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How to edit and submit a Code Self-Assessment in MyACFID

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

Created by
Emily Moreton

Creation Date
May 15, 2023

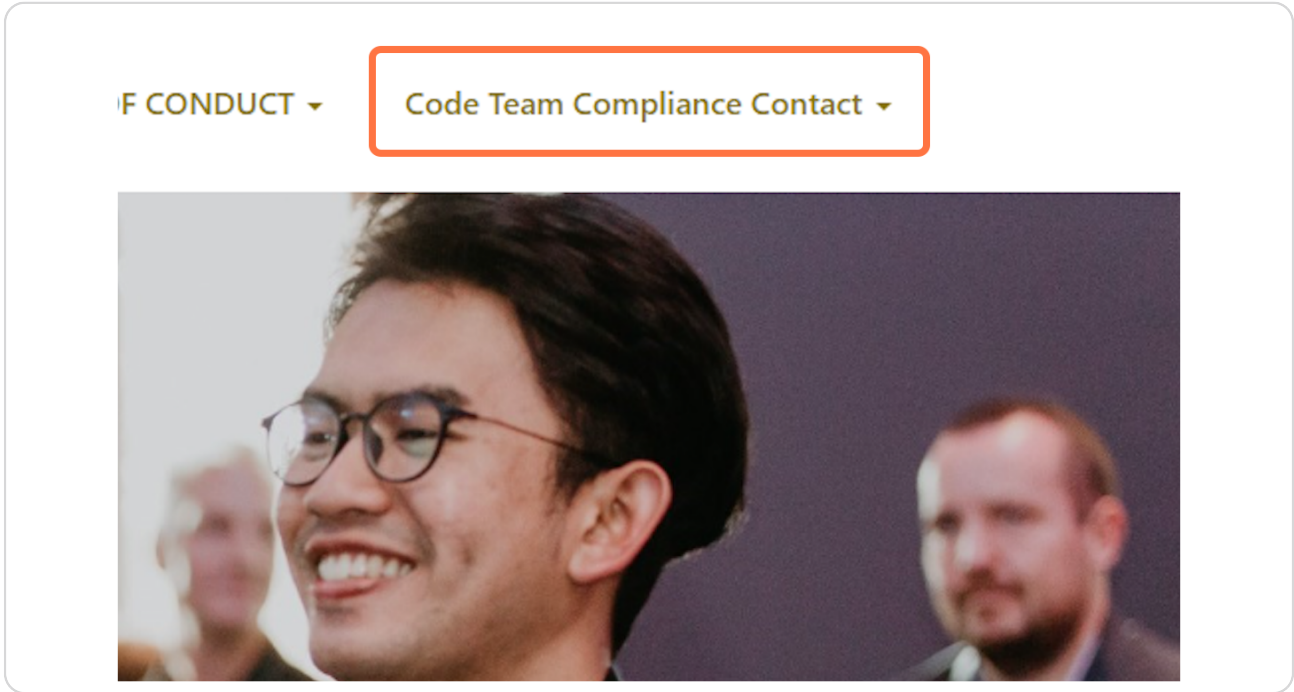
Last Updated
May 16, 2023

STEP 1

Go to MyACFID and login.

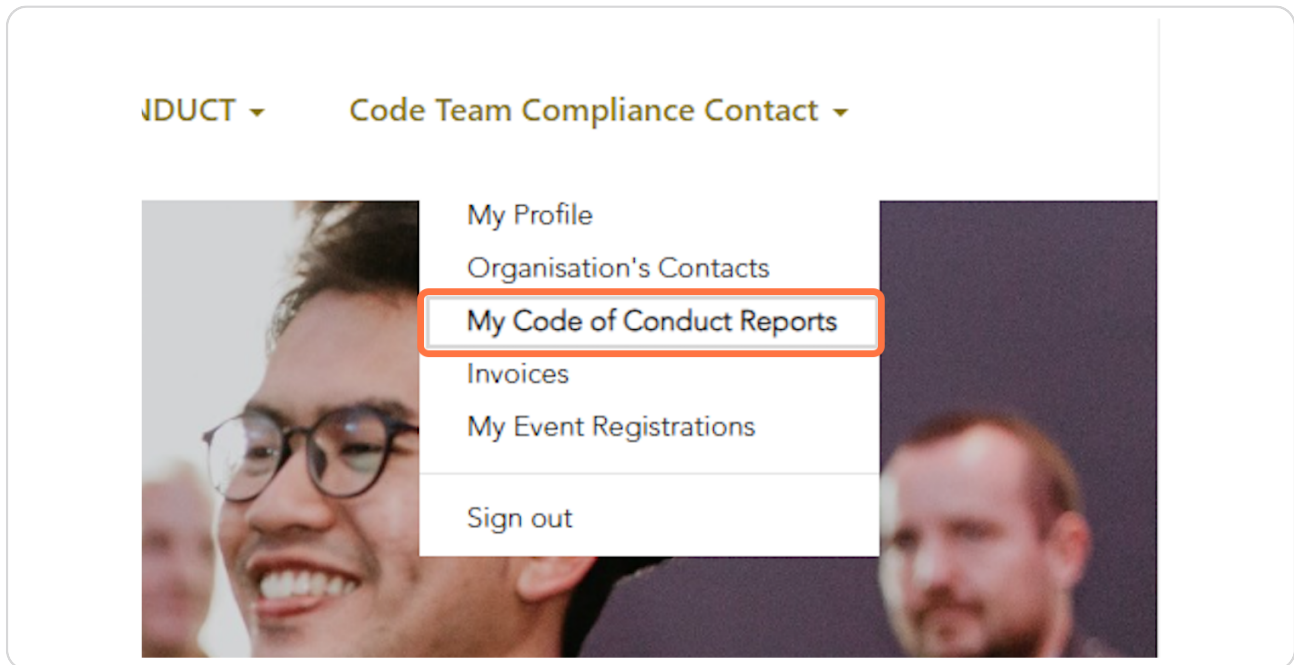
STEP 2

Click on your profile name.



