

**icsa**

The Chartered  
**Governance**  
Institute

# Qualifications and training 2020-21



Corporate



Finance



Charity



Health service



Academy



Sports

# Our services

The Chartered Governance Institute is the international qualifying and membership body for company secretaries and governance professionals. We train, qualify and support those working in governance at all levels.

Whether you are getting to grips with new governance responsibilities or are looking for a career that will set you on the fast track to working with the board, we are here to help.

Our unique portfolio of internationally recognised qualifications develop the skills and understanding of those working in governance across the private, public and not-for-profit sectors. As an awarding body, we accredit specialist qualifications developed and delivered by partners, and our market-leading training courses give practical support to those in governance roles.

Our trusted qualifications and training will build your knowledge, skills and confidence in governance. Qualifying with the Institute also enables you to join our professional body as a member, providing recognition of your achievements via post nominals, access to a professional network and opportunities for ongoing support and development across your career.

# Key

to the symbols used in this catalogue

-  Entry requirements
-  Duration and CPD hours
-  Location
-  Delivery
-  Dates
-  Cost
-  Related reading
-  Eligibility for Affiliated membership of The Chartered Governance Institute
-  Apply online

-  Corporate governance
-  Finance and administration
-  Academy governance
-  Health service governance
-  Charity governance
-  Sports governance

All dates and prices correct at time of printing.

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# The core competencies for governance

Governance is the system that identifies who has power and accountability and who makes decisions. It enables the management and the board of an organisation to deal effectively with the challenges of running it.

Good governance practice ensures that appropriate decision-making processes and controls are in place across the organisation so that the interests of all stakeholders (employees, investors, suppliers, donors, funders, volunteers, beneficiaries, clients, regulators and customers) are balanced.

The need for organisations to demonstrate good governance is greater than ever and having trained and qualified Chartered professionals to deliver it is increasingly important. The professional development services that we provide are valued by employers and practitioners as a benchmark of quality.

## The practice, understanding and values that enable good governance

Our Competency Framework for Governance Professionals defines the behaviours required for success in a company secretarial or governance professional role. It provides a clear, practical picture of what practitioners need to know, do and believe at different levels of seniority.

### Understanding

Working in governance requires an understanding of law, finance, strategy, risk, compliance, company secretarial practice, boardroom dynamics and organisational culture. This knowledge is often developed through formal qualifications and maintained through ongoing professional membership and development to keep technical expertise up-to-date.

### Practice

Company secretaries and governance professionals apply their technical understanding through practical activities that support the board in its role. In this, the ability to plan and organise; anticipate and solve problems; advise upon and accurately record decisions; and to influence and enable others are paramount. These skills are developed through training activities and refined in practice.

### Values

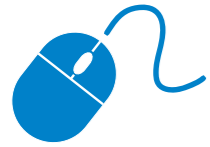
The values that underpin governance roles play a big part in attracting people to the profession and helping them to succeed within it. These include the ability to 'do the right thing', maintain independence and remain purposeful and open-minded. Values are often supported and reinforced by professional networks, such as membership to The Chartered Governance Institute.



Discover more: [icsa.org.uk/competency-framework](https://www.icsa.org.uk/competency-framework)

# Learning

## The student experience



### Resources

Learning resources for our qualifications are provided via a secure online portal which gives you access to past papers, example answers, examiners reports, sample study plans and more. Depending on the qualification, learning can be by self-study, webinars or e-learning; additional support from tuition partners may also be available. Study texts for each course are available in print and digital formats. Our friendly learning support team is also on hand to answer any questions about your studies.



### Membership

Studying for our qualifications requires that you are a student member. Joining our active community of governance professionals gives you a number of additional benefits, including access to our guidance and helpline, a subscription to *Governance and Compliance* magazine, membership of your local branch, eligibility for our mentoring scheme, invitations to local events and highly discounted conference and events tickets.



### Tuition

We provide quality webinar-based learning for students on our short course certificates, including marked assessments and access to the tutor. Whilst we do not offer formal tuition for the Chartered Governance Qualifying Programme or international finance qualifications, we work closely with tuition partners who offer face-to-face tuition, distance learning and revision class options. Discover more on pages 26 and 32 and at [icsa.org.uk/rtps](https://www.icsa.org.uk/rtps).

## The training experience



### Resources

Delegates on our training courses enjoy practical one-day classroom-based sessions delivered by expert presenters as well as receiving comprehensive course packs which include slides and accompanying notes to take away.



### Related reading

Delegates and students who want to explore more about the subjects covered in our short courses and qualifications will be directed to related reading that will complement their training and can be purchased from our bookshop [icsa.org.uk/shop](https://www.icsa.org.uk/shop).



### Post-course support

All training delegates can take up a six-month professional subscription free of charge, which will allow access to our knowledge base, magazine and email update service to support and extend their learning. Members can pass this benefit on to a colleague.

# Membership and subscriptions

Being a member of The Chartered Governance Institute demonstrates your professional standing and gives you the support of an active national and international community of governance professionals. We offer different levels of membership depending on where you are in your career, each of which is renewed annually.

## Fellowship

is the highest level of Chartered membership for those who have achieved GradCG status and have eight years' relevant work experience, three of which are in a senior role. This level of membership provides access to all membership services, and entitles the use of the post nominals FCG and the professional designations of Chartered company secretary and/or Chartered governance professional.

## Associateship

is the first level of Chartered membership for those who have achieved GradCG status and have six years' relevant work experience (this can be reduced to three if you hold a relevant degree). This level of membership provides access to all membership services, and entitles the use of the post nominals ACG and the professional designations of Chartered company secretary and/or Chartered governance professional.

## Affiliated membership

is for those who have either achieved all four Part One modules on the Chartered Governance Qualifying Programme, or have passed one of our Level 4 or above certificate or diploma qualifications (exclusions apply). This level of membership provides access to all membership services, and entitles the use of the post nominals CG (Affiliated).

## Students

are those studying for our qualifications, and post-graduate students who have signed up through our university partners. This level of membership provides access to all membership services.

## Graduates

are those who have completed the Chartered Governance Qualifying Programme or postgraduate equivalent and are working towards the experience requirement of full Chartered membership. This level of membership provides access to all membership services, and entitles the use of the post nominals GradCG.

## Professional Subscription

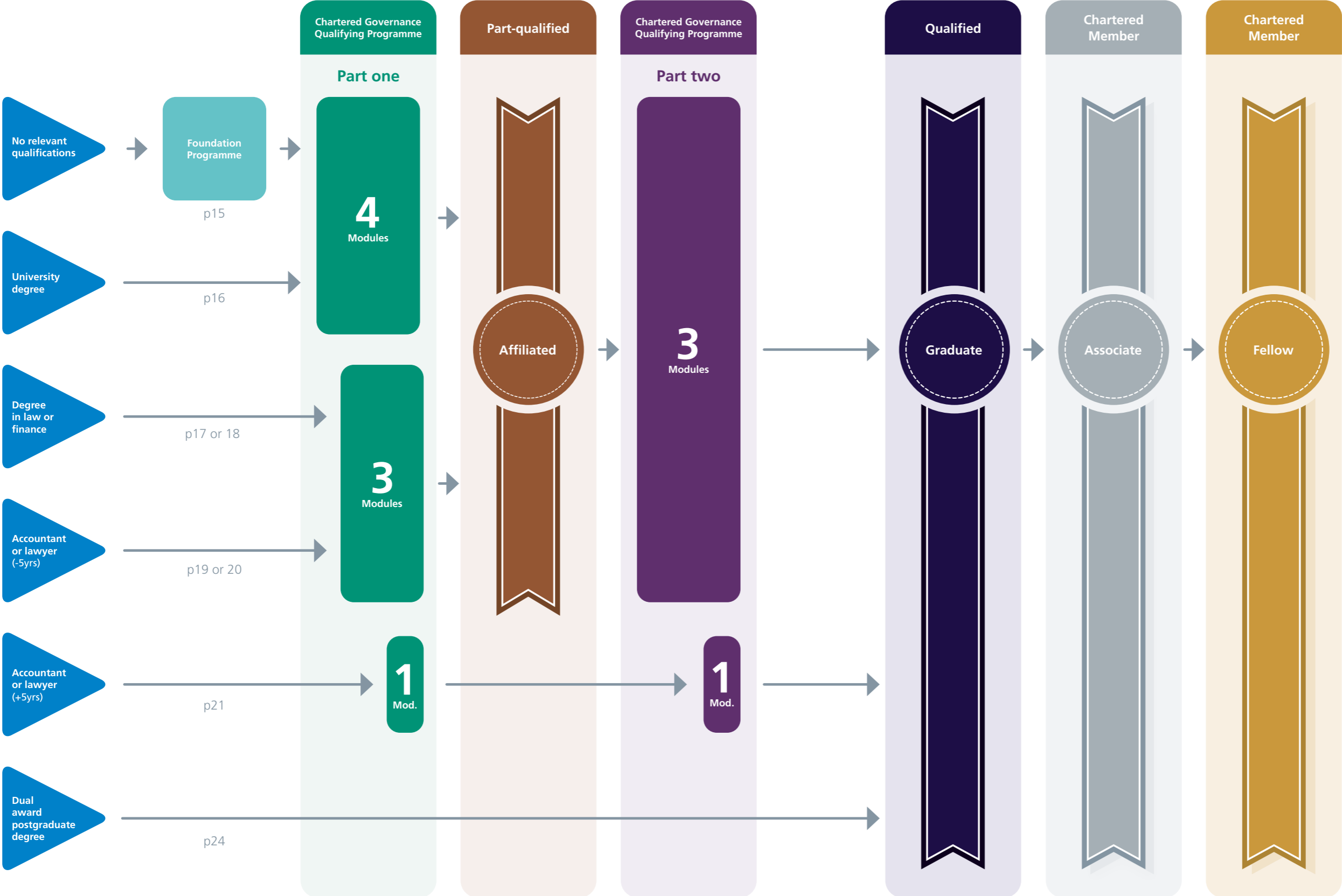
provides access to our knowledge services for non-members who want to stay up-to-date with the latest in governance theory and practice. This subscription includes our *Governance and Compliance* magazine and is renewed on an annual basis.

