



How to Approve a Code Self-Assessment in ACFID's Portal - CEO

22 Steps [View most recent version on Tango.us](#) 

Created by
Emily Moreton

Creation Date
May 16, 2023

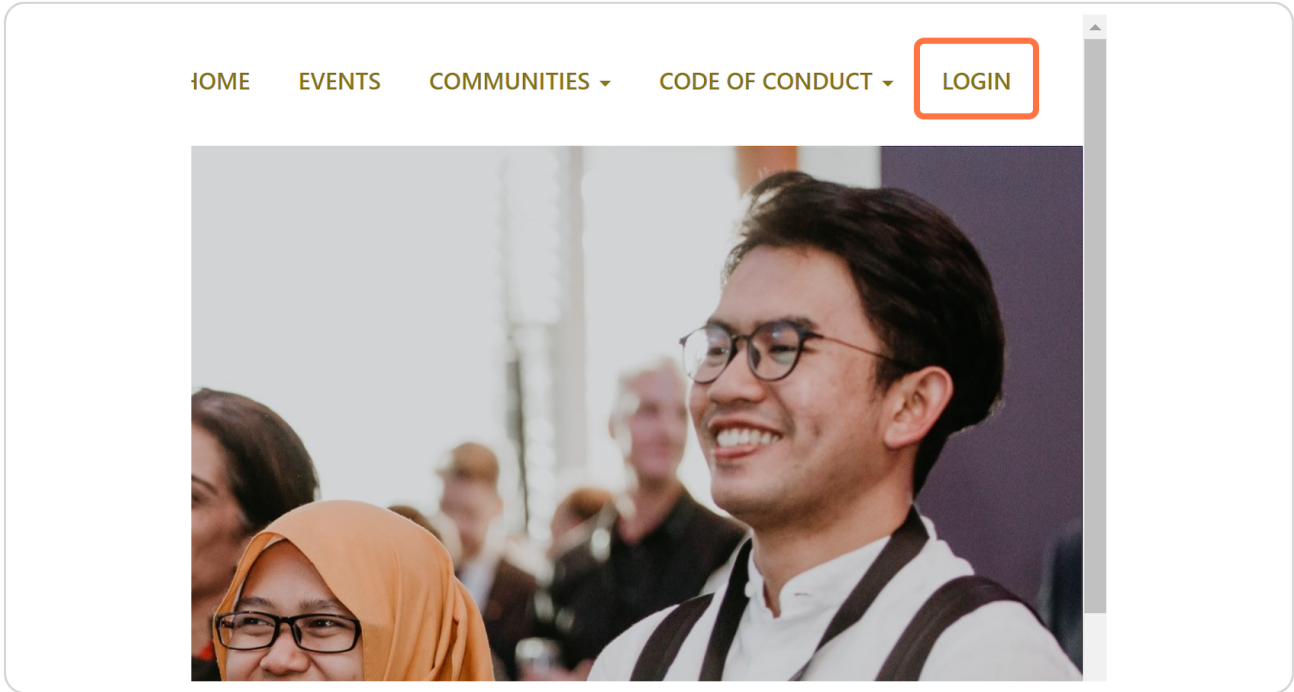
Last Updated
May 16, 2023

STEP 1

Go to MyACFID.