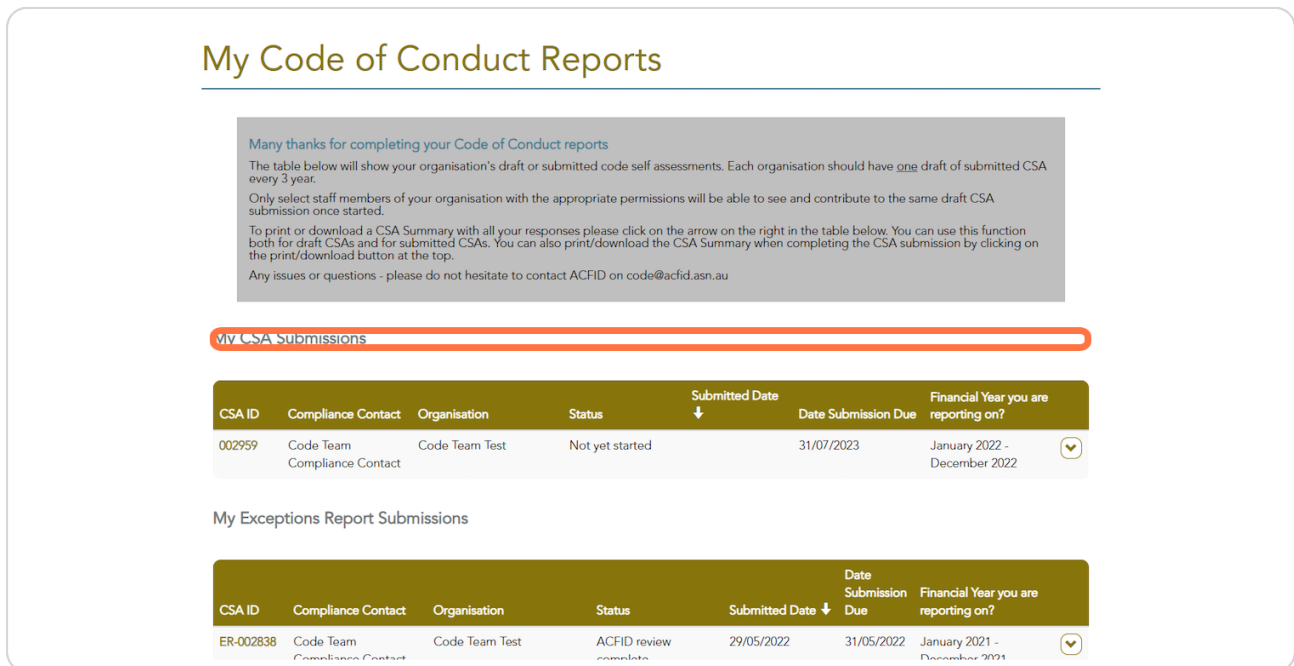
STEP 3

Click on My Code of Conduct Reports



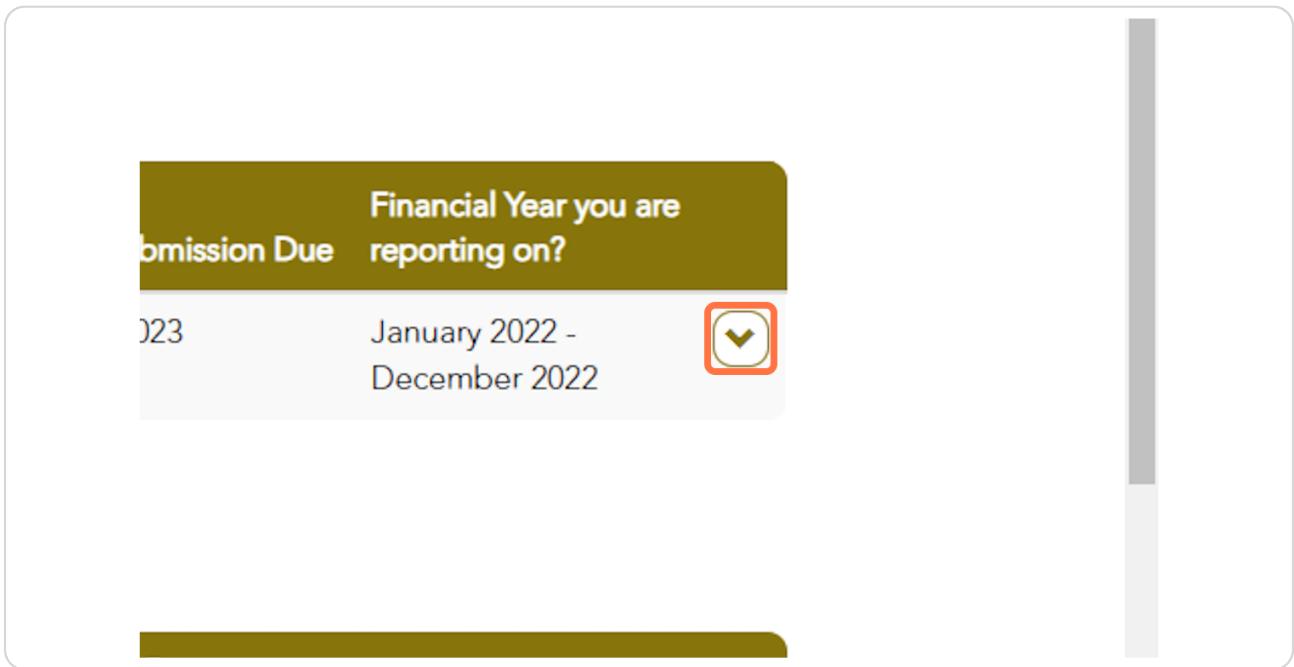
STEP 4

Go to My CSA Submissions



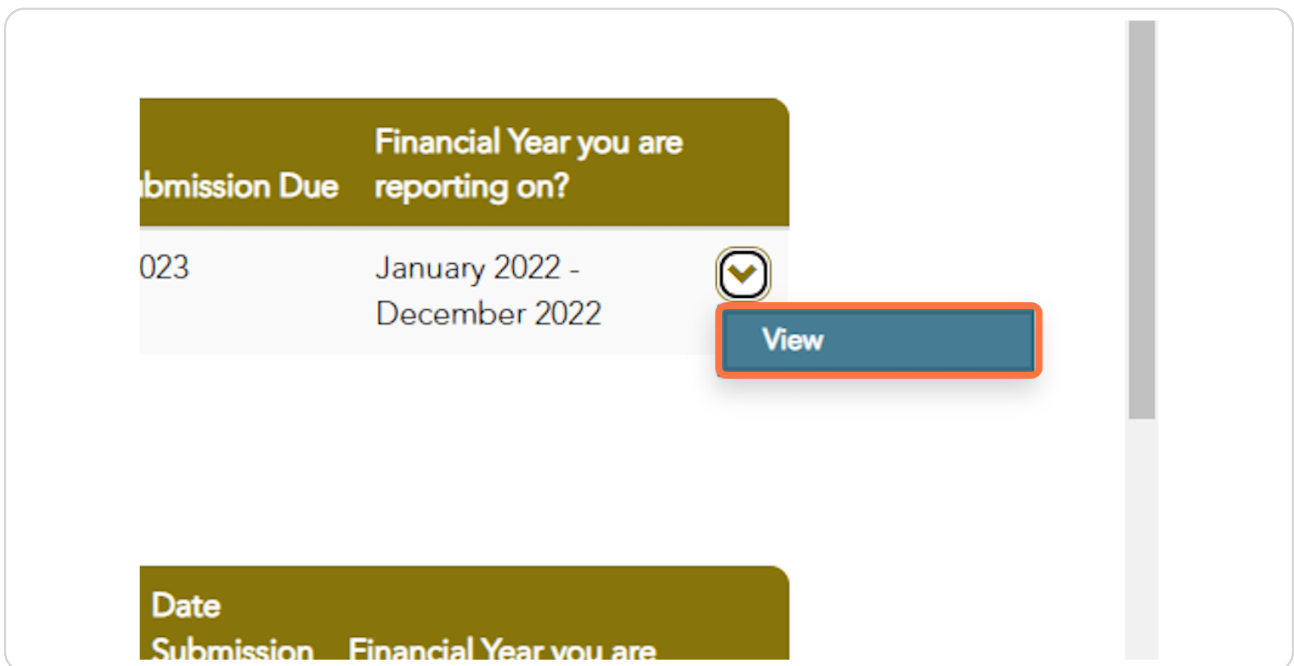
STEP 5

Look for the relevant financial year. Click on action menu.



STEP 6

Click on View



STEP 7

This is the homepage for the CSA.

home / my Code of Conduct Re... / CSA submission Details

CSA Submission Details

PRINT VERSION

Finance Year you are reporting on?
January 2022 - December 2022

Due Date
31/07/2023

Status
Not yet started

Quality Principle #	Quality Principle Name	All Commitments Completed?	Feedback provided?	Status
1	RIGHTS, PROTECTION AND INCLUSION	No	No	Incomplete >
2	PARTICIPATION, EMPOWERMENT AND LOCAL OWNERSHIP	No	No	Incomplete >
3	SUSTAINABLE CHANGE	No	No	Incomplete >
4	QUALITY AND EFFECTIVENESS	No	No	Incomplete >
5	COLLABORATION	No	No	Incomplete >
6	COMMUNICATION	No	No	Incomplete >

STEP 8

To enter data, click on the relevant Quality Principle #.

Quality Principle #	Quality Principle Name
1	RIGHTS, PROTECTION
2	PARTICIPATION, EMPC OWNERSHIP
3	SUSTAINABLE CHANG
4	QUALITY AND EFFECT
5	COLLABORATION

STEP 9

Click on the Commitment you wish to work on.

Quality Principle 2: PARTICIPATION

Commitment ID	Commitment Name
2.1	We promote the par
2.2	We promote the em
2.3	We promote gender
2.4	We promote the em

STEP 10

Read the explanation of what you need to include in your written response. The relevant Compliance Indicators are listed to help you prepare your response.

Home / My Code of Conduct Re... / CSA Submission Details / Quality Principle / Commitment

Commitment 2.1: We promote the participation of primary stakeholders.

Overview Compliance Indicators Good Practice Indicators

Explain how your organisation is compliant with this Commitment.

- Provide information which demonstrates **how** your organisation is compliant, **what** policies and processes are put in place to ensure continued compliance, **and any additional evidence**, supporting information or examples that illustrate compliance to this commitment.
- Please address each of the Compliance Indicators and their Verifiers in the response.
- Resources and additional guidance about this Commitment are found in the **Good Practice Toolkit**.
- Your organisation may have responded to this Commitment before as part of a previous submission. You may choose to use that response as a starting point for this submission by clicking the 'Copy response' button below. Please review and update this response as needed.