## Web Subscription

provides access to selected knowledge services for non-members who have an interest in governance. This subscription is free and ongoing.

Discover more: [icsa.org.uk/join-us](https://www.icsa.org.uk/join-us)

# Routes to membership



### Key

- Symbols**
- ▶ Entry route
  - Study
  - 🏆 Membership status

### Membership status

- Affiliated (CG)**  
Affiliated member of The Chartered Governance Institute  
Affiliated status can also be gained via short courses, see p33
- Graduate (GradCG)**  
Graduate of The Chartered Governance Institute  
This means that you have passed the exams and are working towards the experience requirement to become Chartered.

Chartered members can use the professional designation of Chartered Governance Professional, Chartered Secretary, or both.

- Associate (ACG)**  
Associate of The Chartered Governance Institute  
Six years' experience, three if you hold a degree

- Fellow (FCG)**  
Fellow of The Chartered Governance Institute  
Eight years' experience, reduced to five if you hold a degree, three of the last ten years as senior.

Each application is individually assessed, this is the journey in a broad sense but some students may have a unique pathway to membership

Qualifications  
Qualifications  
Qualifications

# Qualifications

Qualifications

Qualifications

Qualifications

Our qualifications equip those working within governance, risk and compliance and the company secretarial sector, with the knowledge and skills for success in their role. Studying with us opens the door to a variety of different career paths and the full Qualifying Programme leads to Chartered status.

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# Chartered Governance Qualifying Programme

## Your journey towards becoming Chartered

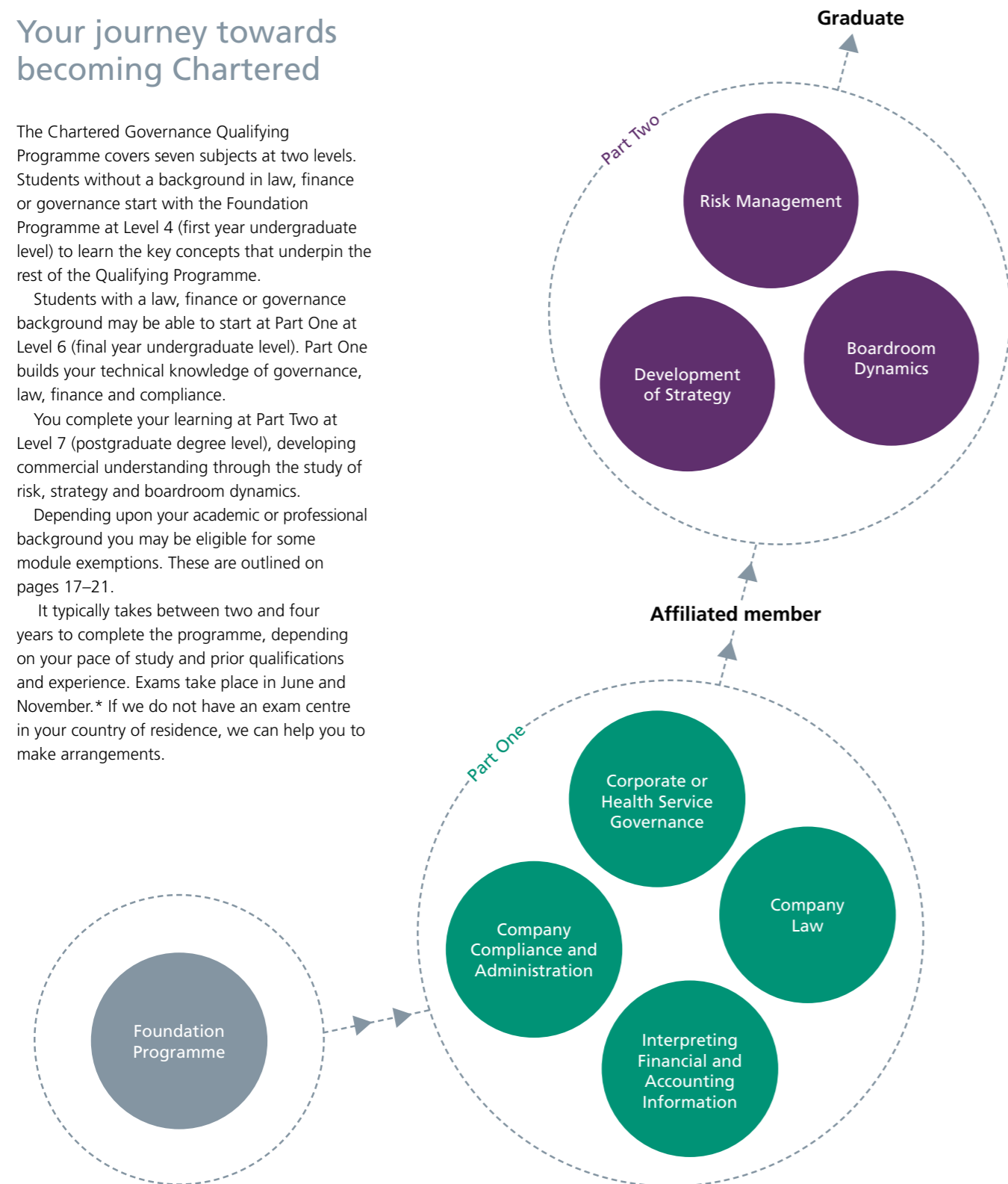
The Chartered Governance Qualifying Programme covers seven subjects at two levels. Students without a background in law, finance or governance start with the Foundation Programme at Level 4 (first year undergraduate level) to learn the key concepts that underpin the rest of the Qualifying Programme.

Students with a law, finance or governance background may be able to start at Part One at Level 6 (final year undergraduate level). Part One builds your technical knowledge of governance, law, finance and compliance.

You complete your learning at Part Two at Level 7 (postgraduate degree level), developing commercial understanding through the study of risk, strategy and boardroom dynamics.

Depending upon your academic or professional background you may be eligible for some module exemptions. These are outlined on pages 17–21.

It typically takes between two and four years to complete the programme, depending on your pace of study and prior qualifications and experience. Exams take place in June and November.\* If we do not have an exam centre in your country of residence, we can help you to make arrangements.



\*The Health Service Governance exam takes place in June only.

# Foundation Programme

## The first step to becoming Chartered

The Foundation Programme provides a broad introduction to businesses, how they are governed, maintained and financially managed, and the laws to which they must adhere.

