

# How to resubmit a Code Self-Assessment

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Created by

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June 7, 2023

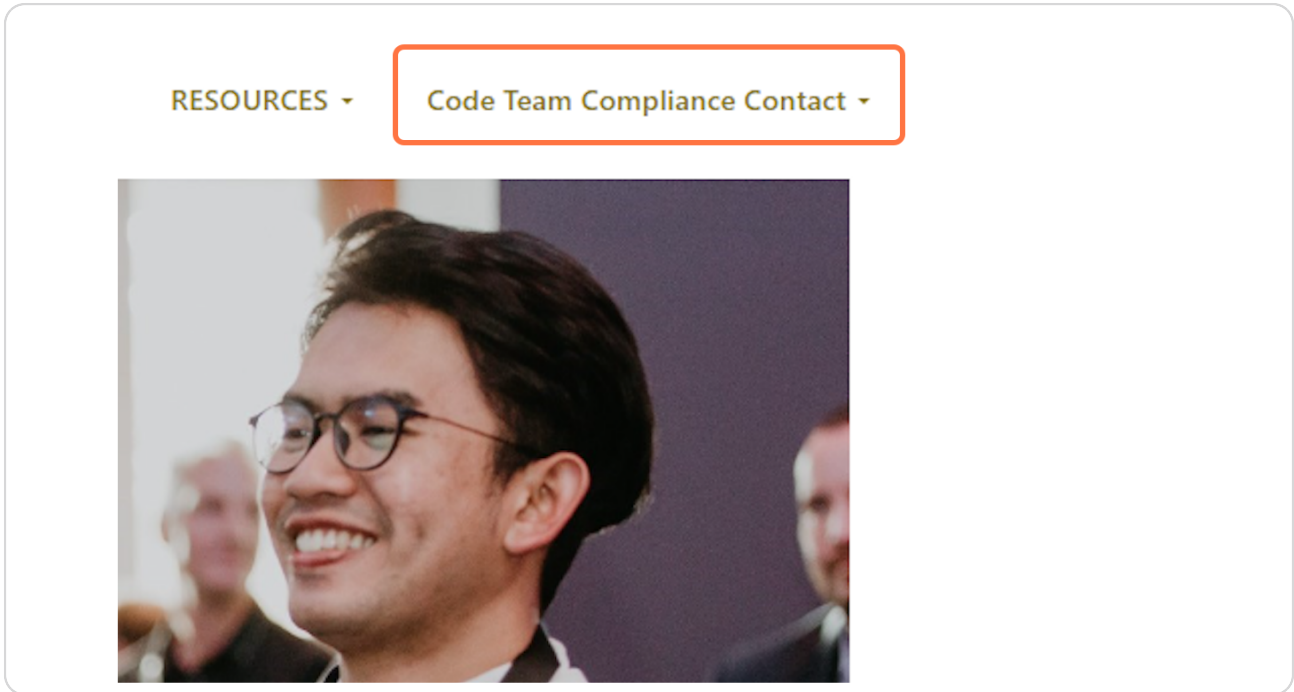


Go to <https://acfid.powerappsportals.com/>

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**STEP 1**

**Click on your profile name.**



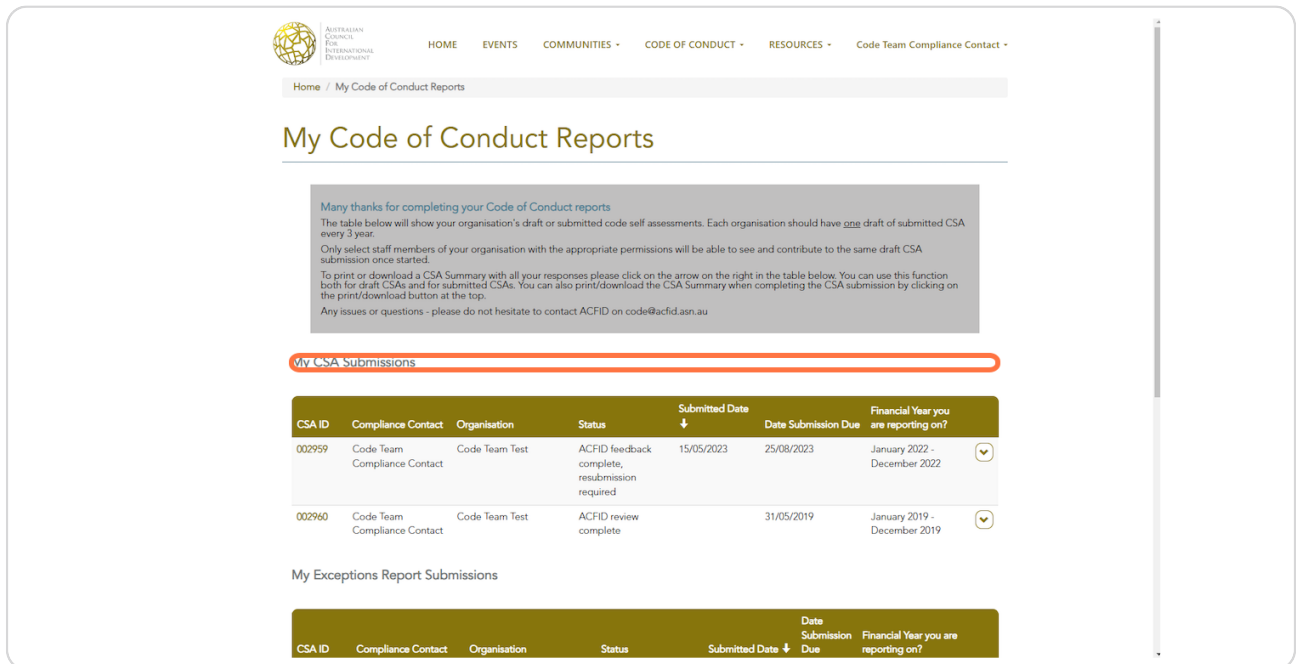
## STEP 2

### Click on My Code of Conduct Reports



## STEP 3

### Go to My CSA Submissions



#### STEP 4

**Look for the CSA with the status 'ACFID feedback complete, resubmission required'.**

Contact	Organisation	Status	Submitted Date ↓	Date Submitted
Contact	Code Team Test	ACFID feedback complete, resubmission required	15/05/2023	25/08/2023
Contact	Code Team Test	ACFID review complete		31/05/2019