Compliance Indicators

2.1.1 Members demonstrate an organisational commitment to advancing the participation of primary stakeholders.

2.1.2 Members' planning process includes the participation of primary stakeholders.

2.1.3 Members monitor and evaluate their progress in the participation of primary stakeholders.

Previous response

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus pellentesque enim ac ultrices pulvinar. Etiam venenatis nunc dui, sit amet suscipit nisi varius ut. Vestibulum auctor non arcu in rutrum. Nam turpis lorem, sodales ac ultrices vel, varius ac sem. Etiam pharetra nibh quis aliquet tincidunt. Sed nisi orci, tincidunt sed bibendum sit amet, commodo sit amet augue. Morbi cursus libero at tempus vulputate. Fusce dictum ac arcu eu sollicitudin.

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STEP 11

If you have responded to this Commitment in previous CSAs you may choose to click "Copy response". Please re-read the response to make sure it is up-to-date.

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Copy response

Minimum of 150 words, maximum of 400 words

B / U S H₁ H₂ ¶ " " # • </> — 📎

STEP 12

Click in the text box to edit the text.

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Copy response

Minimum of 150 words, maximum of 400 words. 477 word(s)

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Previous Save & Next

Your response should be within word limits

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STEP 13

You can add links in your response if needed.

tors

fine their public benefit and specify the rules to ensure that they oper

50 words, maximum of 400 words. 239 word(s)



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sequat.

STEP 14

Click on Save & Next

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tincidunt. Nulla venenatis diam et leo mattis, eget vulputate nunc la



STEP 15

Select "Compliant" or "Non-compliant" for each Compliance Indicator.

- Select your compliance level. If you need
- Each compliance indicator has a compliance link next to the compliance verifier to refer
- If your organisation's documentation a

2.1.1 Members demonstrate an organisation

- Compliant
 Non-compliant

2.1.2 Members' planning process includes th

- Compliant
 Non-compliant

2.1.3 Members monitor and evaluate their p

- Compliant

STEP 16

If you select "Non-compliant", provide an explanation in the text box.