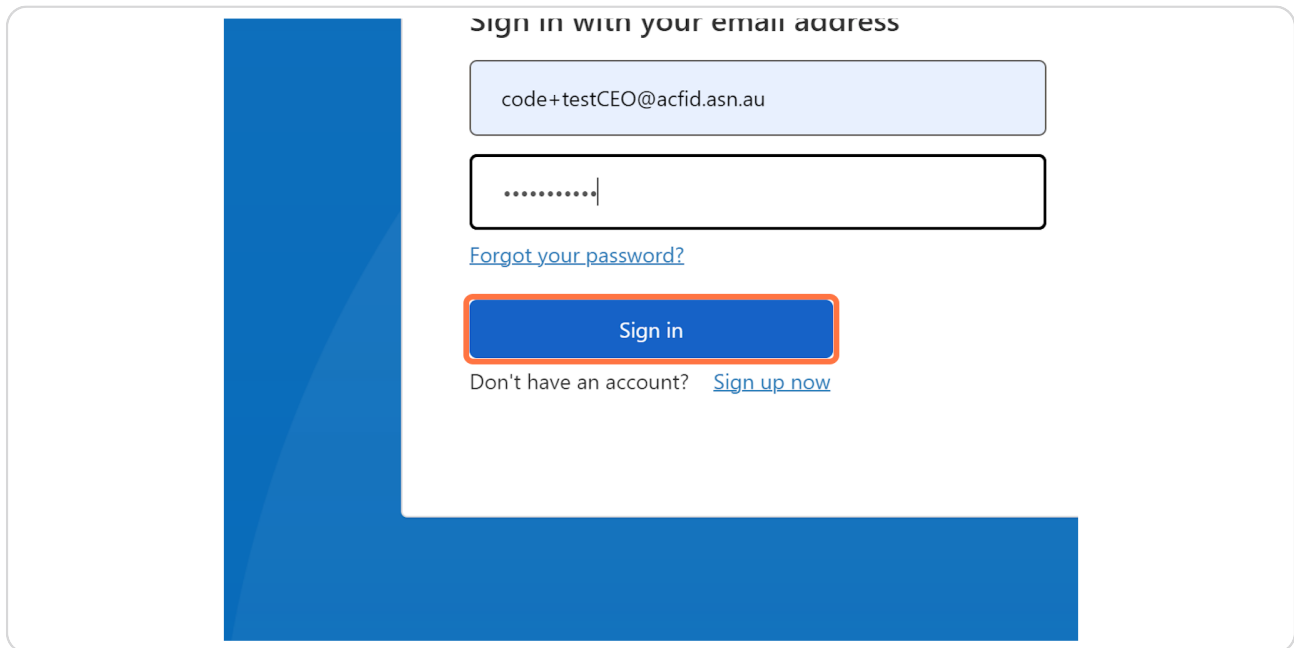
STEP 2

Click on LOGIN



STEP 3

Enter your MyACFID username (email) and password, and click Sign in. There is a 'Forgot your password?' link if required.



Sign in with your email address

code+testCEO@acfid.asn.au

.....|

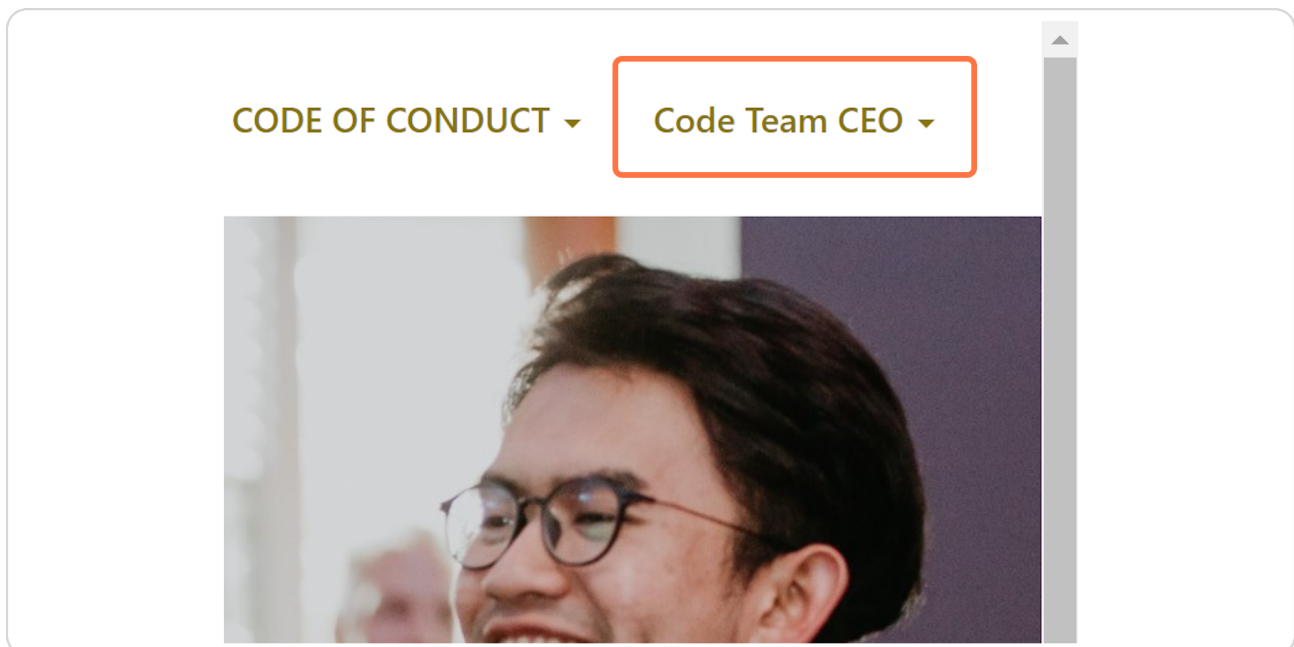
[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

