
Brighton-Le-Sands*

Modules

Compliance
Financial Management II
Strategic Planning & Marketing
Lending/Corp Governance II

Diploma No. 17

3rd - 4th Jul 2010
30th - 31st Oct 2010
12th - 13th Feb 2011
21st - 22nd May 2011

SYDNEY

*Novotel Brighton Beach
Cnr Grand Pde & Princess St
Brighton-Le-Sands*

DIPLOMA COURSE - EDUCATIONAL OBJECTIVES

- Provide the required level of training and education considered essential for a mutual ADI director to competently discharge their duties in the current business and regulatory environment in the best interests of the member/owners.
- To reward such a commitment to training and education through the awarding of a nationally recognised qualification under the Australian Qualifications Framework - Diploma in Financial Services in recognition of the competencies demonstrated.

DIPLOMA COURSE - FEATURES

- Seven module course tailored specifically to the unique role of the credit union / building society director delivering a balance between mutual philosophy, regulatory requirements and business expectations.
- A flexible program design containing a mixture of self study, course weekend workshops (4) spread over twelve (12) months and four (4) Director Evidence Workbooks to be completed incorporating two mutual ADI based projects for submission to the AMInstitute Workplace Assessor for competency assessment under the guidance of our RTO - Futurestaff.
- Access to the Australian Qualifications Framework accredited Diploma in Financial Services specially tailored to the Credit Union and Building Society Directorship role with the required fourteen units of competence embedded within the course.

DIPLOMA COURSE - THREE STAGES OF LEARNING

- Knowledge development involving self study using the nominated resources to be completed prior to attending each of the four required Course Weekend Workshops. Participants **must ensure** that they have access to the latest version of each of the resource manuals.
- Consolidation and application of knowledge and skills during the four Course Weekend Workshops involving a mixture of tutorials, case studies in syndicate group and plenary group discussion sessions.
- Progressive completion of the work activities in the Director Evidence Workbooks in the lead up to, during and following each of the four course weekend workshops and incorporating the two credit union / building society based projects to demonstrate the required level of competency.

DIPLOMA COURSE - CALENDAR OF EVENTS - ONE COURSE PER YEAR

AMInstitute's annual Calendar of Events provides for one Diploma Course to commence each year - aligned to a financial year . The Calendar also includes at least one weekend per year for the two introductory training courses (Corporate Governance I, Financial Management I) which provide an ideal means of preparation for the challenges of the Diploma Course.

DIPLOMA COURSE - OPTIONS

Participants have the choice of registering for a full Diploma Course or registering for one or more specific course weekend workshops. Registering for the full Diploma Course is more cost effective than registering for the four workshops separately.

Those participants who register for a full Diploma Course still have the flexibility to pick up one or more workshops from a different Diploma Course if they are unable to attend one or more of the workshops within the Diploma Course. *However, if you choose to enrol in the full Diploma Course you are required to complete all modules within 24 months of attending your first weekend workshop. If not, you may be required to pay the registration for those workshops you are still required to attend in order to complete the Diploma Course. An extension to the completion time may be allowed in exceptional circumstances.*

Course Guide - Version 2010

This Guide provides details about how the two educational objectives converge to form the Diploma Course and is available on the AMInstitute web page within the Diploma Course banner section or in hardcopy by contacting the AMInstitute Office.

Section 1 of the Guide focuses on the seven modules of learning considered to be the recommended minimum standard of training and education for a director in a modern mutual ADI. It provides details about the seven modules and the interrelationship between the three stages of learning viz knowledge development, course weekend workshops and the competency assessment component.

Section 2 of the Guide focuses on the competency assessment requirements of the Diploma in Financial Services showing how the fourteen units of competency have been woven into the course.

A Director Evidence Workbook is aligned to each of the four course weekend workshops providing the opportunity to complete the designated work activities and submit for assessment by the Workplace Assessor prior to, during or following each workshop. There are between two and four units of competence aligned with each workshop and workbook.

DIPLOMA COURSE - ABOUT THE SEVEN MODULES

Modules 2001 (Corporations Act), 2002 (Prudential Regulation), 2003 (Financial Services and other Legislation).

- Knowledge Development in self study mode using Mutual ADI Directors' Compliance Manual (Version 2010)
- Course Weekend Workshop 1. Key sessions covering: -
 - Establishing the Credit Union Business in regulatory terms
 - Operating the Credit Union Business in regulatory terms
 - Marketing Products and Services within the regulatory requirements
 - Changing the Business - Cessation, Restructure, Transfer of Business
- Director Evidence Workbook No.1

Module 2004 (Financial Management II)

- Knowledge Development in self study mode using the Financial Statements Demystified book (4th Edition 2006) and AMInstitute's Financial Management Manual (Version 2010).
- Course Weekend Workshop 2 - Key sessions covering: -
 - Asset & Liability Management - the core business
 - Risk Management Standards - policies, systems, controls, monitoring, reporting
 - Key Performance Indicators
 - Role and Profile of Audit and Financial Reporting
- Director Evidence Workbook No.2

Module 2006 (Strategic Planning & Marketing)

- Knowledge Development in self study mode using AMInstitute's Strategic Marketing Manual (Version 2 - Sept 2003)
- Course Weekend Workshop 3 - Key sessions covering: -
 - Strategic Thinking Concepts and Frameworks
 - Establishing a Clear Strategic Direction
 - Defining the Strategic Intelligence and the Strategic Path
 - Managing the Strategic Planning Process
 - Putting Strategic Marketing into Practice
- Director Evidence Workbook No.3

Module 2005 (Lending & Credit Risk Management), 2007 (Corporate Governance II)