2.1.1 Members demonstrate an organisation

- Compliant
 Non-compliant

2.1.2 Members' planning process includes th

- Compliant
 Non-compliant

Please explain how your organisation is not in completion

STEP 17

To read about the Verifiers for each Compliance Indicator click on "see here".

the compliance verifiers, then compliance will NOT have been met.

tion of primary stakeholders. To view the Compliance verifier - [see here](#)

view the Compliance verifier - [see here](#)

remedy compliance with the Code, and the timeframes for action and

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er erat id magna commodo feugiat. Mauris condimentum consectetur

STEP 18

Click on Save & Next


Please explain how your organisation is not compliant, what completion

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volutpat posuere lacinia. Duis libero felis, varius in dictum ac
turpis. Etiam congue ligula tortor, sit amet hendrerit augue f
interdum. Etiam pellentesque enim non consectetur tincidunt

2.1.3 Members monitor and evaluate their progress in the pa

Compliant
 Non-compliant

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



STEP 19

For each Good Practice Indicator, select 'Achieving' or 'Not Achieving'.

Home / My Code of Conduct Re... / CSA Submission Details / Quality Principle / Commitment

Commitment 2.1: We promote the participation of primary stakeholders.

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
Evaluation and reflection on approaches and mechanisms to promote the participation of primary stakeholders is undertaken e.g. in design appraisal tools or in terms of reference in evaluations.	<input type="radio"/>	<input checked="" type="radio"/>
Members promote the voice of primary stakeholders in its communications with the public and external stakeholders.	<input type="radio"/>	<input checked="" type="radio"/>
Program and organisational information is translated into relevant local languages and in appropriate forms.	<input type="radio"/>	<input checked="" type="radio"/>
Training for staff, volunteers and partners on primary stakeholder participation in the development process and techniques to enable this participation in relevant ways is provided.	<input type="radio"/>	<input checked="" type="radio"/>

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

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STEP 20

If you haven't completed this Commitment, click on Save & Continue.

Members promote the voice of primary stakeholders in its comm external stakeholders.

Program and organisational information is translated into releva appropriate forms.

Training for staff, volunteers and partners on primary stakeholde development process and techniques to enable this participatio

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

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STEP 21

When you are ready, click on "Mark commitment as complete". This will change the status of the Commitment to 'Complete', and help you identify which Commitments do not require further editing.

Evaluation and reflection on approaches and mechanisms to promote the participation of primary stakeholders is undertaken e.g. in design appraisal tools or in terms of reference in evaluations.

Members promote the voice of primary stakeholders in its communications with the public and external stakeholders.

Program and organisational information is translated into relevant local languages and in appropriate forms.

Training for staff, volunteers and partners on primary stakeholder participation in the development process and techniques to enable this participation in relevant ways is provided.

Previous

Save & Continue

Mark commitment as complete

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STEP 22

View which Commitments are 'Complete' on the home page for each Quality Principle.



AUSTRALIAN
COUNCIL
FOR
INTERNATIONAL
DEVELOPMENT

HOME EVENTS COMMUNITIES CODE OF CONDUCT Code Team Compliance Contact

Home / My Code of Conduct Re... / CSA Submission Details / Quality Principle

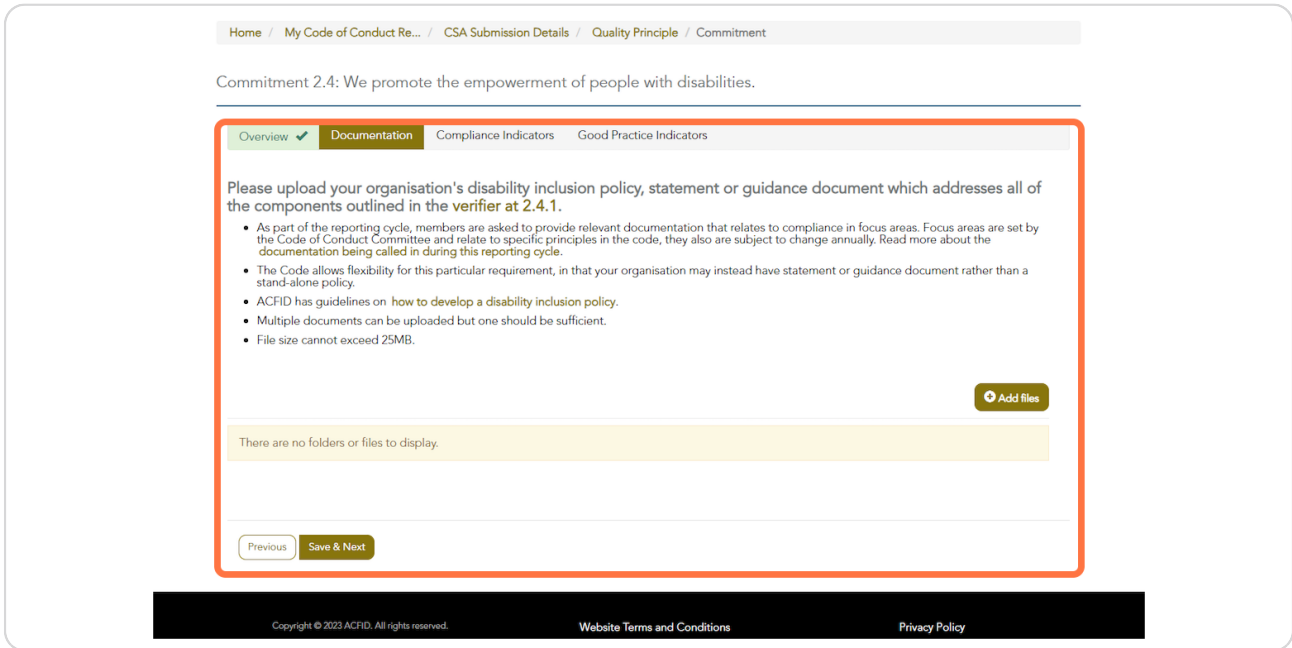
< Back

Quality Principle 2: PARTICIPATION, EMPOWERMENT AND LOCAL OWNERSHIP

Commitment ID	Commitment Name	Feedback Provided?	Status
2.1	We promote the participation of primary stakeholders.	No	Complete >
2.2	We promote the empowerment of primary stakeholders.	No	Incomplete >
2.3	We promote gender equality and equity.	No	Incomplete >
2.4	We promote the empowerment of people with disabilities.	No	Incomplete >
2.5	We promote the participation of children.	No	Incomplete >