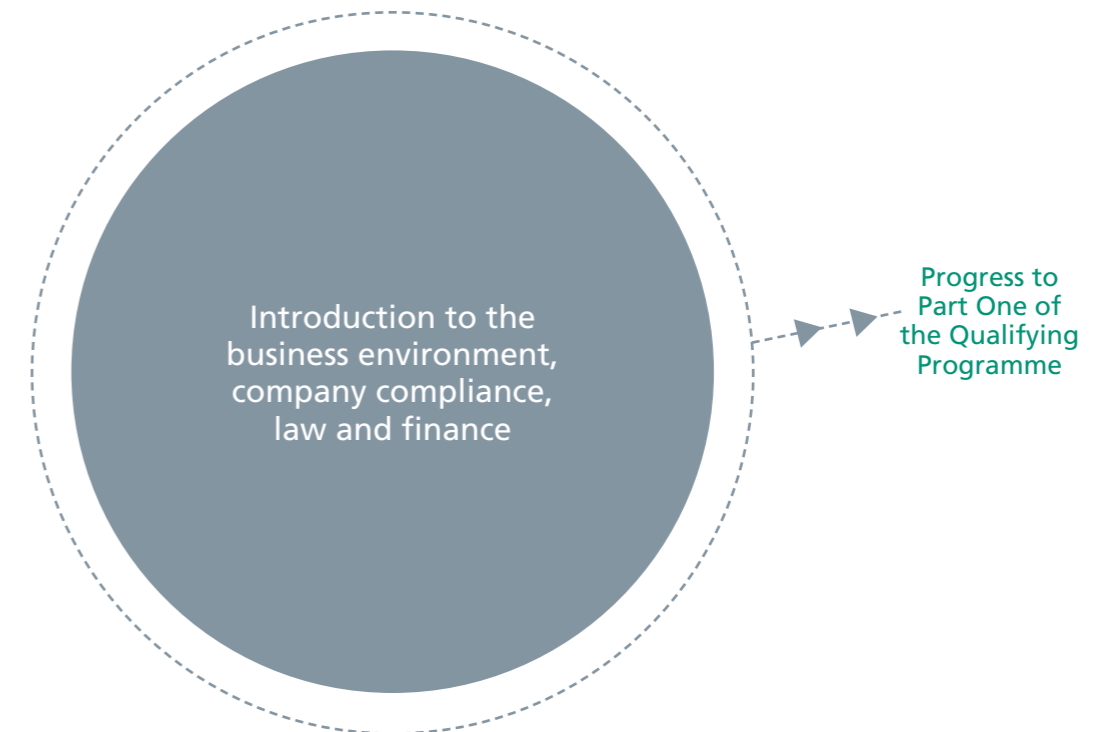
The knowledge and skills gained through the Foundation Programme prepare you for studying Part One of the Qualifying Programme.

The Foundation Programme requires 200 hours of study. It is supported by a study text and digital learning materials. Assessment is by a single exam which is offered twice a year in June and November.

### Exam fee

	UK and overseas	Reduced rate
Foundation Programme exam fee	£470	£322

You will also need to pay a one-time registration fee and join as a student member to sit our exams (page 22).





# Part One entry

## Build on your knowledge

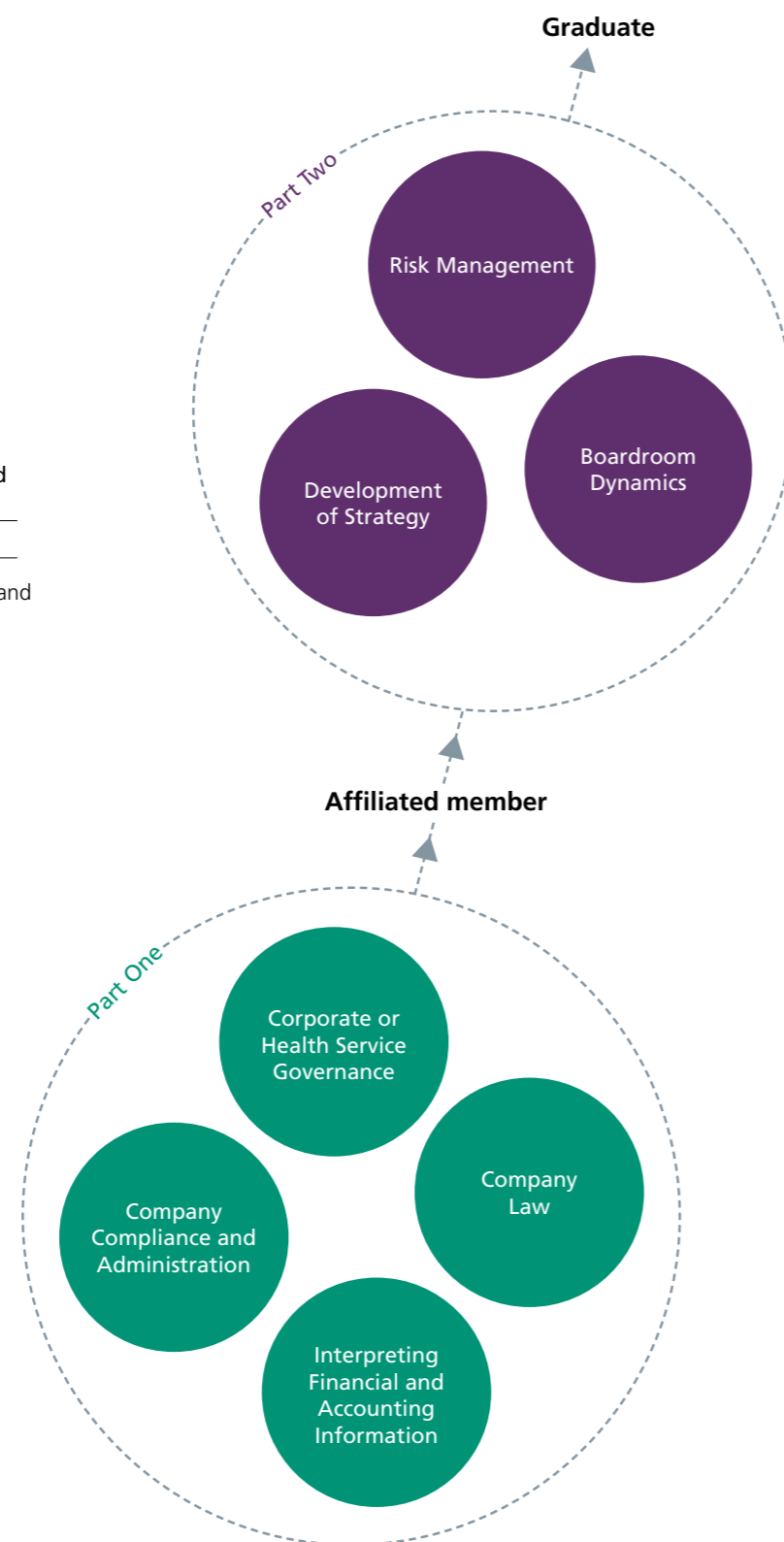
If you already hold a degree-level qualification and have experience in a governance or compliance-related role, you may be able to start your studies at Part One.

Students with a HND in Business Management, Law or Accounting, or those with IFA Level 5 may also be eligible for direct entry at Part One. We may also consider any other degree combined with five years' relevant experience in a governance or compliance-related role.

### Module fees

	UK and overseas	Reduced rate
Exam fee (per module)	£230	£157

You will also need to pay a one-time registration fee and join as a student member to sit our exams (page 22).



# Related degree entry: Law

## Build on your legal knowledge

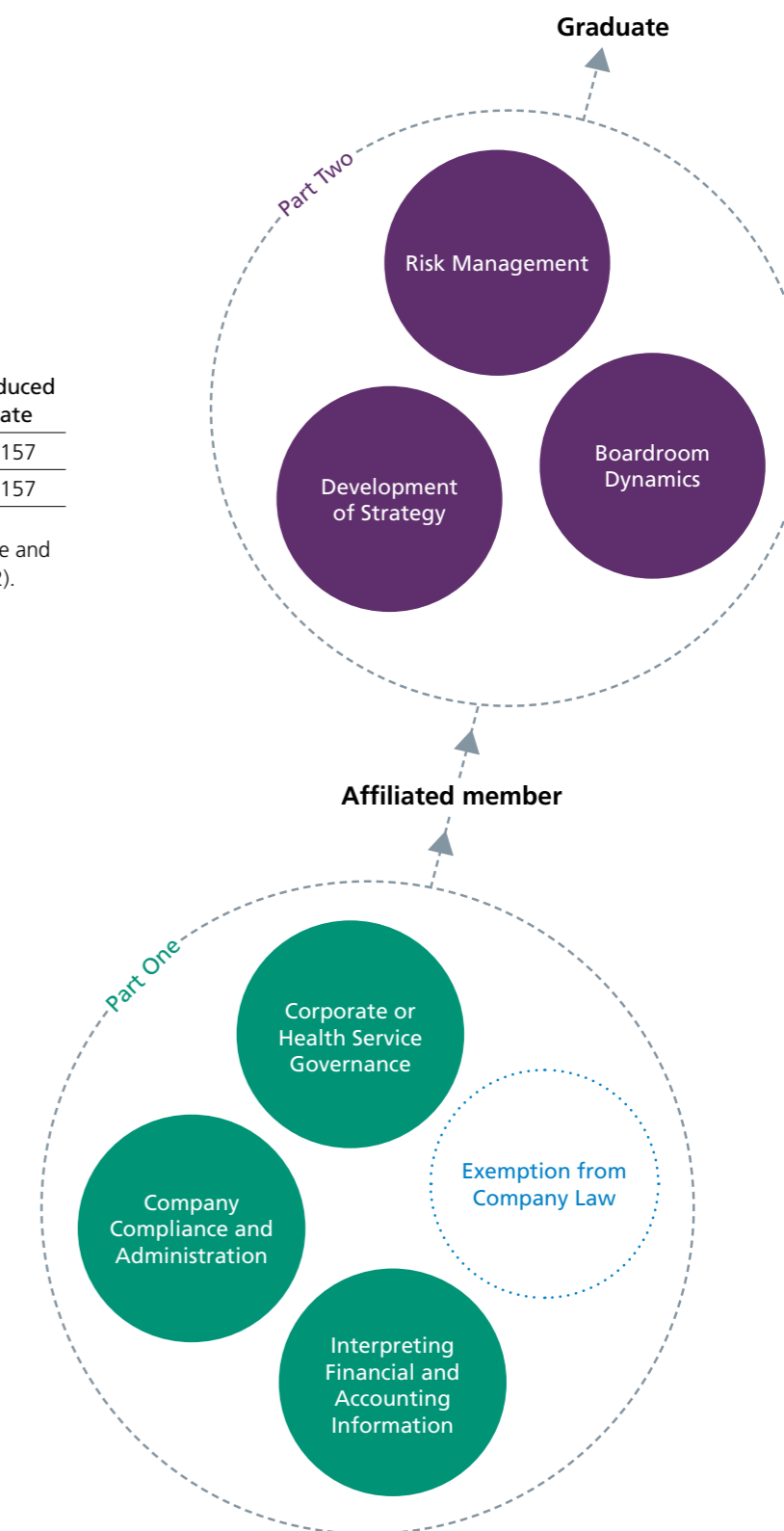
Law develops understanding of the processes and practices that underpin a governance professional's career and will help you make rapid progress in the early stages of the Qualifying Programme. Having an approved\* law degree means you will not be required to complete the Part One Company Law module.

### Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£230	£157
Exam fee (per module)	£230	£157

You will also need to pay a one-time registration fee and join as a student member to sit our exams (page 22).

\*Approved degrees are issued by UK universities or hold equivalent status to a UK qualification as defined by UK National Recognition Information Centre (UK NARIC).



# Related degree entry: Finance

## Build on your financial knowledge

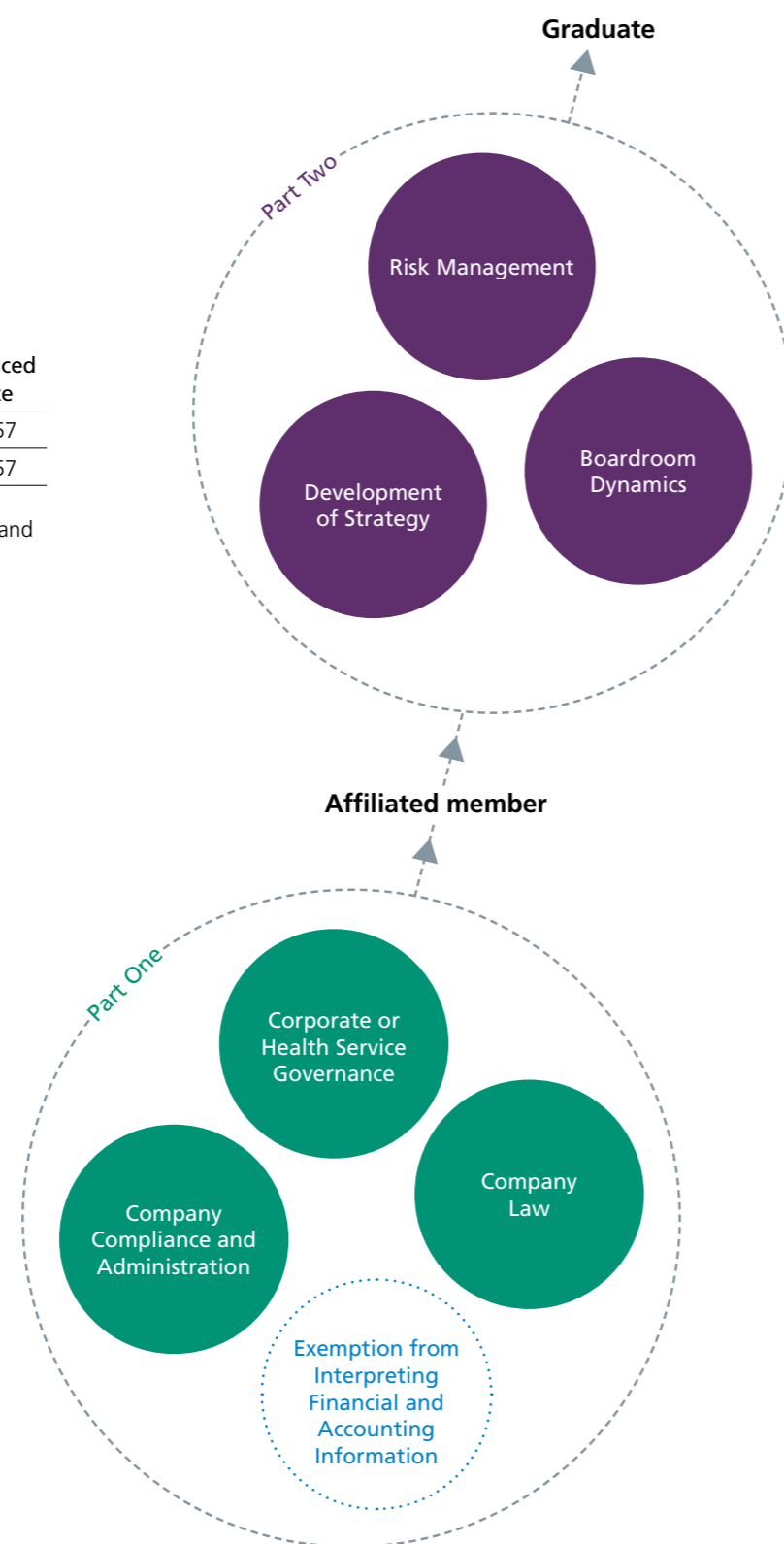
Financial knowledge is essential to effective governance. An approved\* degree in finance prepares you for the Chartered Governance Qualifying Programme and will exempt you from the exam for the Part One module in Interpreting Financial and Accounting Information to help you to progress quicker.

### Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£230	£157
Exam fee (per module)	£230	£157

You will also need to pay a one-time registration fee and join as a student member to sit our exams (page 22).

\*Approved degrees are issued by UK universities or hold equivalent status to a UK qualification as defined by UK National Recognition Information Centre (UK NARIC).



# Professional entry: Law

## Build on your professional understanding and experience of law

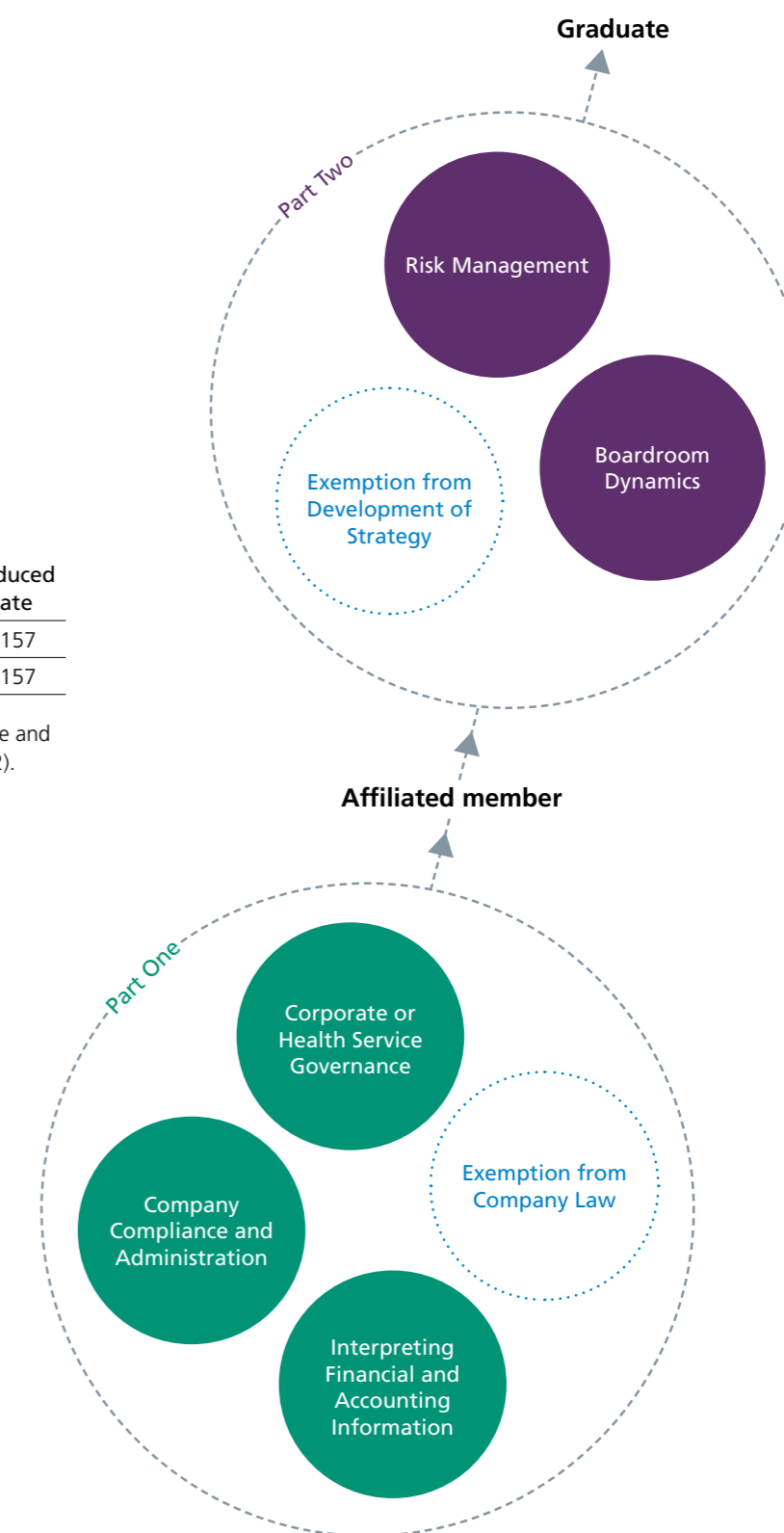
If you are a member of the Bar or Law Society for your jurisdiction, or compliant with the Qualified Lawyers Transfer Scheme Regulations, you can receive exemptions from up to two exams: Company Law and, subject to previous knowledge and experience, Development of Strategy.

