

BOARD INDUCTION CHECKLIST

Apprenticeships
Are Us



Honesty, Integrity & Accountability



INDUCTION CHECKLIST

Congratulation on your appointment as a director of Apprenticeships Are Us Ltd. To assist you on your journey as a board member, the Chair of the ARU board and the Managing Director will conduct a formal board induction with you so that you are properly prepared and informed. This is also to allow you the opportunity to obtain any additional information that you require to undertake your duties.

LEGISLATIVE & GOVERNANCE FRAMEWORK

This ARU Board Induction Checklist ensures compliance with the following legislation and governance standards:

- **Corporations Act 2001 (Cth)** – director duties and meeting obligations
- **ACNC Act 2012 (Cth)** and **ACNC Governance Standards 1–5**
- **ACNC Regulation 2022 (Cth)**
- **Fair Work Act 2009 (Cth)**
- **Privacy Act 1988 (Cth)** and Australian Privacy Principles
- **Cybersecurity Standards Act 2023 (Cth)**
- **Work Health and Safety Act 2011 (NSW)** – including psychosocial hazard reforms
- **National Standards for Group Training Organisations (2017)**
- **Apprenticeships Are Us Ltd Constitution**
- **ARU Governance Charter & Code of Conduct**

Completion of this checklist confirms compliance with regulatory onboarding requirements for Responsible Persons.

DEFINITIONS

“Responsible Person”

A director or officer of ARU as defined under the ACNC Act.

“Induction”

The formal process of preparing a new director to undertake governance responsibilities.

“Continuous Education”

Ongoing professional development is required under ACNC Governance Standard 5.

“Governance Documents”

Documents that define ARU’s governance structure, obligations, and decision-making framework.

PRE-APPOINTMENT CHECKS

The following pre-appointment requirements have been completed:

- ☐ Verified identity of the Applicant Director
- ☐ Director ID has been provided (mandatory under Corporations Act)
- ☐ Police check completed
- ☐ Bankruptcy register check completed
- ☐ ASIC banned/disqualified register reviewed
- ☐ Conflicts of interest disclosed
- ☐ Fit & Proper Person assessment completed
- ☐ CV and professional references reviewed
- ☐ Copy of Constitution provided
- ☐ Governance Charter provided

APPOINTMENT OF THE DIRECTOR

As required under section 17.6 of the ARU Constitution, the following have been completed:

- ☐ Appointment approved at a general meeting of members
- ☐ Ordinary resolution passed confirming the appointment
- ☐ Due diligence completed and documented
- ☐ Declaration for Responsible Persons completed and provided
- ☐ Director ID recorded
- ☐ Offer letter and duties statement issued and accepted

NOTIFICATION TO THE ACNC

- ☐ The ACNC Charity Portal has been updated to reflect the addition of the director as a responsible person within 28 days of appointment.
- ☐ ASIC register has been updated to reflect appointment of director within 28 days of appointment.
- ☐ Director has obtained a Director Identification Number (Director ID).
- ☐ Director ID has been recorded in ARU governance registers.

INDUCTION PROCESS

- ☐ Letter of Appointment as Responsible Director (containing Board Induction Pack) has been received.
- ☐ Introduction to the organisation's management team has been completed.
- ☐ Board Pro login and tablet to access Board Pro have been received.
- ☐ Director Bio has been added to the Apprenticeships Are Us Ltd website.
- ☐ Future board meeting dates have been received.
- ☐ Board Recruitment Policy (containing on-going education policy) has been received.

GOVERNANCE DOCUMENTS PROVIDED

The ARU Director has received and reviewed:

- ☐ ARU Constitution
- ☐ ARU Governance Charter
- ☐ ARU Code of Conduct for Directors
- ☐ ARU Conflict of Interest Policy
- ☐ ARU Whistleblower Policy
- ☐ ARU Risk Management Framework
- ☐ ARU Delegations of Authority
- ☐ ARU Financial Management Policy
- ☐ Board Attendance Policy
- ☐ Board Confidentiality Policy
- ☐ Board Recruitment Policy
- ☐ ARU Strategic Plan
- ☐ ARU Annual Report
- ☐ Most recent ACNC AIS and financial statements

ON-BOARDING EDUCATION

- ☐ Director confirms completion of review of ACNC Guidance Materials within 2 weeks of appointment:
 - i. The 'Governance for Good – the ACNC guide for charity board members'
 - ii. The 'Managing conflicts of interest – guide for charity board members' ACNC resource
 - iii. The 'Managing charity money – guide for board members' ACNC resource
 - iv. The ACNC guidance on related party transactions has been reviewed
 - v. The 'Welcome to the Board' ACNC Webinar has been completed by the New Director

GTO REGULATORY INDUCTION

The Director confirms that they have been briefed on:

- ☐ National Standards for Group Training Organisations (2017)
- ☐ NSW/VIC/QLD/WA State Training Authority requirements
- ☐ Smart & Skilled contractual obligations (NSW)
- ☐ Apprentice/Trainee employment obligations
- ☐ Risk exposures and compliance frameworks for ARU as a GTO

WORK HEALTH & SAFETY INDUCTION

- ☐ Overview of WHS Act 2011 provided
- ☐ Psychosocial hazard obligations explained (2023 reforms)
- ☐ Critical risk categories explained
- ☐ Duties of Officers under s.27 of the WHS Act explained
- ☐ WHS reporting and oversight structure reviewed

CYBERSECURITY & DATA GOVERNANCE INDUCTION

- ☐ Overview of Cybersecurity Standards Act 2023
- ☐ BoardPro usage requirements
- ☐ Confidential information handling protocols
- ☐ Prohibition on storing documents outside approved locations
- ☐ Data breach reporting obligations

DIRECTOR CONDUCT & EDUCATION EXPECTATIONS

The Director understands that they must:

- ☐ Comply with the Corporations Act duties
- ☐ Act in accordance with ACNC Governance Standard 5
- ☐ Maintain confidentiality
- ☐ Avoid and manage conflicts of interest
- ☐ Exercise care, diligence, and good faith
- ☐ Undertake continuous education and training
- ☐ Participate in annual Board evaluation processes

ACKNOWLEDGEMENT

By signing this document, I, as the Director:

- (i) confirm that I have received and considered the documents provided to me (as listed above);
- (ii) confirm that where I have checked a box above, the documents have been reviewed, or the activity has been completed;
- (iii) acknowledge my on-going requirements for education in accordance with the Board Recruitment Policy; and
- (iv) acknowledge and understand my role and duties as a Responsible Person in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* (NSW) and the *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth).

Applicant Director

Signature of Applicant Director

Full Name of Applicant Director

Date

Chair of the Board

Signature of the Chair of the Board

Full Name of the Chair of the Board

Date

Managing Director

Signature of the Managing Director

Full Name of the Managing Director

Date