STEP 23

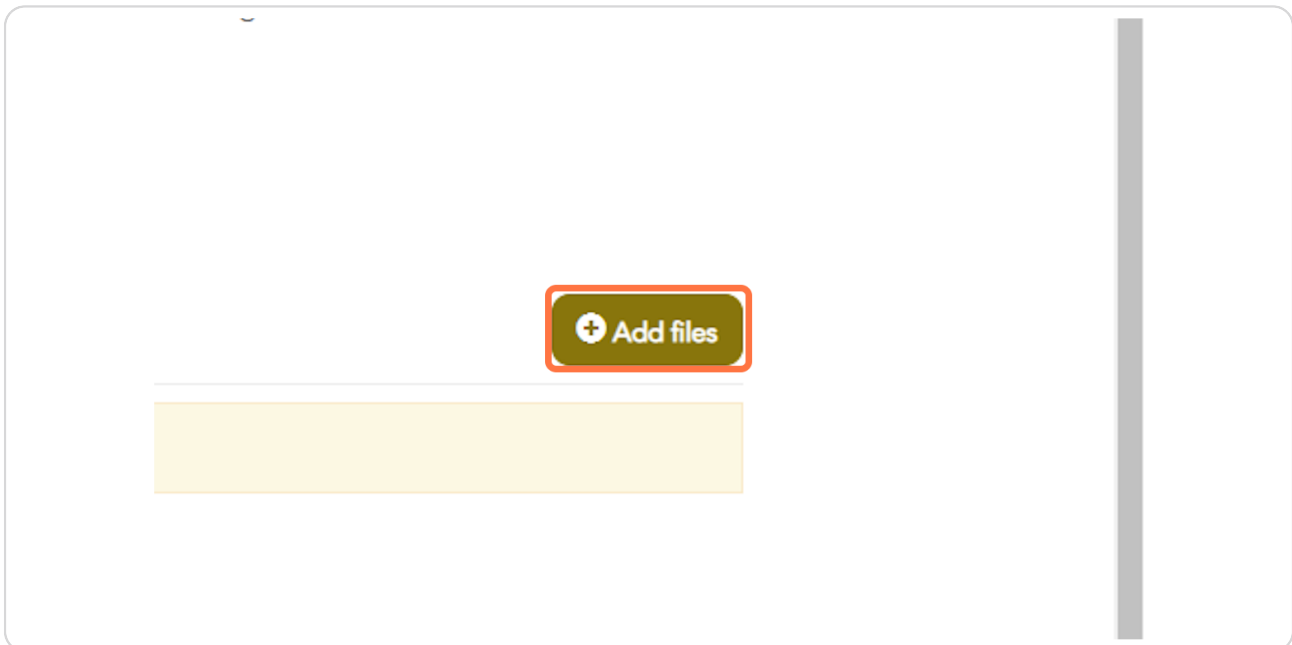
Commitments that require documents to be uploaded will have an additional 'Documentation' tab.



The screenshot shows a web interface for a commitment. At the top, there is a breadcrumb trail: Home / My Code of Conduct Re... / CSA Submission Details / Quality Principle / Commitment. Below this, the commitment text reads: "Commitment 2.4: We promote the empowerment of people with disabilities." A navigation bar contains four tabs: "Overview" (with a checkmark), "Documentation" (highlighted in green), "Compliance Indicators", and "Good Practice Indicators". The "Documentation" tab is active and contains the following text: "Please upload your organisation's disability inclusion policy, statement or guidance document which addresses all of the components outlined in the verifier at 2.4.1." Below this text is a bulleted list of requirements: "As part of the reporting cycle, members are asked to provide relevant documentation that relates to compliance in focus areas. Focus areas are set by the Code of Conduct Committee and relate to specific principles in the code, they also are subject to change annually. Read more about the documentation being called in during this reporting cycle.", "The Code allows flexibility for this particular requirement, in that your organisation may instead have statement or guidance document rather than a stand-alone policy.", "ACFID has guidelines on: how to develop a disability inclusion policy.", "Multiple documents can be uploaded but one should be sufficient.", and "File size cannot exceed 25MB." To the right of the list is a green "Add files" button with a plus icon. Below the list is a yellow message box that says "There are no folders or files to display." At the bottom of the tab are "Previous" and "Save & Next" buttons. The footer of the page contains "Copyright © 2023 ACFID. All rights reserved.", "Website Terms and Conditions", and "Privacy Policy".

STEP 24

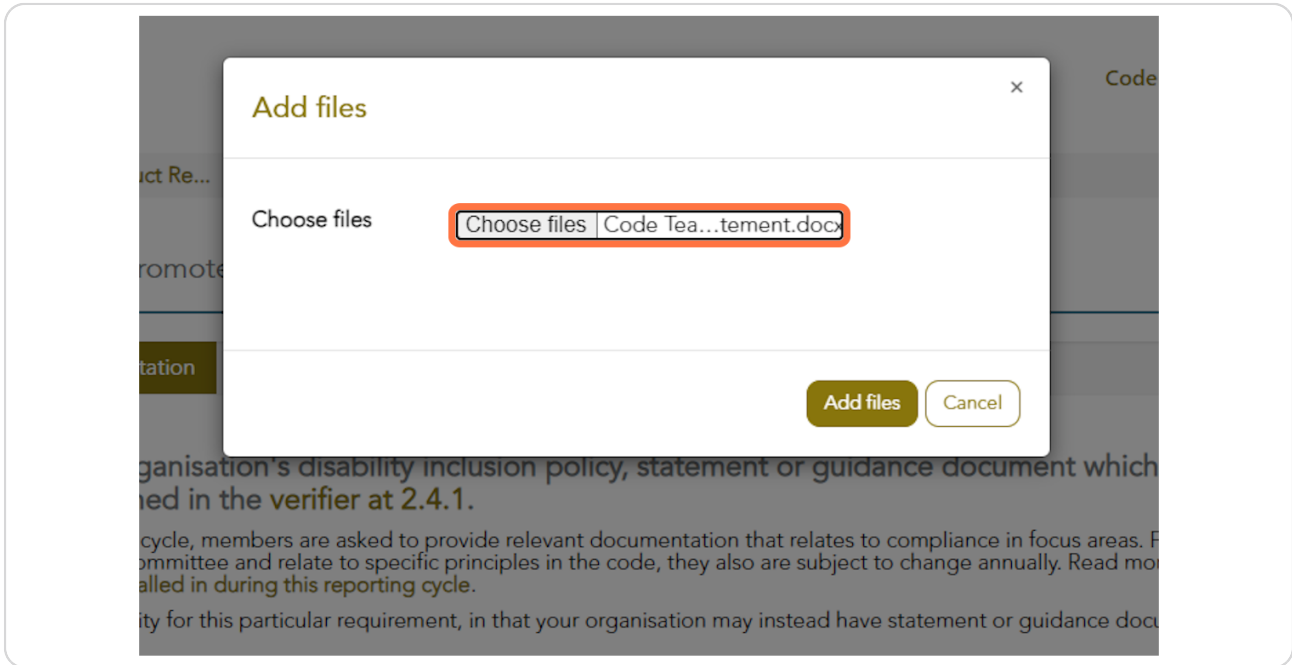
To upload a document, click on Add files