t Submissions

#### STEP 5

**Click on the arrow and then View**

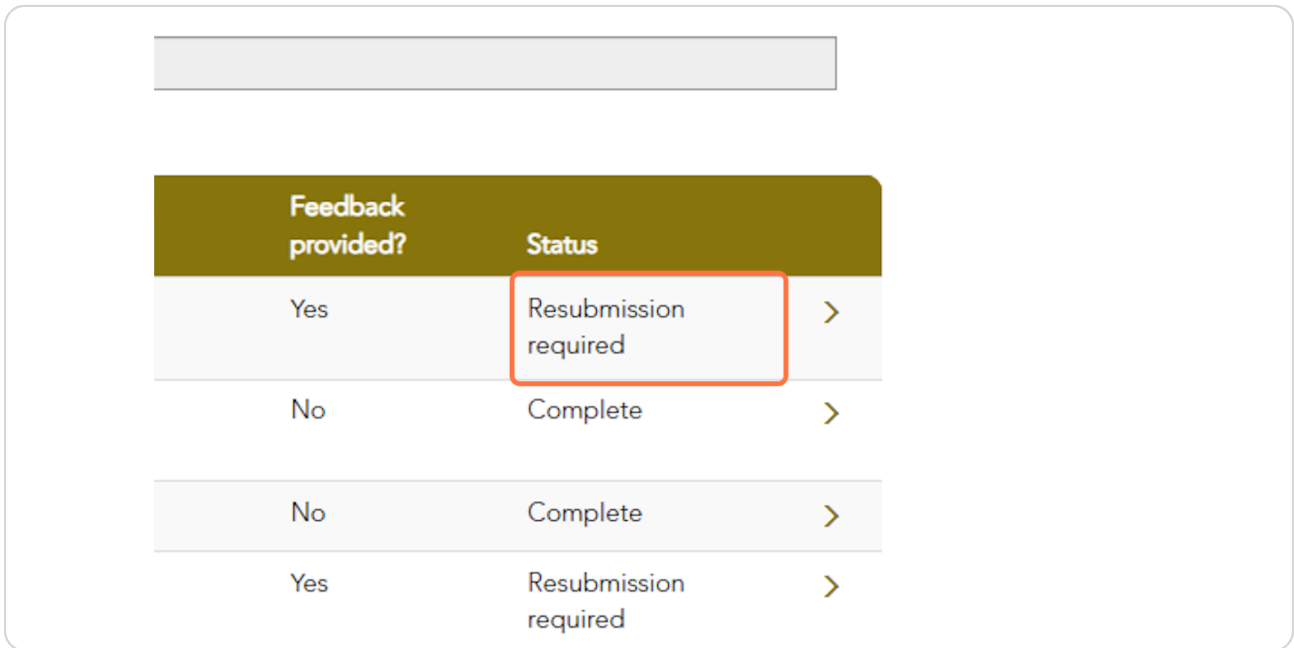
Financial Year you are reporting on?

January 2022 - December 2022  [View](#)

January 2019 - December 2019

STEP 6

Quality Principles which require resubmission are shown with the status 'Resubmission required'.

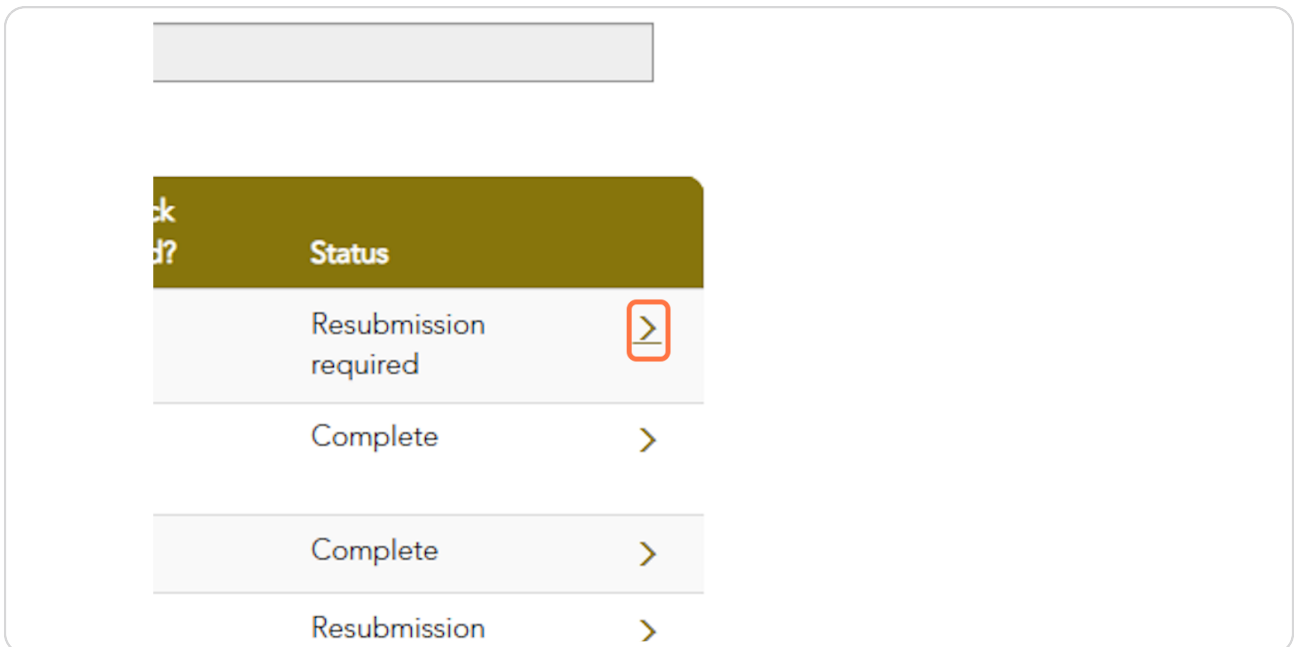


A screenshot of a table with two columns: 'Feedback provided?' and 'Status'. The table has four rows. The first row has 'Yes' under 'Feedback provided?' and 'Resubmission required' under 'Status', with a right-pointing arrow to the right. This row is highlighted with a red border. The second row has 'No' under 'Feedback provided?' and 'Complete' under 'Status', with a right-pointing arrow. The third row has 'No' under 'Feedback provided?' and 'Complete' under 'Status', with a right-pointing arrow. The fourth row has 'Yes' under 'Feedback provided?' and 'Resubmission required' under 'Status', with a right-pointing arrow.