This route is typically for those with less than five years' relevant professional experience. If you have more than five years' experience, see page 21 for details of our Fast Track Professional entry route.

### Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£230	£157
Exam fee (per module)	£230	£157

You will also need to pay a one-time registration fee and join as a student member to sit our exams (page 22).



# Professional entry: Accounting

Build on your professional understanding and experience of accountancy

If you are a qualified member of a recognised accountancy body, you may be entitled to exemptions from up to two exams.

You must be a member of one of the following professional bodies to qualify for this route and submit evidence of relevant experience to gain exemption from the Development of Strategy module:

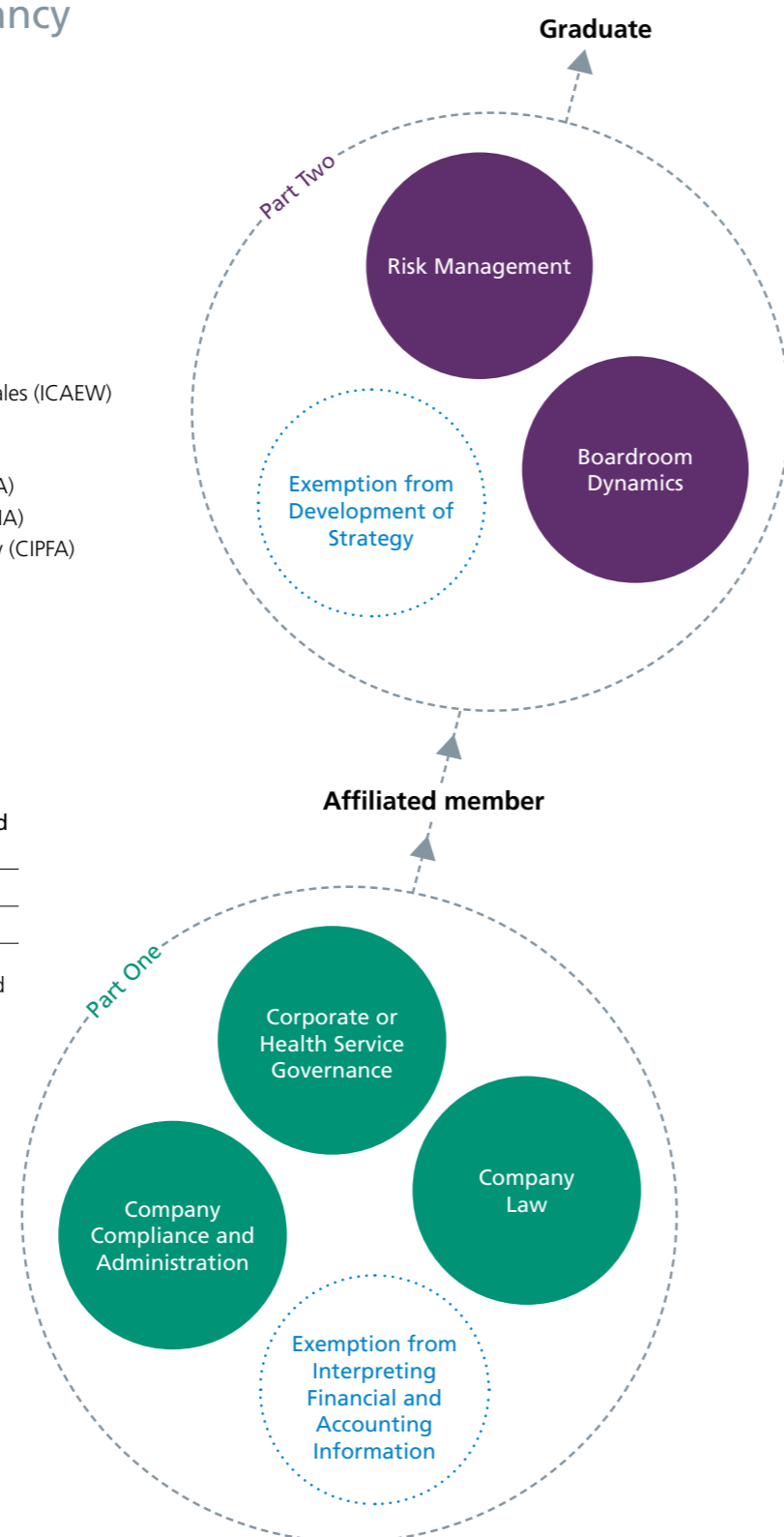
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants of Scotland (ICAS)
- Institute of Chartered Accountants in Ireland (ICAI)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Public Finance and Accountancy (CIPFA)

This route is typically for those with less than five years' relevant professional experience. If you have more than five years' experience, see page 21 for details of our Fast Track Professional entry route.

## Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£230	£157
Exam fee (per module)	£230	£157

You will also need to pay a one-time registration fee and join as a student member to sit our exams (page 22).



# Fast Track Professional

The accelerated route to Chartered status

If you are a qualified law or finance practitioner with more than five years' experience, you could quickly become a Chartered Secretary or Governance Professional with our Fast Track Professional route. You are required to take just two modules: Corporate Governance and Risk Management. These will give you the core professional knowledge required of Chartered Secretaries and Governance Professionals.

As a lawyer, you will need to be a member of the Bar or Law Society for your jurisdiction, or compliant with the Qualified Lawyers Transfer Regulations.

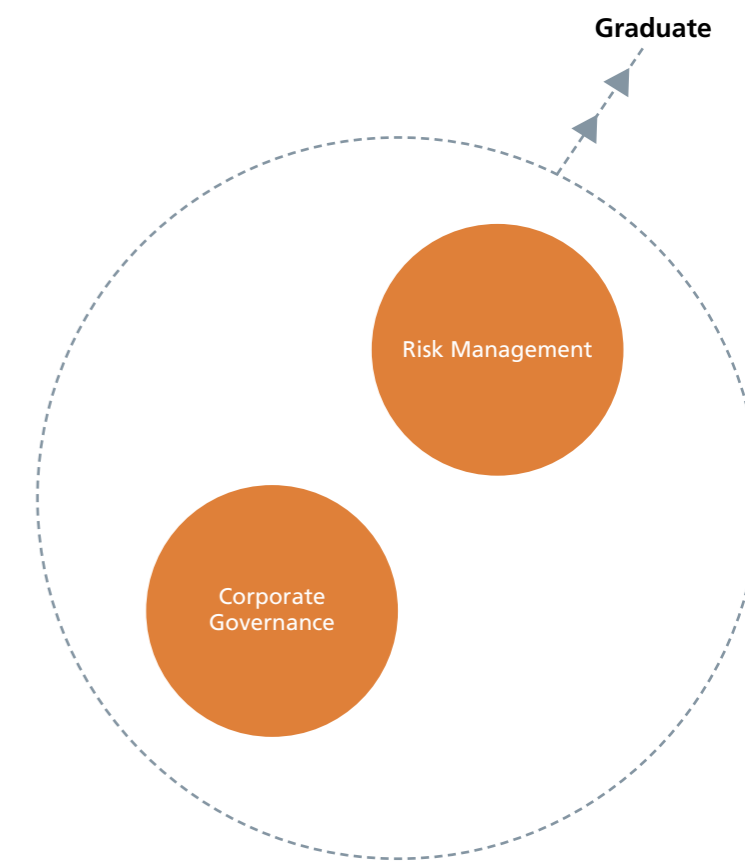
As an accountant, you must be a member of one of the following professional bodies to qualify for this route:

- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants of Scotland (ICAS)
- Institute of Chartered Accountants in Ireland (ICAI)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Public Finance Accountancy (CIPFA)

## Single fee

	UK and overseas	Reduced rate
Registration, student membership, exemptions and exam entry	£1,885	£1,255

This single fee covers registration and membership for your first year, exemption and exam fees.