This image is a close-up of the "Add files" button from the previous screenshot. The button is green with rounded corners and features a white plus sign icon to the left of the text "Add files". The button is highlighted with a red rectangular border. Below the button is a yellow message box, and to the right is a vertical grey bar.

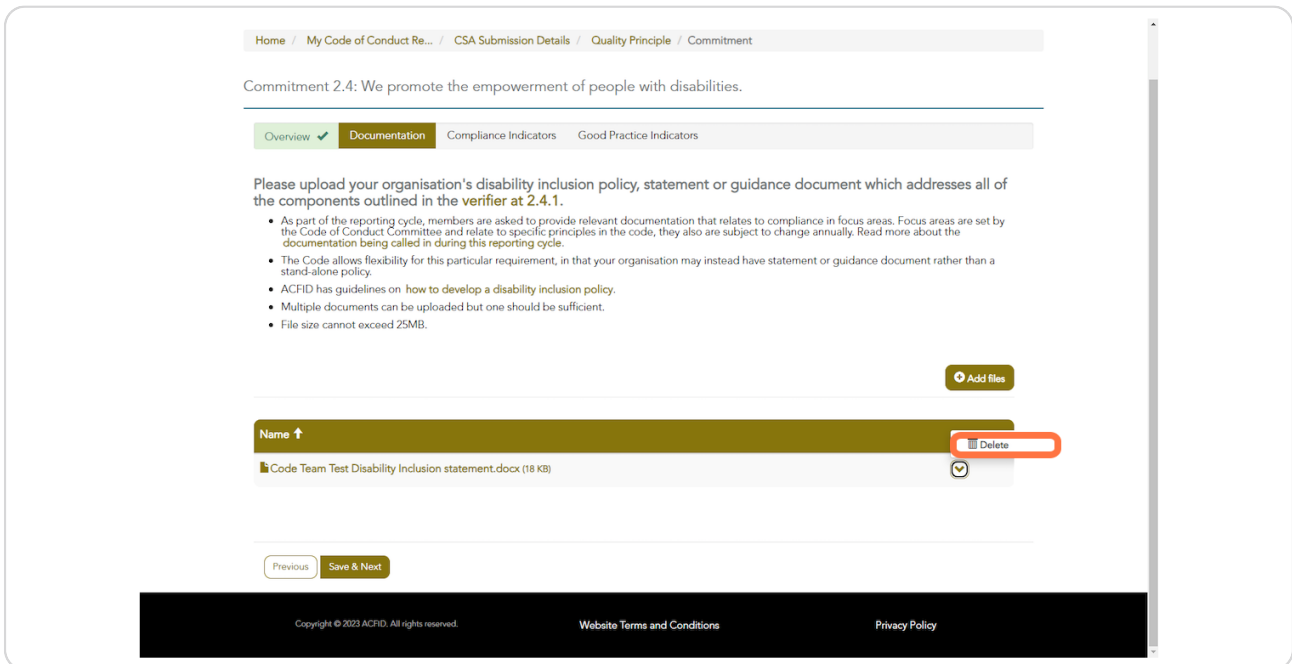
STEP 25

Select the relevant document and click 'Add files'.



STEP 26

To delete a file, click on the action menu arrow and click Delete.



STEP 27

To navigate back to the CSA homepage, click Back or use the navigation banner at the top.




The screenshot shows the top navigation bar with links for HOME, EVENTS, and COMMU. Below it is a breadcrumb trail: Home / My Code of Conduct Re... / CSA Submission Details / Quality Principle. A red-bordered button labeled '< Back' is highlighted. Below the button is the text 'Quality Principle 2: PARTICIPATION, EMPOWERMENT AND L'. A table with two columns, 'Commitment ID' and 'Commitment Name', lists five items:

Commitment ID	Commitment Name
2.1	We promote the participation of primary stakeholders.
2.2	We promote the empowerment of primary stakeholders.
2.3	We promote gender equality and equity.
2.4	We promote the empowerment of people with disabilities.
2.5	We promote the participation of children.

STEP 28

Work through each Quality Principle until all Commitments are complete.



The screenshot shows a table with two columns: 'Quality Principle #' and 'Quality Principle Name'. The table lists seven quality principles. The row for '3' is highlighted with a red border.

Quality Principle #	Quality Principle Name
1	RIGHTS, PROTECTION AND INCLUS
2	PARTICIPATION, EMPOWERMENT A OWNERSHIP
3	SUSTAINABLE CHANGE
4	QUALITY AND EFFECTIVENESS
5	COLLABORATION
6	COMMUNICATION
7	GOVERNANCE

STEP 29

To print the CSA at any stage, click 'Print version' from the CSA Submission Details page.

Home / My Code of Conduct Re... / CSA Submission Details

CSA Submission Details

[PRINT VERSION](#)

Finance Year you are reporting on?
January 2022 - December 2022

Due Date
31/01/2023

Status
In Progress

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 >
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 >

STEP 30

Click on PRINT

CSA SUBMISSION

[PRINT](#)

CSA Submission

Organisation: Code Team Test
Financial Year: January 2022 - December 2022

1: RIGHTS, PROTECTION AND IN

Commitment 1.1: We respect and protect hur

STEP 31

Annual Reports and Audited Financial Statements must be uploaded to the CSA Submission Details page before the CSA can be submitted.