Feedback provided?	Status	
Yes	Resubmission required	>
No	Complete	>
No	Complete	>
Yes	Resubmission required	>

STEP 7

Click on the arrow or Quality Principle #

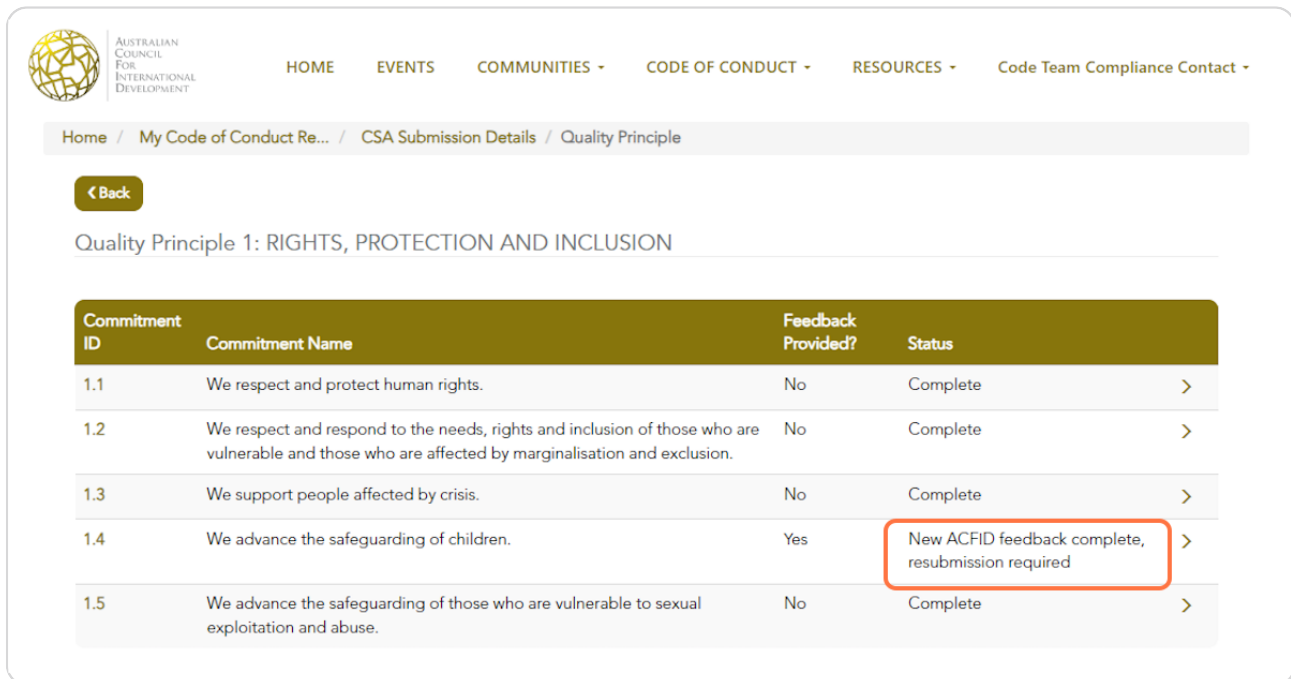


A screenshot of a table with two columns: 'Feedback provided?' and 'Status'. The table has four rows. The first row has 'Resubmission required' under 'Status' and a right-pointing arrow to the right, which is highlighted with a red border. The second row has 'Complete' under 'Status' and a right-pointing arrow. The third row has 'Complete' under 'Status' and a right-pointing arrow. The fourth row has 'Resubmission' under 'Status' and a right-pointing arrow.

Feedback provided?	Status	
	Resubmission required	>
	Complete	>
	Complete	>
	Resubmission	>

## STEP 8

Commitments which require resubmission are shown with the status 'New ACFID feedback complete, resubmission required'.



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

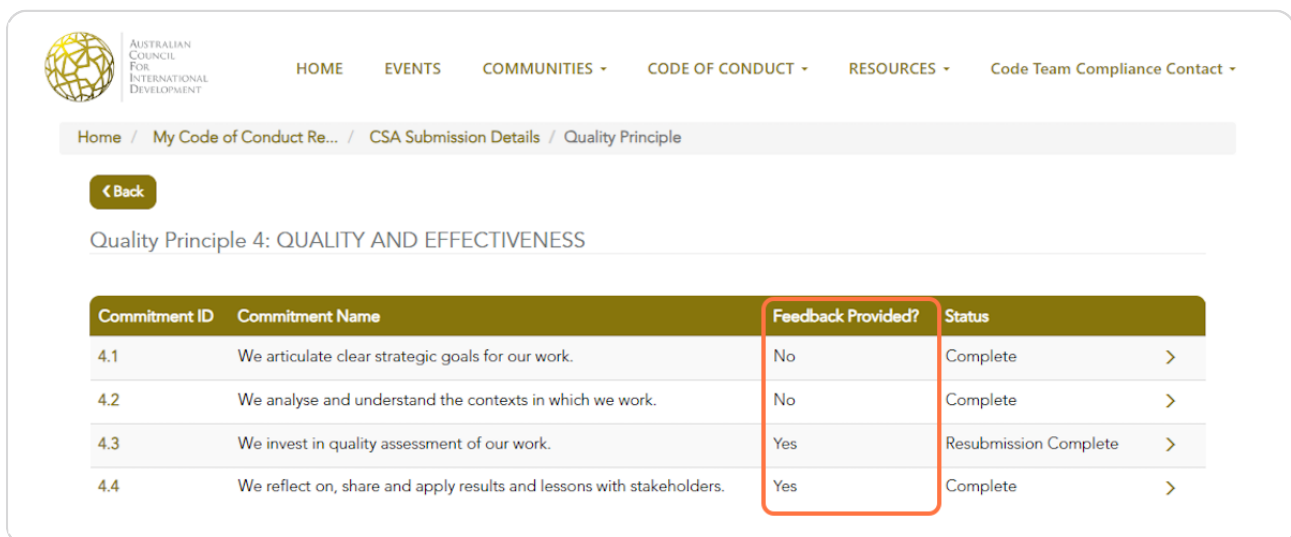
[← Back](#)

Quality Principle 1: RIGHTS, PROTECTION AND INCLUSION

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.	Yes	New ACFID feedback complete, resubmission required	>
1.5	We advance the safeguarding of those who are vulnerable to sexual exploitation and abuse.	No	Complete	>

## STEP 9

Sometimes ACFID will provide feedback, but resubmission is not required. This is identified in the 'Feedback provided?' column.