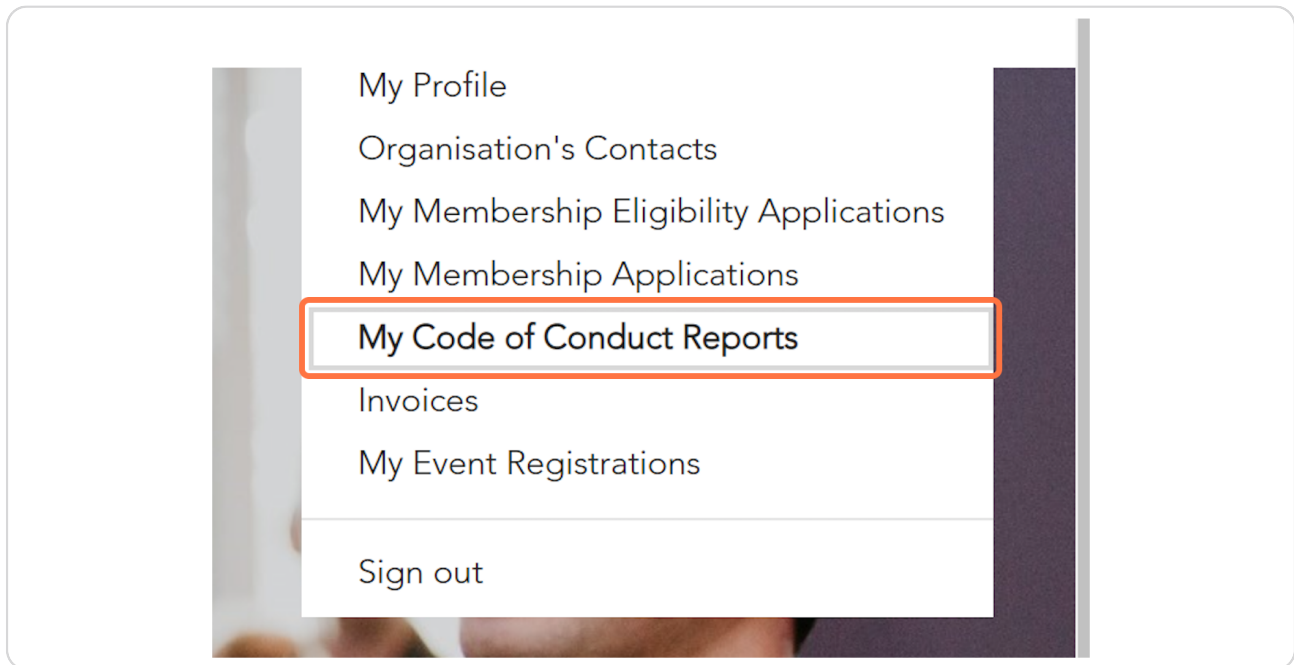
STEP 4

Click on your name.



STEP 5

Click on My Code of Conduct Reports



STEP 6

Go to My CSA Submissions

my code of conduct reports

Many thanks for completing your Code of Conduct reports

The table below will show your organisation's draft or submitted code self assessments. Each organisation should have one draft of submitted CSA every 3 year.

Only select staff members of your organisation with the appropriate permissions will be able to see and contribute to the same draft CSA submission once started.

To print or download a CSA Summary with all your responses please click on the arrow on the right in the table below. You can use this function both for draft CSAs and for submitted CSAs. You can also print/download the CSA Summary when completing the CSA submission by clicking on the print/download button at the top.

Any issues or questions - please do not hesitate to contact ACFID on code@acfid.asn.au

My CSA Submissions

CSA ID	Compliance Contact	Organisation	Status	Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?	
002959	Code Team Compliance Contact	Code Team Test	Complete, waiting for CEO and Chair approval	15/05/2023	31/07/2023	January 2022 - December 2022	▼
002960	Code Team Compliance Contact	Code Team Test	ACFID review complete		31/05/2019	January 2019 - December 2019	▼

STEP 7

Find the relevant financial year.

Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?
31/05/2023	31/07/2023	January 2022 - December 2022
	31/05/2019	January 2019 - December 2019

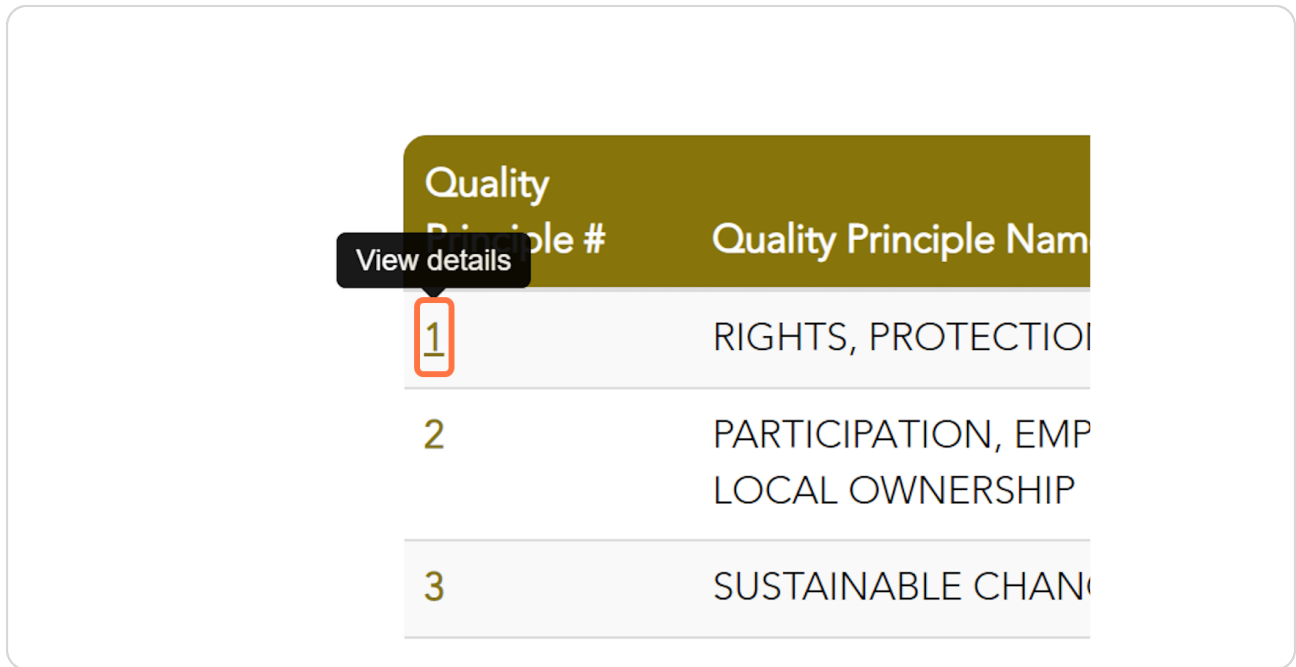
STEP 8

Click on the action menu arrow and select View

Submitted Date	Date Submission Due	Financial Year you are reporting on?
31/07/2023		January 2022 - December 2022
31/05/2019		January 2019 - December 2019

STEP 9

To review the submitted responses, click on the Quality Principle #.