# Costing your studies

Taking the Chartered Governance Qualifying Programme will involve paying a one-time registration fee, an annual student membership fee plus the specific examination or exemption fees for each module as you progress through the Qualifying Programme. Do remember to account for the full costs of the Qualifying Programme when planning your study. You should also factor in the costs of your study materials, which are charged separately, and

budget for tuition charges too. Whilst we do not provide tuition services, a list of our partners can be found on page 26 and at [icsa.org.uk/rtps](https://www.icsa.org.uk/rtps).

Full fees apply for students in the UK, EU and Crown Dependencies. Students from many other countries are eligible for reduced rates.

To help you or your employer plan for investing in your development, the table below gives an overview of the typical costs of completing the programme.

Qualification cost summary	UK & EU	Reduced rate
1. A one-off registration fee paid at the beginning of your studies	£140	£77
2. Your annual student membership fee, due for renewal in August each year	12 months	£190
	6 months	£95
3. Module fees, paid on a subject-by-subject basis as you progress through the qualification	Exam entry	£230
	Exemption	£230
4. Study texts in print or digital editions for each module	£44.95 each	
5. Tuition fees per module, depending upon your chosen provider	£350–£600 per module	

Additional fees may be payable to resit or postpone exams.

For a list of reduced rate countries visit: [icsa.org.uk/reducedrate](https://www.icsa.org.uk/reducedrate)

# How to apply

The best way to apply for the Chartered Governance Qualifying Programme is online at [icsa.org.uk/cgqp](https://www.icsa.org.uk/cgqp). Our website will guide you through the entry options that are relevant to your existing qualifications and experience.

If you are applying for one of the exemption routes, described on pages 17–21, you will need to upload certified copies of your relevant academic or professional qualifications, and transcripts or evidence to show your membership of your

professional body, to support your application.

On becoming a student, you will be asked for your commitment to abide by our Student Rules and Regulations and follow our Code of Professional Ethics and Conduct, available from [icsa.org.uk](https://www.icsa.org.uk).

These undertakings help to ensure that you are observing high professional standards from the very start of your career in governance.

## Thinking about taking tuition?

After your application with us has been approved, you will need to contact your chosen tuition partner to sign up. Information about our tuition partners can be found on page 26 or [icsa.org.uk/rtp](https://www.icsa.org.uk/rtp).

# Dual award postgraduate degrees

## A partnered approach to becoming Chartered

### The university route

A master's degree offered by one of our university partners can set you on the path to becoming a Chartered governance professional. These courses are dual awards, leading to an academic qualification, such as an MSc or LL.M and a professional designation GradCG. With the relevant professional experience, this can lead to Chartered membership as an Associate or Fellow of the Institute.

The university route is ideal for those who want a traditional student experience as part of an established student cohort for lectures and seminars. The assessment model typically combines examinations and assignments with a final dissertation or research project.

Most of these courses are flexible, allowing you to choose between studying full-time over a year or part-time over two.

Our partner courses have dual award status, as the course content has been mapped against the content of the Chartered Governance Qualifying Programme. To take advantage of the opportunity to gain your professional designation, you will need to register as a student of the Institute. This enables you to qualify as one of our graduates when you pass. As a student of the Institute across your postgraduate course you will also benefit from access to our knowledge, support and network events which will augment your learning and help you to find your next governance role.

You can learn more by visiting: [icsa.org.uk/postgraduate-membership](https://icsa.org.uk/postgraduate-membership)



**Bournemouth University with GTA University Centre, Guernsey**  
**MSc Corporate Governance**  
**Where:** GTA University Centre, Guernsey  
**Delivery:** Face-to-face, part-time  
**Duration:** 30 months  
**When:** Starts September  
**Apply:** [gta.gg](mailto:gta.gg)  
**Contact:** Kate Lenfestey, [kate.lenfestey@gta.gg](mailto:kate.lenfestey@gta.gg)



**The University of Law**  
**LLM Corporate Governance/Grad CG**  
**Where:** London Moorgate, Bristol, Manchester and online  
**Delivery:** Face to face full-time and online full-time and part-time  
**Duration:** 12 months full-time; 24 months part-time  
**When:** Starts September and January  
**Apply:** [law.ac.uk/apply](http://law.ac.uk/apply)  
**Contact:** Dr Leyanda Purchase, [leyanda.purchase@law.ac.uk](mailto:leyanda.purchase@law.ac.uk)



**Leeds Beckett University**  
**MSc Corporate Governance**  
**Where:** City Campus, Leeds Beckett University  
**Delivery:** Face-to-face, part and full-time  
**Duration:** 12–24 months  
**When:** Starts January and September  
**Apply:** [leedsbeckett.ac.uk](http://leedsbeckett.ac.uk)  
**Contact:** Nick Beech, [n.beech@leedsbeckett.ac.uk](mailto:n.beech@leedsbeckett.ac.uk)



**University of Lincoln**  
**MSc Governance**  
**Where:** University of Lincoln  
**Delivery:** Face-to-face, part and full-time  
**Duration:** 12–24 months  
**When:** Starts September  
**Apply:** [lincoln.ac.uk](http://lincoln.ac.uk)  
**Contact:** Fadi Alkaraan, [falkaraan@lincoln.ac.uk](mailto:falkaraan@lincoln.ac.uk)



**London South Bank University**  
**MSc Corporate Governance**  
**Where:** London South Bank University  
**Delivery:** Face-to-face, part and full-time  
**Duration:** 15–30 months  
**When:** Starts January and September  
**Apply:** [lsbu.ac.uk](http://lsbu.ac.uk)  
**Contact:** Cherry Cheung, [cheungc5@lsbu.ac.uk](mailto:cheungc5@lsbu.ac.uk)



**University of Portsmouth**  
**LLM Corporate Governance and Law**  
**Where:** University of Portsmouth  
**Delivery:** Face-to-face, part and full-time  
**Duration:** 12–24 months  
**When:** Starts September  
**Apply:** [port.ac.uk](http://port.ac.uk)  
**Contact:** Lee Roach, [lee.roach@port.ac.uk](mailto:lee.roach@port.ac.uk)



**University of Northampton**  
**MSc Corporate Governance and Leadership**  
**Where:** Waterside Campus, University of Northampton  
**Delivery:** Face-to-face, part and full-time  
**Duration:** 12–24 months  
**When:** Starts September  
**Apply:** [northampton.ac.uk](http://northampton.ac.uk)  
**Contact:** Doaa Aljamal, [doaa.aljamal@northampton.ac.uk](mailto:doaa.aljamal@northampton.ac.uk)  
Nas Kolade, [nas.kolade@northampton.ac.uk](mailto:nas.kolade@northampton.ac.uk)



**Ulster University**  
**MSc Management and Corporate Governance**  
**Where:** Jordanstown Campus, Ulster University; Marino Institute of Education, Dublin  
**Delivery:** Face-to-face, part and full-time  
**Duration:** 12–36 months  
**When:** Starts September  
**Apply:** [ulster.ac.uk](http://ulster.ac.uk)  
**Contact:** Nick Read, [n.read@ulster.ac.uk](mailto:n.read@ulster.ac.uk)

# Registered tuition providers

The Chartered Governance Qualifying Programme (QP) and Foundation Programme (FP) can be studied independently, or with the support of a tuition partner. Our partners provide tuition for our Qualifying Programmes through face-to-face and online/distance learning. Our recommended tuition partners, denoted by 'R', are required to regularly demonstrate that they meet the Institute's expectations with regards to enrolment and exam performance.

Registered partners	FP	QP	Face-to-face	Online
<b>Global distance learning partners</b>				
BPP Professional Education, Jersey <b>R</b>	N	Y	Y*	Y
BPP Professional Education, Guernsey <b>R</b>	N	Y	Y*	Y
Campbell's College <b>R</b>	N	Y	Y*	Y
First Intuition, Guernsey <b>R</b>	N	Y	Y*	Y
First Intuition, Jersey	N	Y	Y*	Y
<b>UK</b>				
Campbell's College <b>R</b>	Y	Y	Y	Y
Kensington College of Business <b>R</b>	N	Y	Y	N
<b>Bahrain</b>				
Bahrain Institute of Banking and Finance	Y	Y	Y	N
<b>British Virgin Islands</b>				
Financial Services Institute at H Lavity Stoutt Community College	Y	Y	Y	N
<b>Channel Islands</b>				
BPP Professional Education, Jersey <b>R</b>	N	Y	Y	Y
BPP Professional Education, Guernsey <b>R</b>	N	Y	Y	Y
First Intuition, Guernsey <b>R</b>	N	Y	Y	Y
First Intuition, Jersey	N	Y	Y	Y
Highlands College	Y	N	Y	N
<b>Ghana</b>				
Governance Study Centre	N	Y	Y	N
<b>Greece</b>				
StudySmart	N	Y	Y	N
<b>Jamaica</b>				
Jamaica Stock Exchange	N	Y	Y	Y
<b>Mauritius</b>				
Belstar Training Centre	Y	Y	Y	N
Pronumeris Training Centre	N	Y	Y	Y
Sagittarius	Y	Y	Y	N
<b>The Gambia</b>				
GFS Business Development	N	Y	Y	N
<b>Uganda</b>				
ICSA Uganda	N	Y	Y	N
<b>United Arab Emirates</b>				
Capital Advantage	N	Y	Y	N
Governance Gurus	N	Y	Y	Y
Hawkamah	Y	N	Y	Y

Discover more: [icsa.org.uk/rtp](https://icsa.org.uk/rtp)

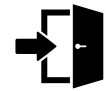
\*Face-to-face services are only offered in specific locations.