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

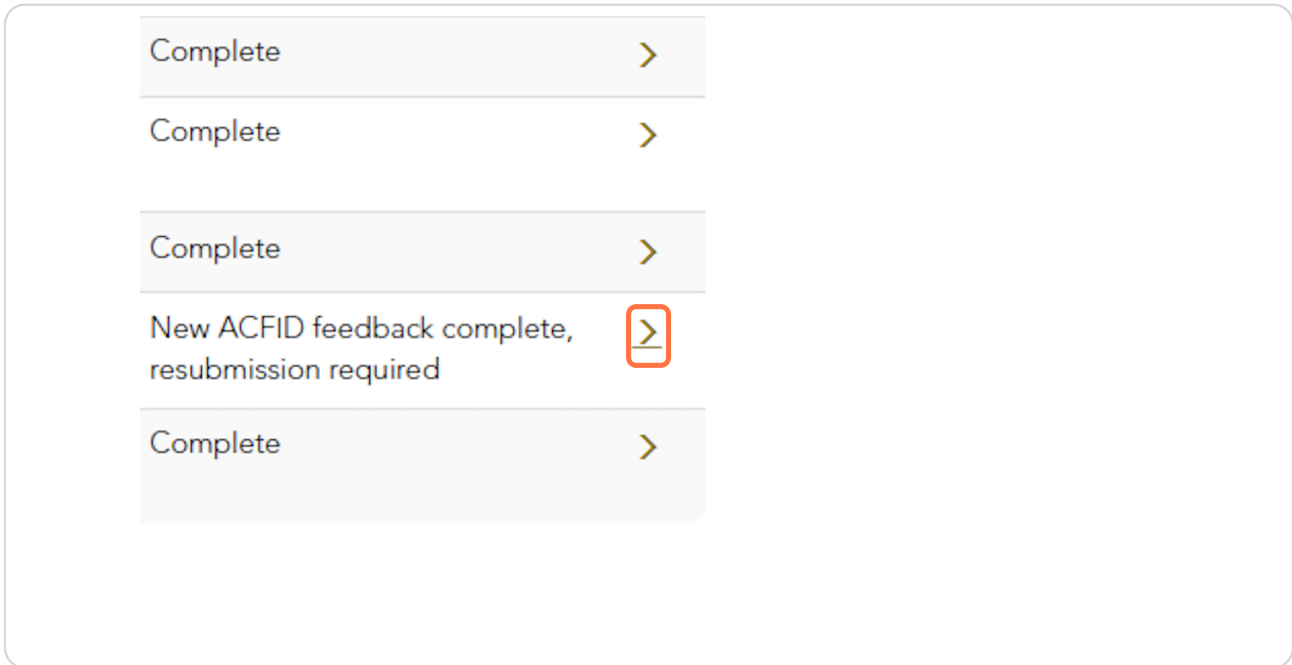
[← Back](#)

Quality Principle 4: QUALITY AND EFFECTIVENESS

Commitment ID	Commitment Name	Feedback Provided?	Status	
4.1	We articulate clear strategic goals for our work.	No	Complete	>
4.2	We analyse and understand the contexts in which we work.	No	Complete	>
4.3	We invest in quality assessment of our work.	Yes	Resubmission Complete	>
4.4	We reflect on, share and apply results and lessons with stakeholders.	Yes	Complete	>

## STEP 10

To see ACFID's feedback click on the arrow or Commitment ID.



Complete >

Complete >

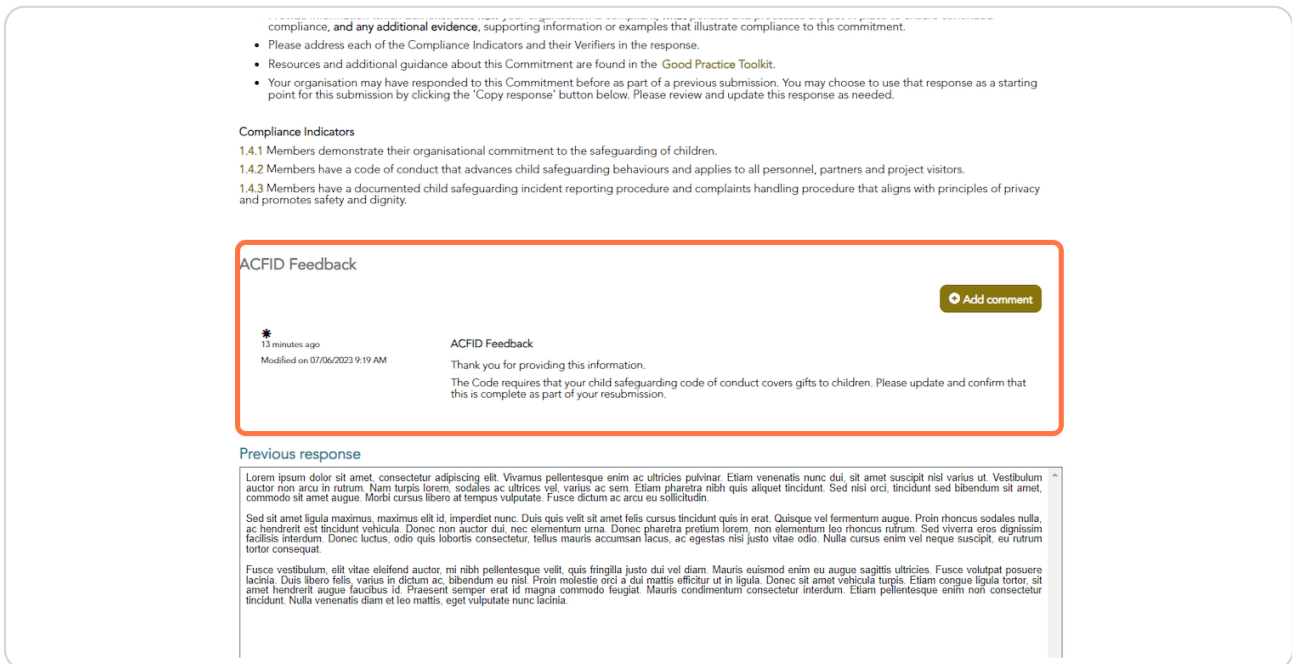
Complete >

New ACFID feedback complete, resubmission required >

Complete >

## STEP 11

ACFID's feedback will be visible on the overview page.



