

A mini guide to...

CSQS

What is CSQS?

So you know what a Chartered Secretary is and are interested in following this career path, but how do you become a Chartered Secretary? Simple. The first stage to becoming a Chartered Secretary is to study ICSA's Chartered Secretaries Qualifying Scheme (CSQS) and pass the relevant exams.

CSQS is one of the most broad-based qualifying schemes available, equipping you for a variety of different careers.

Valued worldwide by employers, this highly marketable qualification comprises two levels, each with four modules:

Level 1 modules:

- Financial Reporting and Analysis
- Applied Business Law
- Corporate Law
- Corporate Governance or Health Service Governance*

Level 2 modules:

- Financial Decision Making
- Strategy in Practice
- Corporate Secretarial Practice
- Chartered Secretaries Case Study

What are the entry requirements?

There are no specific entry requirements for CSQS and our students join us with varying levels of education and experience. Many students join us as new university graduates who are looking for a diverse and rewarding career. However, some students may be exempt from certain modules for example if you hold a degree in law or finance you will be exempt from two modules and only need to study six modules instead of the full eight to successfully complete the qualifying scheme.

How can I study CSQS?

You can study CSQS via a variety of routes:

- self-study;
- distance-learning delivered by registered tuition providers;
- part-time attendance at classes delivered by independent tuition providers; or
- full-time attendance on collaborative Masters courses at partner universities – these post-graduate collaborative courses mean you gain the university's post-graduate award in addition to the ICSA graduate status (GradICSA).

For details of registered tuition providers and collaborative Masters courses at partner universities, visit www.icsa.org.uk/student.

*The Health Service Governance module will be available from 2012.



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How is the scheme assessed?

Assessment for each module is by examination. There are two exam sessions each year in June and November, and we have exam centres worldwide so all you need to do is register for the centre nearest to you.

How long does CSQS take to complete?

Due to the flexibility of study options available, the timeframe in which CSQS can be completed can vary, but qualification typically takes between one and three years, depending on how many modules you wish to study at one time.

What are the benefits of studying CSQS?

ICSA's Chartered Secretaries Qualifying Scheme offers you the following:

- the opportunity to work in a variety of roles from company secretary to chief executive;
- a fast-track to the boardroom;
- an internationally recognised qualification;
- the skills and creativity to allow you to work across a wide range of sectors;
- top earning potential – the base salary for a top company secretarial job in a FTSE100 company averaged £193,105, with an average bonus of £78,833 in 2009;*
- a practical case study approach to learning rather than heavily theoretical;
- excellent student support;
- flexible study options.

How can I find out more?

If you would like to find out more about becoming a Chartered Secretary and to request a CSQS information pack, visit www.icsa.org.uk/student for further details.

*Salary information taken from Chambers and Partners Salary Survey 2009–2010.