- Knowledge Development in self study mode using AMInstitute's Credit Risk Management Manual (Version 3 - 2008) & Corporate Governance for Mutual ADIs Manual (Version 4 - Dec 2010).
- Course Weekend Workshop 4 - Key sessions covering: -
 - Elements of Credit Risk
 - Lessons Learnt from Past Failures
 - Principles of Lending and Portfolio Management
 - Board's Role in Setting Lending Policy & Monitoring Performance
 - Model Framework for Documenting Decisions on Corporate Governance in your credit union or building society
 - Impact of prudential standards APS 510 (Governance) & APS 520 (Fit & Proper)
 - Corporate Governance challenges and standards
- Director Evidence Workbook No.4

DIPLOMA COURSE - ENROLMENT PREFERENCE & PROCEDURES

All financial members of AMInstitute are eligible to enrol for the Diploma Course but preference will be given to participants indicating their intention to complete all seven modules and the competency assessment process to qualify for the Diploma in Financial Services (Credit Union or Building Society Directorship).

The AMInstitute Constitution Rule 8 sets out the criteria for membership of AMInstitute and can be directly accessed on the web page via the Membership Information Section.

Members wishing to register for Diploma Course Nos. 16 or 17 are advised to register as early as possible to ensure a place is reserved for them as course numbers are definitely restricted and demand may be heavy.

DIPLOMA COURSE - COURSE WEEKEND WORKSHOP FORMAT

- Saturday 8.30am - registration / coffee 9.00am start 5.00pm finish
 - Sunday 8.30am registration / coffee 9.00am start 4.15pm finish
 - Mixture of tutorial, syndicate group case study/ plenary group discussions, Director Evidence Workbook activities.
- Course enrolment fee does not include accommodation or some meals for the four Course Weekend Workshops. It does include course materials handed out at workshops, lunch, morning and afternoon teas and the cost of the competency assessment process.

DIPLOMA COURSE - Enrolment Cancellation Policy

Cancellations received in writing less than four weeks prior to the commencement of Diploma Course Nos. 16 & 17 may forfeit up to 50% of the Course Enrolment Fee depending on whether AMInstitute can find a substitute with enough time to complete the knowledge development work prior to the Course Weekend Workshop. No refund will be made for cancellations received after completing one or more of the course weekend workshops or for any of the resources purchased and supplied to the participant.

DIPLOMA COURSE - ENROLMENT FORM - TAX INVOICE

THE MUTUAL ADI DIRECTORS' DIPLOMA COURSE Nos. 16 & 17
No. 16 (July 2009 to May 2010) No. 17 (July 2010 to May 2011)

Please retain a copy of this Tax Invoice for your records

Surname	First Name	
Address		Postcode:
Phone No: (Day): ()		Night: ()
Organisation:	AMInstitute Member?	Yes No
Org Address:		
Preferred Postal Address for Your Course Materials		
Email:		

Please indicate which Diploma Course you are registering for :-

- Diploma No. 16** **Diploma No. 17**

or alternatively which specific course weekend workshops you are registering for :-

- | | |
|--------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> 4th - 5th July 2009 | <input type="checkbox"/> 3rd - 4th July 2010 |
| <input type="checkbox"/> 31st Oct - 1st Nov 2009 | <input type="checkbox"/> 30th - 31st Oct 2010 |
| <input type="checkbox"/> 13th - 14th Feb 2010 | <input type="checkbox"/> 12th - 13th Feb 2011 |
| <input type="checkbox"/> 15th - 16th May 2010 | <input type="checkbox"/> 21st - 22nd May 2011 |

Course Enrolment Fee - Full Diploma; or Less Small CU (<\$100M Assets) Discount 10% <small><i>Please note if you choose to enrol in the full Diploma Course you are required to complete all modules within 24 months of attending your first weekend workshop. If not you may be required to pay the registration for those workshops you are still required to attend in order to complete the Diploma Course. An extension to the completion time may be allowed in exceptional circumstances.</i></small>	_____@ _____@	\$ 2,970.00 \$ 297.00	= \$ _____ = \$ _____
Course Enrolment Fee - per Course Weekend Workshop Less Small CU(<\$100M Assets) Discount 10%	_____@ _____@	\$ 825.00 \$ 82.50	= \$ _____ = \$ _____
Resource Requirements			
- Compliance Manual	_____@	\$ 550.00	= \$ _____
- Financial Statements Demystified	_____@	\$ 50.00	= \$ _____
- Financial Mgt I & II Manual	_____@	\$ 66.00	= \$ _____
- Strategic Marketing Manual	_____@	\$ 77.00	= \$ _____
- Credit Risk Management Manual	_____@	\$ 66.00	= \$ _____
- Corporate Governance II Manual	_____@	\$ 66.00	= \$ _____
Total Amount Payable (All prices inclusive of GST)			= \$ _____

PAYMENT OPTION

Authorise AMInstitute Ltd to debit Cuscal Ltd S1 Account No: _____

Authorising Officer: _____ Signature: _____

Cheque enclosed in the amount of \$ _____ OR

Please charge my credit card facility in the amount of \$

Visa Mastercard Bankcard Amex Diners

(Credit Card Payments will attract a fee of 3%)

Credit Card Number: _____

Cardholder's Name: _____ Signature: _____

Expiry Date: _____

THE TOTAL PRICE INCLUDES 10% GST THIS DOCUMENT WILL BE A TAX INVOICE FOR GST WHEN YOU MAKE PAYMENT

PLEASE RETURN A COPY OF YOUR REGISTRATION WITH PAYMENT TO

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