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**

1.4.1 Members demonstrate their organisational commitment to the safeguarding of children.

1.4.2 Members have a code of conduct that advances child safeguarding behaviours and applies to all personnel, partners and project visitors.

1.4.3 Members have a documented child safeguarding incident reporting procedure and complaints handling procedure that aligns with principles of privacy and promotes safety and dignity.

**ACFID Feedback**

[Add comment](#)

\*  
13 minutes ago  
Modified on 07/06/2023 9:19 AM

**ACFID Feedback**  
Thank you for providing this information.  
The Code requires that your child safeguarding code of conduct covers gifts to children. Please update and confirm that this is complete as part of your resubmission.

**Previous response**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus pellentesque enim ac ultricies 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 vulpate. Fusce dictum ac arcu eu sollicitudin.

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## STEP 12

Click on 'Show more' if required.

Code Team Compliance Contact

1:33 AM We can confirm that our code of conduct has been updated to cover gifts to children.

[+ Show more](#)

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## STEP 13

To respond to ACFID's feedback, click Add comment.

ionnel, partners and project visitors.

ing procedure that aligns with principles of privacy

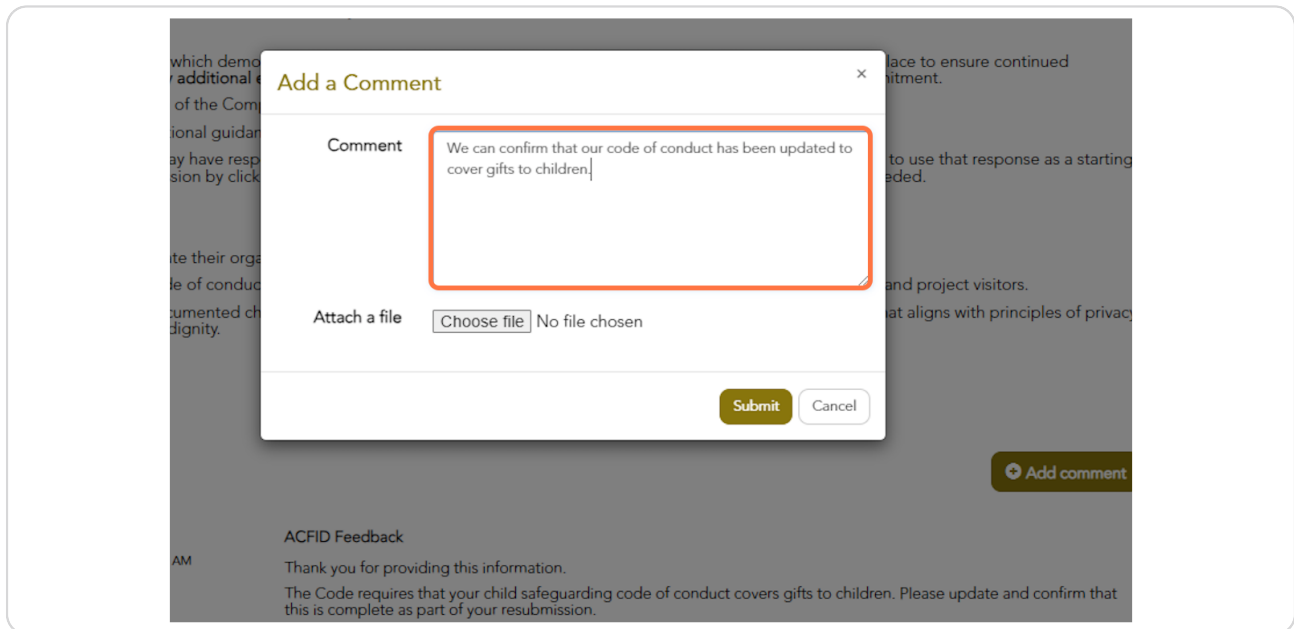
[+ Add comment](#)

rs gifts to children. Please update and confirm that



## STEP 14

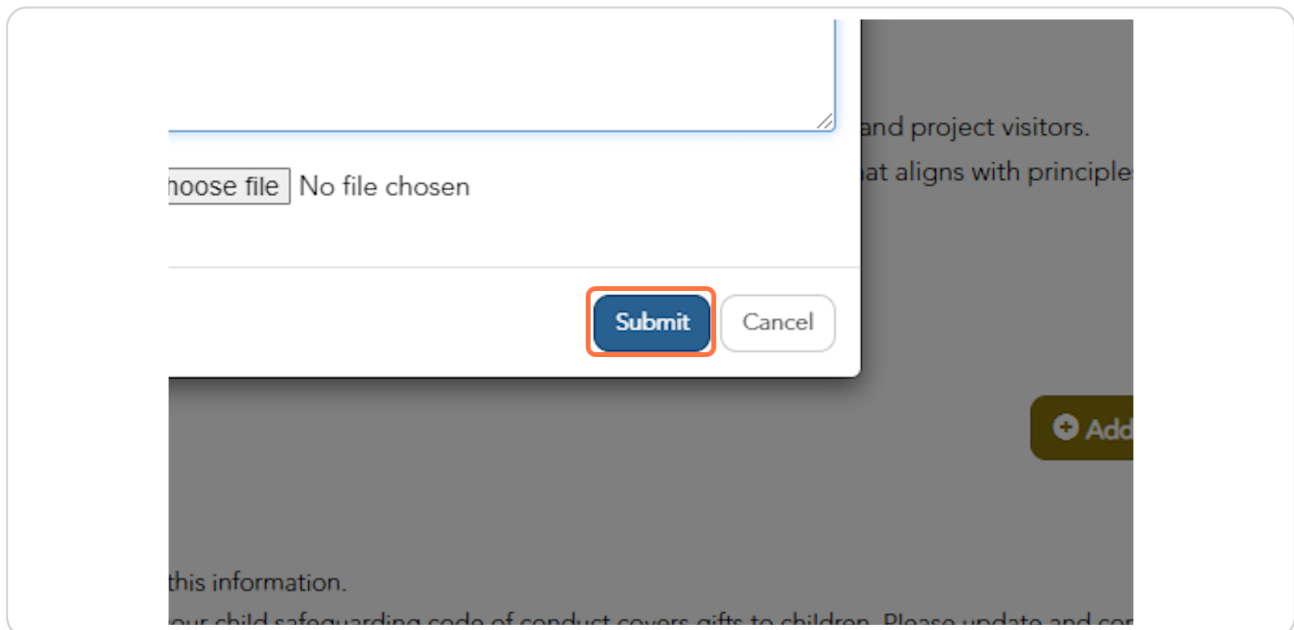
Type in your response. You should not need to attached any files here. If you want to add a link, please copy the URL in full.