# Finance and administration qualifications

The International Finance and Administration (IFA) suite of qualifications mix robust core modules with optional elements tailored to your expertise, experience and need. IFA is recognised by regulators in Jersey, Guernsey, Isle of Man, the Cayman Islands and the British Virgin Islands, increasing your employability across the world.

# IFA Level 4 suite

Start your career in offshore financial services



No previous experience required



Self-study



Access to study support resources, optional tuition via partners



Register anytime.  
Exams Jun and Nov



Eligible (with the achievement of the full Certificate)



[icsa.org.uk/ifa4](https://icsa.org.uk/ifa4)

Completing an IFA Level 4 qualification is your first step into a career in the international finance sector.

The IFA Level 4 core module introduces the offshore finance environment, including products and service; regulation and supervision; taxation and banking; trust and company law; and how to provide trust company business services. Optional specialist modules provide the opportunity to take an in-depth look at the topics of accounting and investment.

## Content

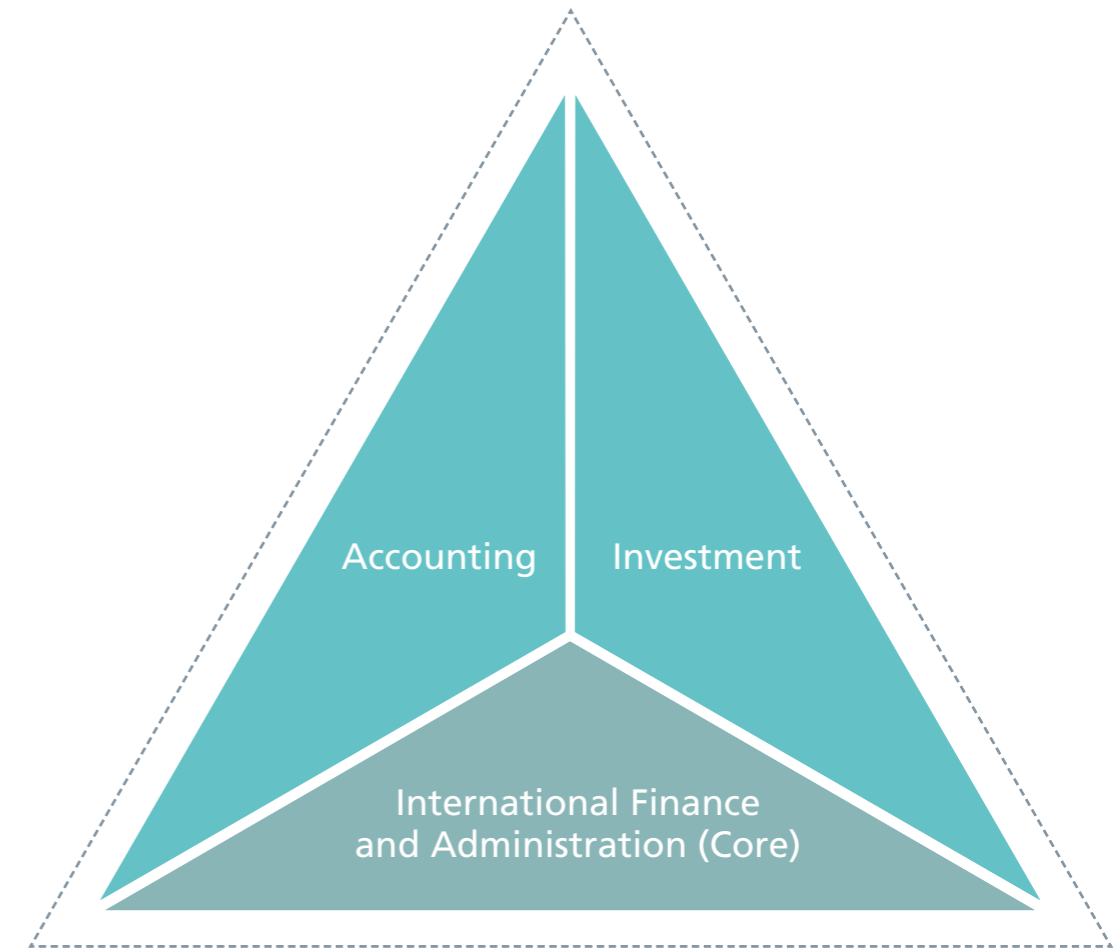
This is a flexible, step on/step off modular study suite of qualifications which gives you control of your learning. The compulsory core module takes 300 hours of study and each optional specialism takes 150 hours. This means there are four possible qualifications available which can be awarded depending on your combination of modules from either:

- International Finance and Administration (compulsory, 1 exam)
- Accounting (optional specialism, 1 exam)
- Investment (optional specialism, 1 exam)

## Benefits

You will gain:

- a strong introduction to the principles of effective trust and company administration;
- understanding of global accounting and investment principles and practices;
- a regulator-approved qualification to enhance your career prospects within the sector;
- essential skills in preventing the harmful effects of financial crime; and
- completing all the exams will give you eligibility for studying the IFA Level 5 qualification (see page 30).



Your final qualification reflects the modules you choose to study. You start with the core module for the award then add further specialisms, to work towards the Subsidiary Certificate or Certificate qualifications.



## Package prices



Level 4 Award in International Finance and Administration  
**£1,050**



Level 4 Subsidiary Certificate in International Finance, Accounting and Administration  
**£1,310**



Level 4 Subsidiary Certificate in International Finance, Investment and Administration  
**£1,310**

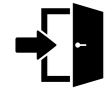


Level 4 Certificate in International Finance and Administration  
**£1,575**

Top-up your qualification: **£315 per specialism**

# IFA Level 5 suite

Advance your understanding and career prospects



A recognised finance qualification is required. See details online



Self-study



Access to study support resources, optional tuition via partners



Register anytime.  
Exams Jun and Nov



Eligible (with the achievement of the full Diploma)



[icsa.org.uk/ifa5](https://icsa.org.uk/ifa5)

Expand your portfolio of skills and knowledge in international financial services provision to enhance your career or prepare you for entry to the Chartered Governance Qualifying Programme.

Building on our IFA Level 4 suite, these qualifications provide a more detailed understanding of international finance, with a flexible structure that can be tailored to suit the needs of different sectors or areas of work, including fund administration, business management and financial reporting and governance.

Ideal for those who already work in a supervisory or junior management finance role, and have an introductory professional qualification (such as the IFA Level 4 Certificate or equivalent), an IFA Level 5 qualification can give you a competitive advantage in jurisdictions where regulator-recognised qualifications are a requirement.