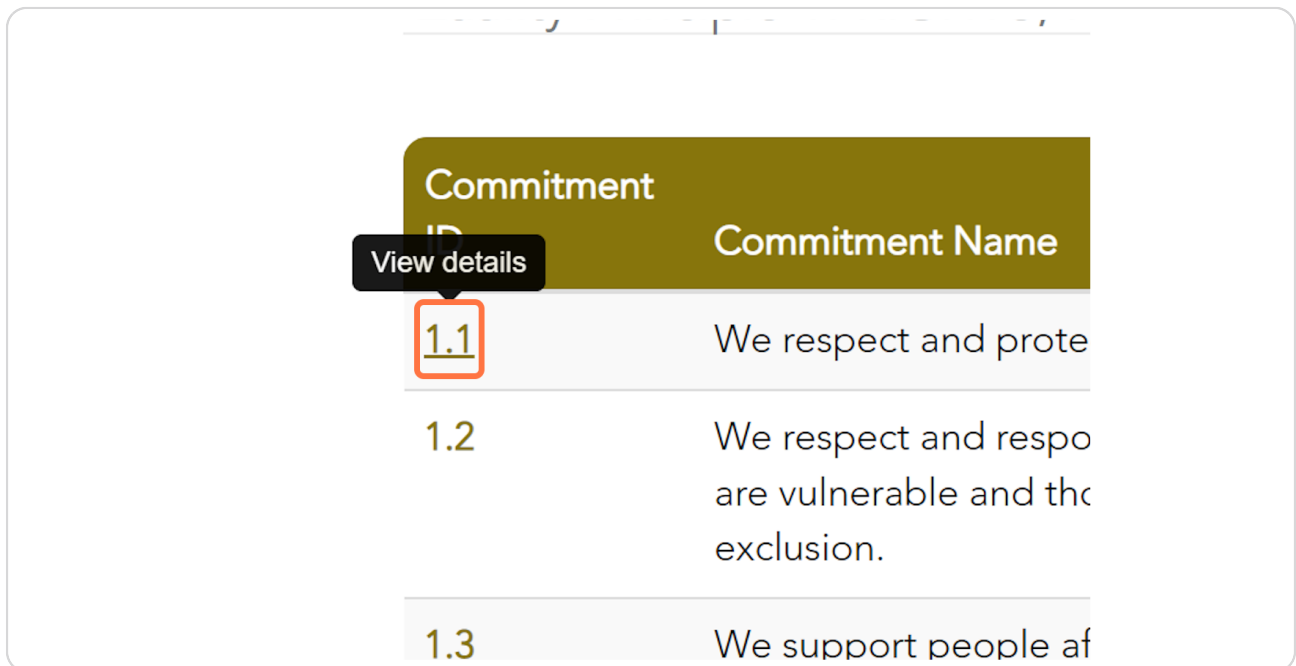


A screenshot of a table with a dark olive green header. The header has two columns: 'Quality Principle #' and 'Quality Principle Name'. A black tooltip with the text 'View details' is positioned over the number '1' in the first row. The table contains three rows of data.

Quality Principle #	Quality Principle Name
1	RIGHTS, PROTECTION
2	PARTICIPATION, EMP LOCAL OWNERSHIP
3	SUSTAINABLE CHANG

STEP 10

Then click on the Commitment ID.



A screenshot of a table with a dark olive green header. The header has two columns: 'Commitment ID' and 'Commitment Name'. A black tooltip with the text 'View details' is positioned over the ID '1.1' in the first row. The table contains three rows of data.

Commitment ID	Commitment Name
1.1	We respect and prote
1.2	We respect and respo are vulnerable and the exclusion.
1.3	We support people af

STEP 11

Scroll down to view your organisation's written response. You can edit this is required.

[Copy response](#)

Minimum of 150 words, maximum of 400 words. 239 word(s)

B / U / **S** / **H₁** / **H₂** / ↑ / " " / # / • / </> / - /

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[Previous](#) [Save & Next](#)

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STEP 12

Click on Save & Next.

[Previous](#) [Save & Next](#)

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STEP 13

Review the Compliance Indicators. You can edit these if required.

Overview Compliance Indicators Good Practice Indicators

Compliance Indicators

- Select your compliance level. If you need guidance, please click the link next to each compliance verifier.
- Each compliance indicator has a compliance verifier which describes the evidence your organisation is required to have in place to be compliant. Click the link next to the compliance verifier to read this evidence on ACFID's Good Practice Toolkit.
- If your organisation's documentation and implementation does not comply with the compliance verifiers, then compliance will NOT have been met.

1.1.1 Members demonstrate an organisational commitment to human rights. [To view the Compliance verifier - see here](#)
 Compliant
 Non-compliant

1.1.2 Members contribute to the realisation of human rights in their development and humanitarian initiatives. [To view the Compliance verifier - see here](#)
 Compliant
 Non-compliant

1.1.3 Members protect primary stakeholders from discrimination, violence, abuse, exploitation or neglect based on an analysis of the context in which they are working. [To view the Compliance verifier - see here](#)
 Compliant
 Non-compliant

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STEP 14

Click on Save & Next

1.1.3 Members protect primary stakeholders from d
the context in which they are working. [To view the C](#)

Compliant
 Non-compliant

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STEP 15

Review the Good Practice Indicators. These can be edited if required.

Overview ✓ Compliance Indicators ✓ **Good Practice Indicators**

Good Practice Indicators

- Good Practice Indicators describe a higher standard of practice than that set out in the Code of Conduct, and are NOT used in assessing compliance. Rather, they provide our members with a self-health check of good practice
- Your organisation can work towards achieving good practice indicators over time, and this check can be used to identify areas in which your organisation wishes to extend its practice
- Please indicate if achieving or not achieving. Your answers provide ACFID with a better understanding of where members may need more support, as well as identifying good practice in our membership.