The screenshot shows a modal dialog box titled "Add a Comment" with a close button (X) in the top right corner. The dialog has a "Comment" section with a text input field containing the text "We can confirm that our code of conduct has been updated to cover gifts to children". Below the text field is an "Attach a file" section with a "Choose file" button and the text "No file chosen". At the bottom right of the dialog are "Submit" and "Cancel" buttons. The background is a blurred view of a feedback form with the heading "ACFID Feedback" and some introductory text.

## STEP 15

**Click on Submit. Please note that you will NOT be able to edit your comment once submitted.**




This is a close-up screenshot of the "Add a Comment" dialog box, focusing on the bottom right area. The "Submit" button is highlighted with a red rectangular border. The "Cancel" button is also visible next to it. The "Choose file" button and "No file chosen" text are visible above the buttons. The background shows the same blurred feedback form as in Step 14.


## STEP 16

To add additional comments click on Add comment again.

ACFID Feedback

 less than a minute ago  
Modified on 07/06/2023 9:45 AM

Code Team Compliance Contact  
I can also confirm that the policy is available on our website.

 about a minute ago  
Modified on 07/06/2023 9:44 AM

Code Team Compliance Contact  
Please see updated policy.

[Add comment](#)

[Show more](#)

## STEP 17

If you have been asked to upload a revised policy, click on Save & Next to go to the Documentation page.

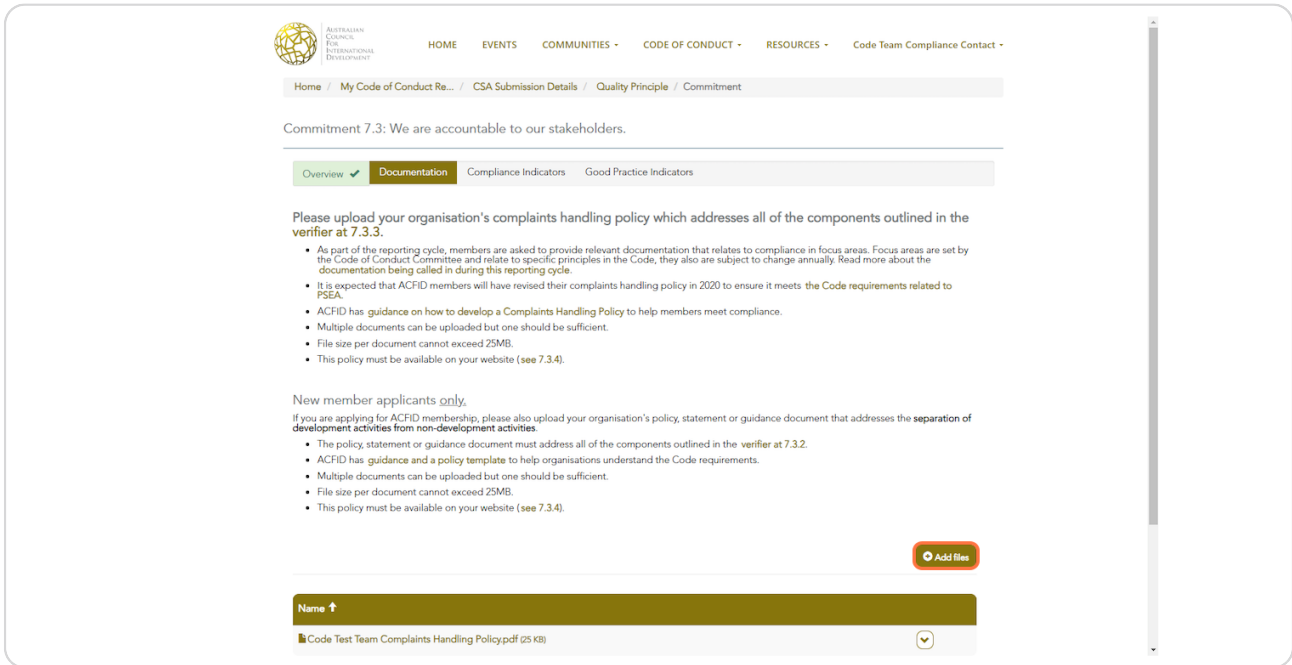
tortor, sit amet hendrerit augue faucibus id. Praesent semper erat id consectetur tincidunt. Nulla venenatis diam et leo mattis, eget vulputate