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
 No file chosen

Audited Financial Statement
 The information is present in Annual Report
 No file chosen

Submission

IMPORTANT:
After you press Submit, the CSA will still need to be approved by the CEO and the Chair of your organisation. They can approve the CSA by logging into the portal with their own login details. As the ACFID compliance contact, it is your role to coordinate their online approval prior to the due date. There are no automated emails sent to the CEO or Chair.
If you are resubmitting the CSA, approval is only required from the CEO.
The CSA can be downloaded or printed at any time using the 'Print Version' button.
If you have any questions or need help, please contact the ACFID Code team via code@acfid.asn.au

STEP 32

Click "Choose file" and select the relevant file.

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
 Code Team...eport.docx

Audited Financial Statement
 The information is present in Annual Report
 No file chosen

Submission

IMPORTANT:
After you press Submit, the CSA will still need to be approved by the CEO and the Chair of your organisation. They can approve the CSA by logging into the portal with their own login details. As the ACFID compliance contact, it is your role to coordinate their online approval prior to the due date. There are no automated emails sent to the CEO or Chair.
If you are resubmitting the CSA, approval is only required from the CEO.
The CSA can be downloaded or printed at any time using the 'Print Version' button.
If you have any questions or need help, please contact the ACFID Code team via code@acfid.asn.au

STEP 33

If your Audited Financial Statement is present in the Annual Report, click the checkbox.

Resources and explanatory notes about these document requirements can be found in the following links:

- File size per document cannot exceed 25MB.

Latest Annual Report
 Code Team...eport.docx

Audited Financial Statement
 The information is present in Annual Report
 No file chosen

Submission

IMPORTANT:

STEP 34

Or click "Choose file" and select the relevant document.

Please address each document requirement in the list below.

- You may either upload a document or select the non applicable clause with the appropriate code.
- Resources and explanatory notes about these document requirements can be found in the following links:
- File size per document cannot exceed 25MB.

Latest Annual Report
 Code Team...eport.docx

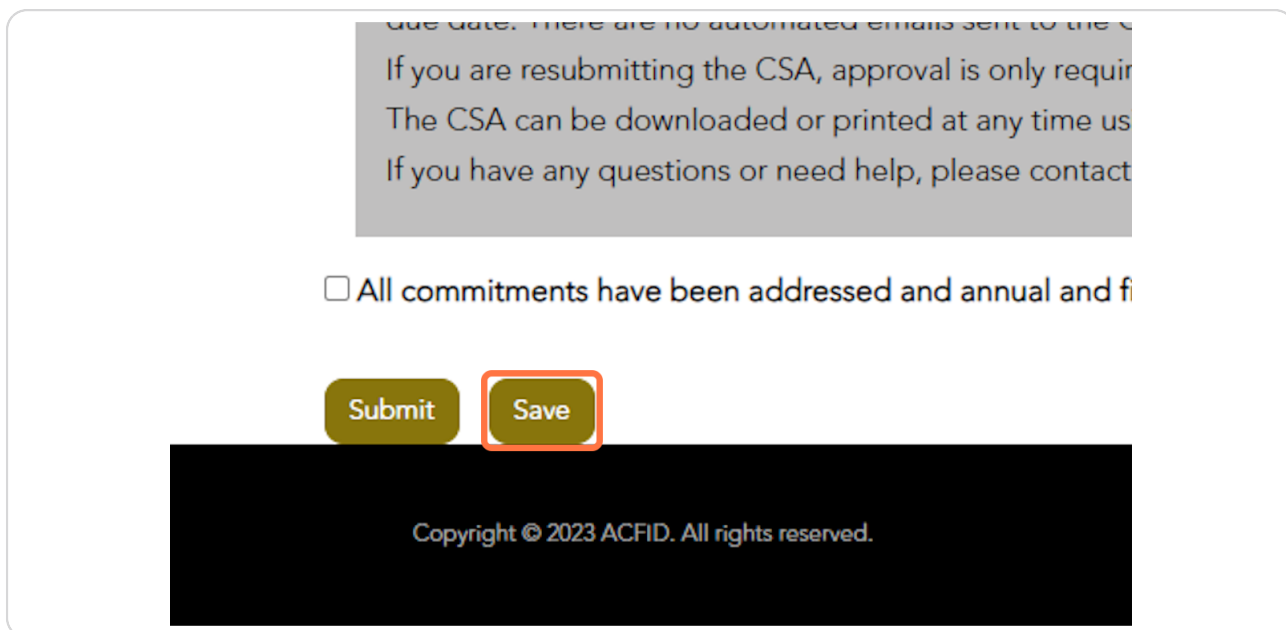
Audited Financial Statement
 The information is present in Annual Report
 Code Team...ments.docx

Submission

IMPORTANT:
After you press Submit, the CSA will still need to be approved by the CEO logging into the portal with their own login details. As the ACFID compliance due date. There are no automated emails sent to the CEO or Chair.
If you are resubmitting the CSA, approval is only required from the CEO.
The CSA can be downloaded or printed at any time using the 'Print Version' button.

STEP 35

To return to the CSA later, click 'Save'.