	Achieving	Not Achieving
A human rights or rights based approach is integrated into programming.	<input type="radio"/>	<input checked="" type="radio"/>
Information about issues relating to human rights is promoted to the public and external stakeholders.	<input checked="" type="radio"/>	<input type="radio"/>
Periodic evaluation and reflection on their rights based approaches is undertaken.	<input type="radio"/>	<input checked="" type="radio"/>
Training is provided to staff and volunteers on a rights based approach to development.	<input type="radio"/>	<input checked="" type="radio"/>

[Previous](#) **Save & Continue** [Mark commitment as complete](#)

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STEP 16

Click on Save & Continue

Periodic evaluation and reflection on their rights based undertaken.

Training is provided to staff and volunteers on a rights k development.

[Previous](#) **Save & Continue** [Mark commitment as complete](#)

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STEP 17

Continue reviewing the responses as required.

The screenshot shows the website header with the logo and navigation menu (HOME, EVENTS, COMMUNITIES, CODE OF CONDUCT, Code Team CEC). The breadcrumb trail is Home / My Code of Conduct Re... / **CSA Submission Details** / Quality Principle. A '< Back' button is visible. The main heading is 'Quality Principle 1: RIGHTS, PROTECTION AND INCLUSION'. Below it is a table with the following data:

Commitment ID	Commitment Name	Feedback Provided?	Status
1.1	We respect and protect human rights.	No	Complete
1.2	We respect and respond to the needs, rights and inclusion of those who are vulnerable and those who are affected by marginalisation and exclusion.	No	Complete
1.3	We support people affected by crisis.	No	Complete
1.4	We advance the safeguarding of children.	No	Complete
1.5	We advance the safeguarding of those who are vulnerable to sexual exploitation and abuse.	No	Complete

STEP 18

To print the CSA, go to CSA Submission Details and click 'Print version'.

The screenshot shows the 'CSA Submission Details' page. The breadcrumb trail is Home / My Code of Conduct Re... / CSA Submission Details. A 'PRINT VERSION' button is highlighted in red. Below the button are three input fields: 'Finance Year you are reporting on?' (January 2022 - December 2022), 'Due Date' (31/07/2023), and 'Status' (Complete, waiting for CEO and Chair approval). At the bottom is a summary table:

Quality Principle #	Quality Principle Name	All Commitments Completed?	Feedback provided?	Status
1	RIGHTS, PROTECTION AND INCLUSION	Yes	No	Complete
2	PARTICIPATION, EMPOWERMENT AND LOCAL OWNERSHIP	Yes	No	Complete

STEP 19

Click on PRINT

CSA Submission

PRINT

CSA Submission

Organisation: Code Team Test

Financial Year: January 2022 - December 2

STEP 20

Review which documents have been submitted for the Annual Report & Audited Financial Statements. Click the link to download.

2	PARTICIPATION, EMPOWERMENT AND LOCAL OWNERSHIP	Yes	No	Complete
3	SUSTAINABLE CHANGE	Yes	No	Complete
4	QUALITY AND EFFECTIVENESS	Yes	No	Complete
5	COLLABORATION	Yes	No	Complete
6	COMMUNICATION	Yes	No	Complete
7	GOVERNANCE	Yes	No	Complete
8	RESOURCE MANAGEMENT	Yes	No	Complete
9	PEOPLE AND CULTURE	Yes	No	Complete

Annual Report & Audited Financial Statements

- Please address each document requirement in the list below.
- You may either upload a document or select the non applicable clause where available.
- Resources and explanatory notes about these document requirements can be found in the Good Practice Toolkit - [here](#)
- File size per document cannot exceed 25MB.

Latest Annual Report (already uploaded: [Code Team Annual Report.docx](#))

Audited Financial Statement (already uploaded: [Code Team Test Financial Statements.docx](#))

Approval

As the CEO of Code Team Test, I certify the information provided below is accurate and hereby approve this submission on this date 16/05/2023

Approve

STEP 21

When ready to approve, mark the checkbox and click on Approve.

Audited Financial Statement (already uploaded)

Approval

As the CEO of Code Team Test, I certify the in this date 16/05/2023

Approve

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STEP 22

You can check the status of the CSA in My Code of Conduct Reports. The status will read 'Complete, waiting for Chair approval' or 'Submitted, awaiting ACFID feedback' if the Chair has already approved the reporting.

Many thanks for completing your Code of Conduct reports

The table below will show your organisation's draft or submitted code self assessments. Each organisation should have one draft of submitted CSA every 3 year.

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My Exceptions Report Submissions

CSA ID	Compliance Contact	Organisation	Status	Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?	
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