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

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## STEP 18

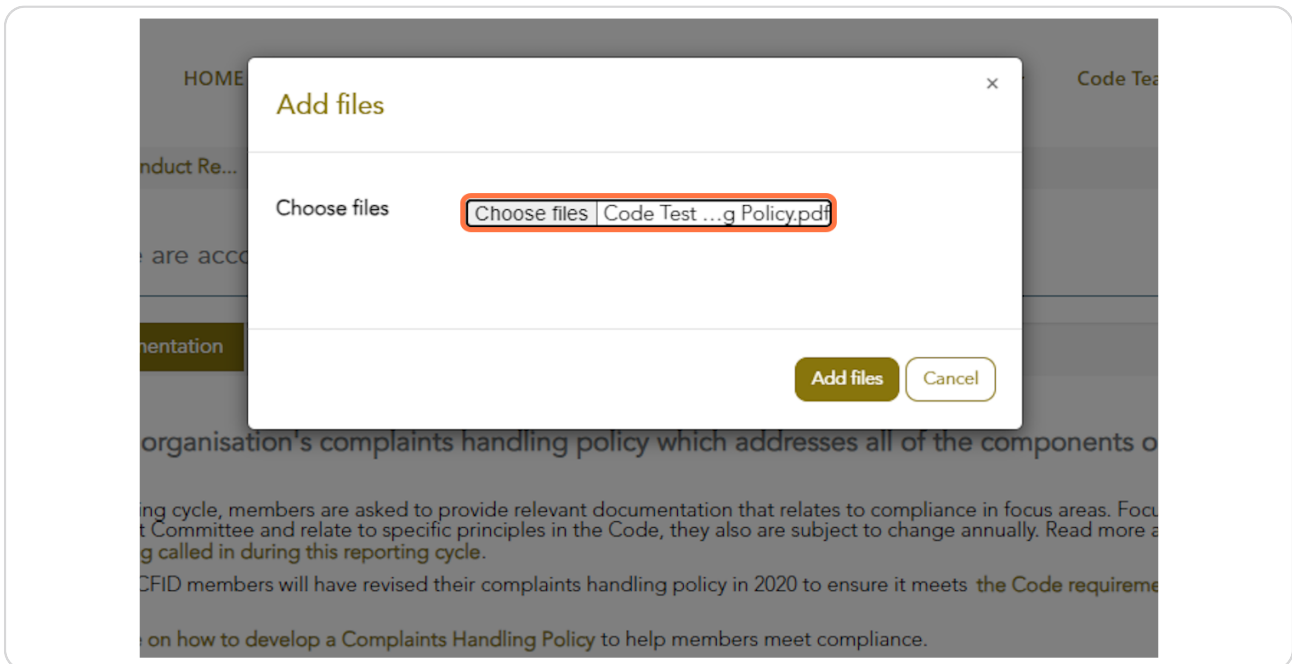
### Click on Add files



The screenshot shows the ACFID website interface. At the top, there is a navigation menu with links for HOME, EVENTS, COMMUNITIES, CODE OF CONDUCT, RESOURCES, and Code Team Compliance Contact. Below the navigation, there is a breadcrumb trail: Home / My Code of Conduct Re... / CSA Submission Details / Quality Principle / Commitment. The main content area is titled "Commitment 7.3: We are accountable to our stakeholders." and has tabs for Overview, Documentation, Compliance Indicators, and Good Practice Indicators. The "Documentation" tab is active. The text explains that users should upload their organization's complaints handling policy. It includes a list of requirements: as part of the reporting cycle, members are asked to provide relevant documentation; it is expected that ACFID members will have revised their complaints handling policy in 2020; ACFID has guidance on how to develop a Complaints Handling Policy; multiple documents can be uploaded but one should be sufficient; file size per document cannot exceed 25MB; and this policy must be available on your website. Below this text, there is a section for "New member applicants only" with similar requirements. At the bottom right of the main content area, there is a red "Add files" button. Below the button, there is a table with one row containing the file name "Code Test Team Complaints Handling Policy.pdf (25 KB)" and a dropdown arrow.

## STEP 19

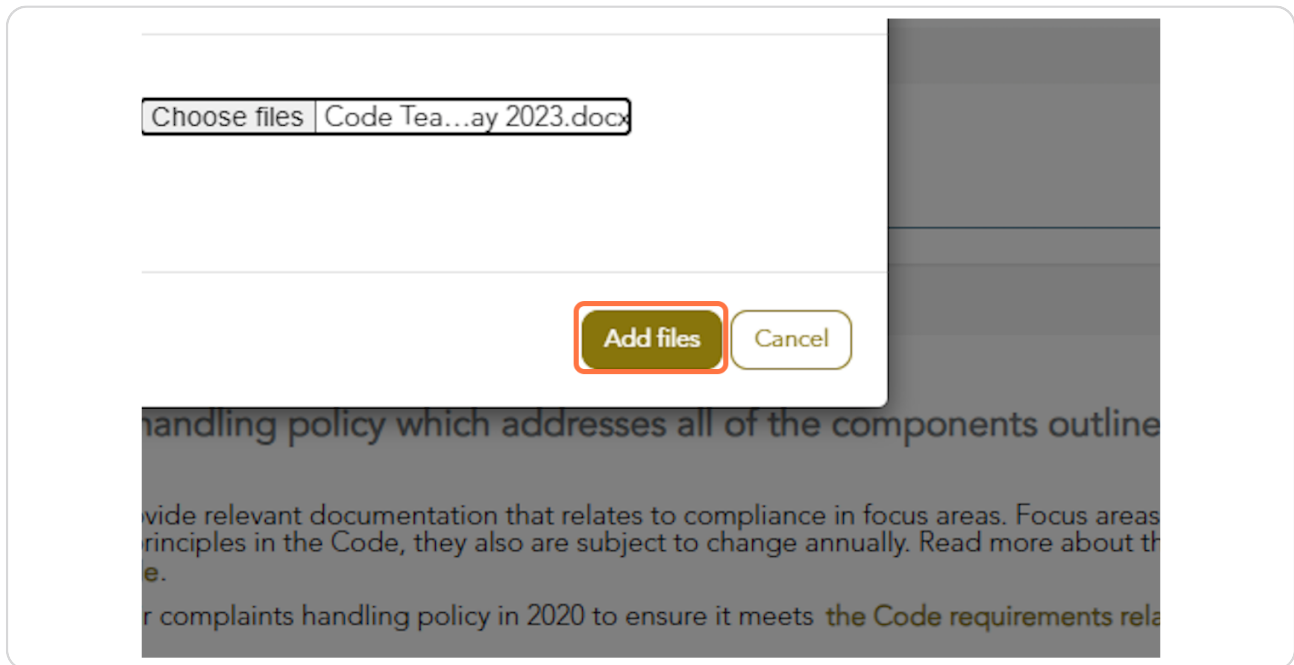
### Click choose file and select the relevant file from file upload menu.



The screenshot shows a modal dialog box titled "Add files" with a close button (X) in the top right corner. The dialog has a "Choose files" label on the left. To its right, there is a text input field containing the file name "Code Test ...g Policy.pdf". The "Choose files" button and the text input field are highlighted with a red rectangular border. At the bottom right of the dialog, there are two buttons: "Add files" and "Cancel". The background of the dialog is semi-transparent, showing the same website content as in the previous screenshot.