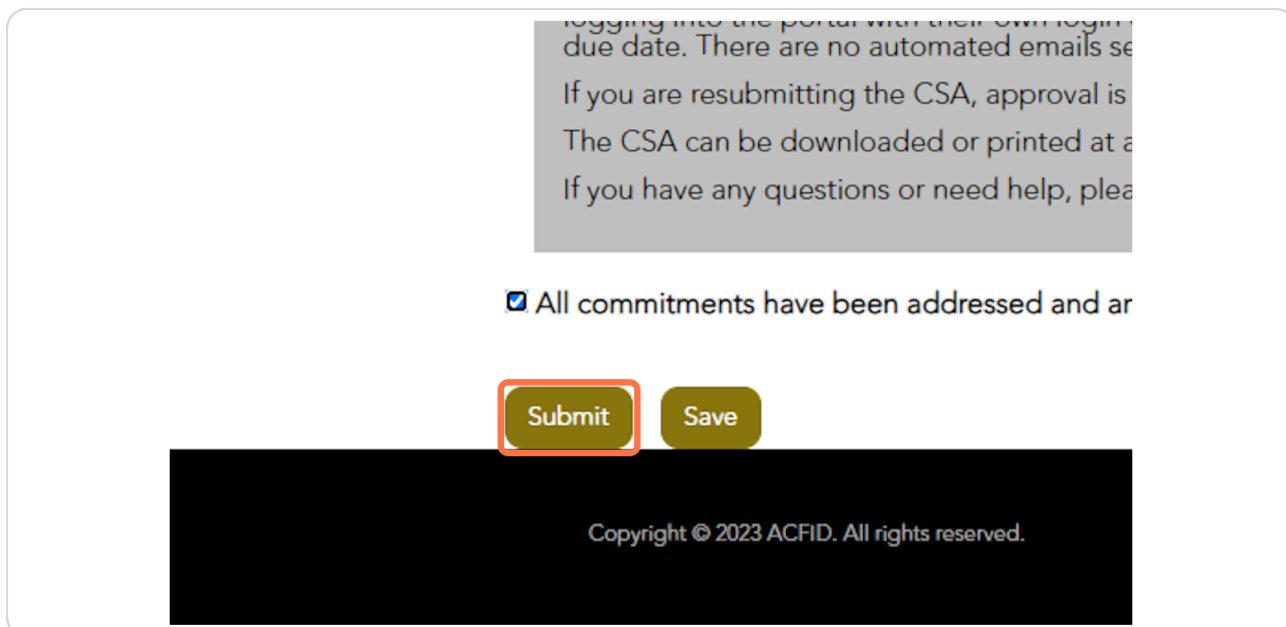
ue date. There are no automated emails sent to the
If you are resubmitting the CSA, approval is only requir
The CSA can be downloaded or printed at any time us
If you have any questions or need help, please contact

All commitments have been addressed and annual and fi

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STEP 36

When you are ready to submit the CSA, mark the checkbox and click on **Submit**. Please note, only your organisation's ACFID Compliance Contact can **Submit the CSA**.



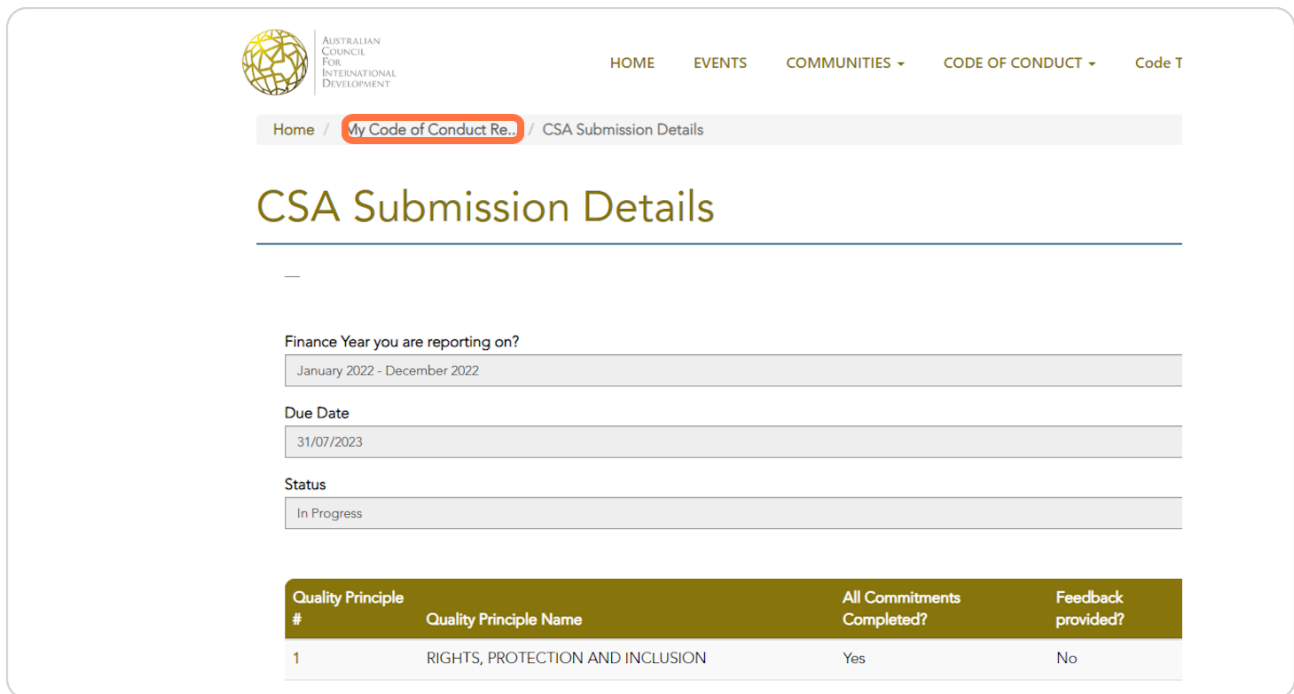
ogging into the portal with their own login
due date. There are no automated emails se
If you are resubmitting the CSA, approval is
The CSA can be downloaded or printed at a
If you have any questions or need help, plea

All commitments have been addressed and ar

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STEP 37

To check the status of the CSA, go to My Code of Conduct Reports.



The screenshot shows the 'CSA Submission Details' page on the Australian Council for International Development website. The page includes a navigation menu with 'HOME', 'EVENTS', 'COMMUNITIES', 'CODE OF CONDUCT', and 'Code T'. A breadcrumb trail shows 'Home / My Code of Conduct Re.. / CSA Submission Details'. The main heading is 'CSA Submission Details'. Below this, there are three sections: 'Finance Year you are reporting on?' with the value 'January 2022 - December 2022', 'Due Date' with the value '31/07/2023', and 'Status' with the value 'In Progress'. At the bottom, there is a table with four columns: 'Quality Principle #', 'Quality Principle Name', 'All Commitments Completed?', and 'Feedback provided?'. The table contains one row with the following data: Quality Principle # 1, Quality Principle Name RIGHTS, PROTECTION AND INCLUSION, All Commitments Completed? Yes, and Feedback provided? No.

Quality Principle #	Quality Principle Name	All Commitments Completed?	Feedback provided?
1	RIGHTS, PROTECTION AND INCLUSION	Yes	No

STEP 38

Check the Status column. Once submitted, the CSA must be approved by the CEO and Chair. Organisations are asked to manage this process internally. There are no automated emails sent to CEOs or Chairs.

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

CSA Submissions

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

Exceptions Report Submissions

Tango

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