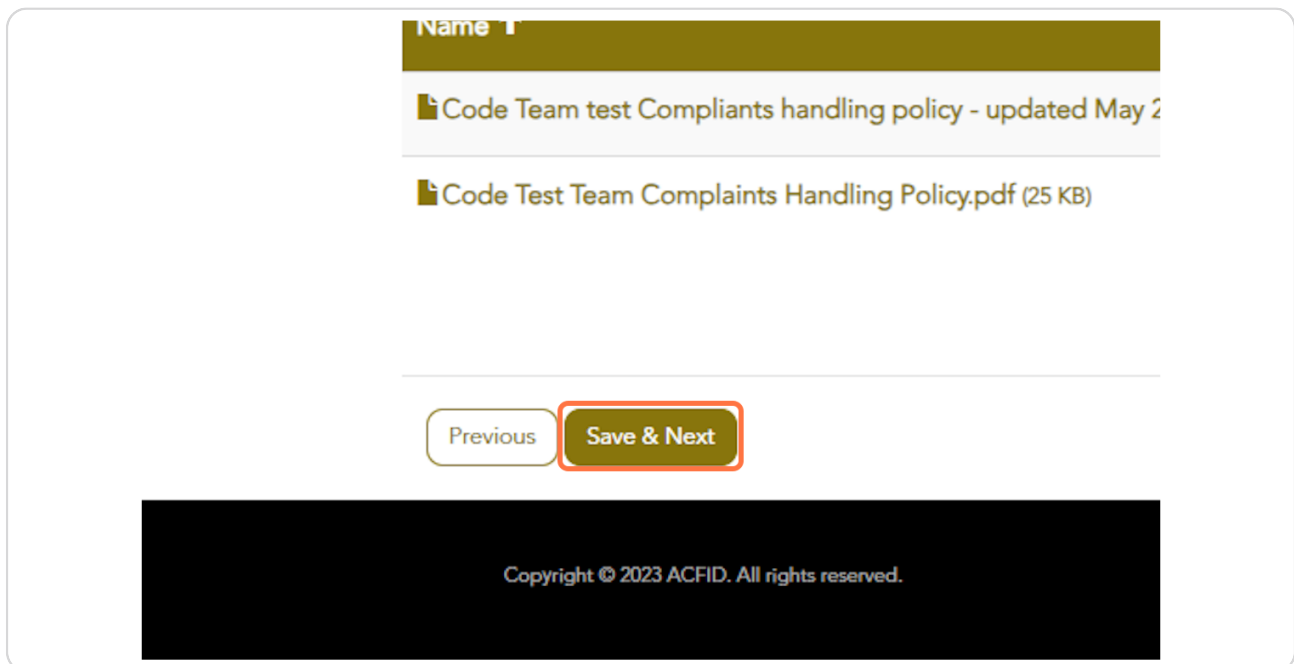
## STEP 20

### Click on Add files



## STEP 21

### Click on Save & Next



## STEP 22

When you have addressed ACFID's feedback click on Resubmit Commitment.

Commitment to child safeguarding is promoted to the public and external stakeholders.

Implementation of and compliance with Child Safeguarding Policy is periodically reported to governing body.

Introductory, refresher and role-specific child safeguarding training is provided to governing body, staff, volunteers, project visitors and partners.


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[Previous](#) [Save & Continue](#) [Resubmit Commitment](#)

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## STEP 23

The status of the Commitment will change to 'Resubmission Complete'.

 AUSTRALIAN COUNCIL FOR INTERNATIONAL DEVELOPMENT

HOME EVENTS COMMUNITIES - CODE OF CONDUCT - RESOURCES - Code Team Compliance Contact -

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

[← Back](#)

Quality Principle 1: RIGHTS, PROTECTION AND INCLUSION

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.	Yes	Resubmission Complete >
1.5	We advance the safeguarding of those who are vulnerable to sexual exploitation and abuse.	No	Complete >

## STEP 24

Click on CSA Submission Details to see which other Quality Principles require resubmission.

The screenshot shows the website header with the logo and navigation links: HOME, EVENTS, COMMUNITIES, and CODE OF CONDUCT. The breadcrumb trail is: My Code of Conduct Re... / CSA Submission Details / Quality Principle / Commitme. The main heading is "Commitment 1.4: We advance the safeguarding of children." Below this is a navigation bar with "Overview" (highlighted), "Compliance Indicators", and "Good Practice Indicators". The text below reads: "Learn how your organisation is compliant with this Commitment." and "Provide information which demonstrates how your organisation is compliant, what policies and compliance, and any additional evidence, supporting information or examples that illustrate compliance. Please address each of the Compliance Indicators and their Verifiers in the response."

## STEP 25

When all Quality Principles have a status of 'Complete' or 'Resubmission complete' you are ready to re-submit the CSA.

The screenshot shows the "CSA Submission Details" page with a "PRINT VERSION" button. The form fields are: "Finance Year you are reporting on?" (January 2022 - December 2022), "Due Date" (25/08/2023), and "Status" (Resubmission in progress). Below is a table of Quality Principles:

Quality Principle #	Quality Principle Name	All Commitments Completed?	Feedback provided?	Status	
1	RIGHTS, PROTECTION AND INCLUSION	Yes	Yes	Resubmission complete	>
2	PARTICIPATION, EMPOWERMENT AND LOCAL OWNERSHIP	Yes	No	Complete	>
3	SUSTAINABLE CHANGE	Yes	No	Complete	>
4	QUALITY AND EFFECTIVENESS	Yes	Yes	Resubmission complete	>
5	COLLABORATION	Yes	No	Complete	>
6	COMMUNICATION	Yes	No	Complete	>
7	GOVERNANCE	Yes	Yes	Resubmission complete	>
8	RESOURCE MANAGEMENT	Yes	No	Complete	>
9	PEOPLE AND CULTURE	Yes	No	Complete	>

## STEP 26

When you are ready to resubmit the CSA, mark the checkbox and click on Submit.

Audited Financial Statement (already uploaded: [Code Team Test Financial State](#))

### Submission

**IMPORTANT:**

After you press Submit, the CSA will still need to be approved by the CEO by 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.

If you have any questions or need help, please contact the ACFID Code team.

All commitments have been addressed and annual and financial reports have been submitted.

[Submit](#) [Save](#)

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## STEP 27

**The status of the CSA will change to Complete, waiting for CEO approval. Please note that no automated emails will be sent to the CEO.**

Please arrange internally for the CEO's approval. Board Chairs are not required to approve resubmissions. Once the CEO has approved the reporting, the status of the CSA will change to 'Submitted, awaiting ACFID feedback'.

The screenshot shows the ACFID website interface. At the top, there is a navigation menu with links for HOME, EVENTS, COMMUNITIES, CODE OF CONDUCT, RESOURCES, and Code Team Compliance Contact. Below the navigation is a breadcrumb trail: Home / My Code of Conduct Reports. The main heading is 'My Code of Conduct Reports'. A grey box contains a message: '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'. Below this is a section titled 'My CSA Submissions' with a table. The table has columns: CSA ID, Compliance Contact, Organisation, Status, Submitted Date, Date Submission Due, and Financial Year you are reporting on?. The first row (CSA ID 002959) has a status of 'Complete, waiting for CEO approval' which is highlighted with a red box. The second row (CSA ID 002960) has a status of 'ACFID review complete'.

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 approval	15/05/2023	25/08/2023	January 2022 - December 2022
002960	Code Team Compliance Contact	Code Team Test	ACFID review complete		31/05/2019	January 2019 - December 2019



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