## Content

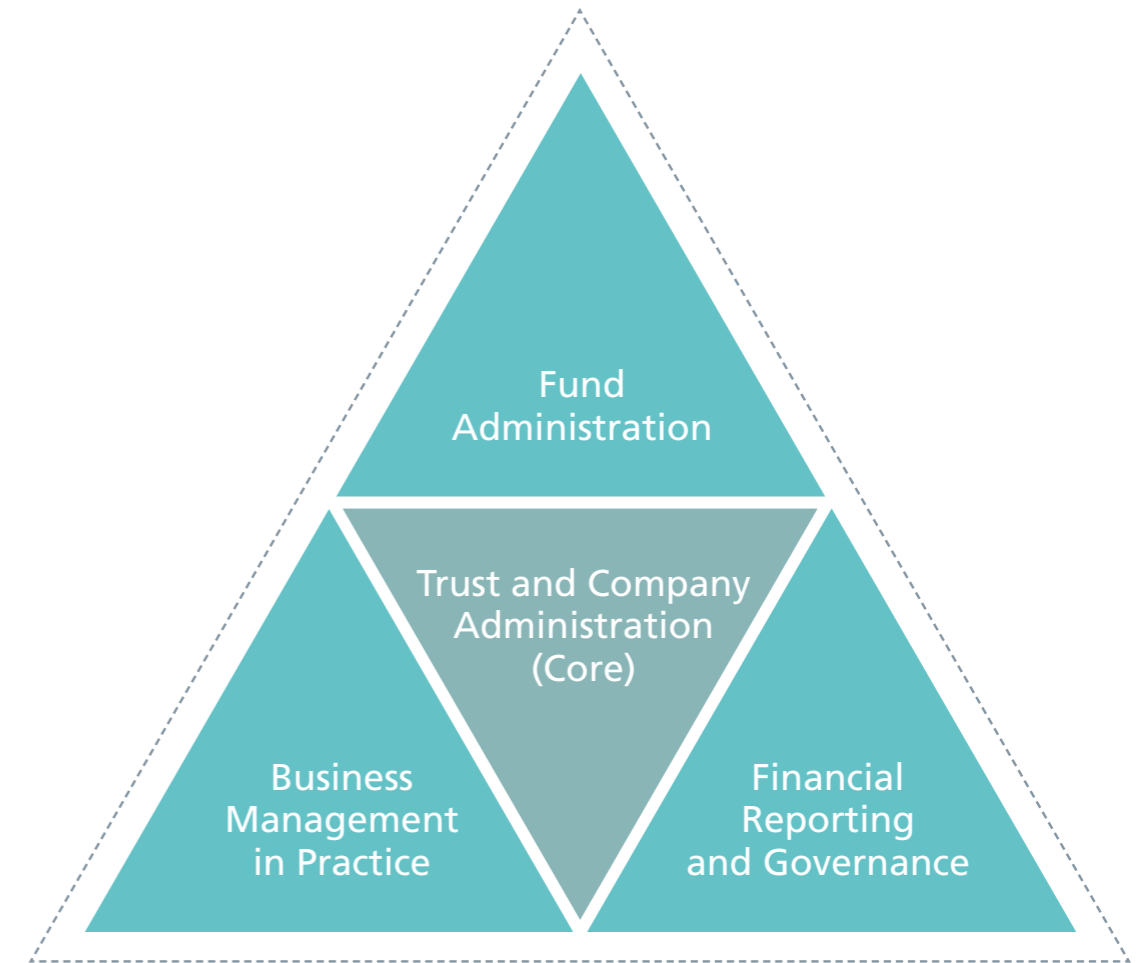
The compulsory core module takes 150 hours study and each optional specialism takes 150 hours. This means there are three possible qualifications available which can be awarded depending on your combination of modules from either:

- Trust and Company Administration (compulsory, 1 exam)
- Fund Administration (optional specialism, 1 exam)
- Business Management in Practice (optional specialism, 1 exam)
- Financial Reporting and Governance (optional specialism, 1 exam)

## Benefits

You will gain:

- advanced understanding of international finance and trust and company administration practices;
- clear insight into how to apply codes of practice and guidance to meet regulator requirements;
- in-depth knowledge of specialist topics; and
- a regulator-approved qualification to enhance your career prospects.



Your final qualification reflects your module choices, so you start with the core module then add further specialisms to work towards your chosen qualification.

## £ Package prices



Level 5 Advanced Certificate in International Finance and Administration  
**£1,155**



Level 5 Subsidiary Diploma in International Finance and Administration  
**£1,575**



Level 5 Diploma in International Finance and Administration  
**£1,990**

Top-up your qualification: **£470 per specialism**



# Registered tuition providers for the IFA qualifications

While IFA qualifications can be obtained through independent study, we recommend that you take tuition to improve your chances of success.

We have a number of partners who are registered to provide tuition for our qualifications, in person and through distance learning (including online provision). Our recommended tuition partners, denoted by 'R',

are required to regularly demonstrate that they meet the Institute's expectations with regards to enrolment and exam performance.

Further details and links to these partners can be found at [icsa.org.uk/rtp-ifa](https://icsa.org.uk/rtp-ifa).

Registered partners				
	IFA 4	IFA 5	Face-to-face	Online
<b>Global distance learning partners</b>				
BPP Professional Education, Jersey <b>R</b>	Y	Y	Y*	Y
BPP Professional Education, Guernsey <b>R</b>	Y	Y	Y*	Y
Campbell's College <b>R</b>	Y	Y	Y*	Y
First Intuition, Guernsey <b>R</b>	Y	Y	Y*	Y
First Intuition, Jersey	Y	Y	Y*	Y
<b>UK</b>				
Campbell's College <b>R</b>	Y	Y	Y	Y
<b>British Virgin Islands</b>				
Financial Services Institute at H Lavity Stoutt Community College	Y	Y	Y	N
<b>Channel Islands</b>				
BPP Professional Education, Jersey <b>R</b>	Y	Y	Y	Y
BPP Professional Education, Guernsey <b>R</b>	Y	Y	Y	Y
First Intuition, Jersey	Y	Y	Y	Y
First Intuition, Guernsey <b>R</b>	Y	Y	Y	Y
<b>Isle of Man</b>				
Manx Professional & Educational Services Limited (MPES)	Y	N	N	Y
Ultratech Associates	Y	Y	Y	N
<b>Jamaica</b>				
Jamaica Stock Exchange	Y	N	Y	Y
<b>Mauritius</b>				
Pronumeris Training Centre	Y	N	Y	Y
Sagittarius	Y	N	Y	N
<b>The Gambia</b>				
GFS Business Development	Y	Y	Y	N

\*Face-to-face services are only offered in specific locations.

Discover more: [icsa.org.uk/rtp-ifa](https://icsa.org.uk/rtp-ifa)

Corporate  
Academy  
Certificates  
Charity Health  
Sports

Our short course qualifications suit a variety of professional requirements at different levels. Catered to your sector, we offer certificates in charity law, corporate, education, sports and health service governance. Upon completion of one of our short course qualifications, you will be eligible to take up Affiliate membership with the Institute.



# Certificate in Company Secretarial Practice and Share Registration Practice

A practical qualification to kick-start your career in financial services



Related work experience recommended

Taught by Kensington College of Business and validated by us, this Level 4 qualification has been completely rewritten and refocused for 2019–20.

Designed to give students a practical understanding of corporate secretaryship and share registration practice, it is suitable both for those who are new to the sector and those looking to brush up their existing knowledge. If you are looking to move your career towards working as a company secretary or share registrar, or if you are already working in a legal, accounting or banking role in financial services, this is the course for you.

## Content

The course requires weekly attendance or online study over a period of nine or 12 months. There are four course modules:

- The company
- Governance and compliance
- Meetings
- Share registration

## Benefits

Upon completion of this course, participants will have gained:

- a practical understanding of corporate secretaryship and share registration;
- a qualification recognised by many employers in awarding pay and responsibility; and
- improved employment prospects in the financial services industry.



Kensington College of Business, London



Taught course, face-to-face (London) or online



Feb 2020–Feb 2021  
Oct 2020–Jun 2021



£1,200



Eligible



kensingtoncoll.ac.uk



Established 1982



# Certificate in Company Secretarial Law and Practice (Ireland)

Qualify in Irish company law and company secretarial practice



Tertiary level qualification or relevant work experience

Offered in partnership with the Law Society of Ireland, this course is designed to prepare suitably qualified individuals to deliver company secretarial services in Irish organisations.

Students are expected to finish the course with a detailed understanding of the practical aspects of the company secretarial role, including the procedures that need to be followed to ensure compliance and a familiarity with the framework of company law in Ireland and its corporate governance provisions.

## Content

The course requires attendance of sessions onsite or online over a period of four months, alongside a series of workshops. Course topics include:

- Overview of Ireland's company law framework
- Key corporate governance provisions under the Companies Act
- Procedural requirements of company secretarial practice
- Making statutory and other filings to the Company Registration Office
- Procedures for compliance with statutory requirements

## Benefits

Upon completion of this course, you will:

- understand the duties and role of the company secretary;
- gain insight into the latest developments in company law and secretarial practice;
- understand the rules regarding company incorporation, filing and the maintenance of statutory registers; and
- be equipped to ensure best practice in the running of board meetings.



Dublin or online



Taught course, face-to-face (Dublin) or online



Course starts Feb 2020, exams summer 2020



€1,550



Eligible



lawsociety.ie





# Certificate in Employee Share Plans

A unique qualification for UK share scheme professionals



No formal qualifications required

Delivered by multi award-winning tier 1 law firm Tapestry Compliance and awarded by us, this Level 4 course leads to the only professionally recognised qualification in the UK aimed solely at share plan professionals.

If you work in a company secretarial role, or in human resources and reward, or if you already work as a share plan administrator, this course gives you the firm foundation of knowledge you will need to design, develop and operate share plans effectively.

### Content

The course is delivered in two block sessions of two and a half days each and can be completed within nine months, supported by self-study. Topics covered by the course include:

- Share plan design
- Law and regulation, including market abuse and governance
- Executive and all-employee share plans
- Tax, NI and accounting
- Accounting for share plans
- Reporting and disclosure
- Administration, including service level agreements and data privacy
- The global operation of share plans

### Benefits

Studying on this course will help you to:

- understand the latest thinking on share plan design, governance and regulation;
- make time and cost-effective decisions about when issues can be dealt with in-house, or need external advice;
- reduce risk, by being equipped to anticipate regulatory and compliance issues; and
- develop a broad perspective, by understanding how share plans impact upon different parts of the company.



London



Taught course, face-to-face (London)



Part 1 dates:  
Jun 2020, exam Jul 2020  
Part 2 dates:  
Sep 2020, exam Nov 2020



£4,315–4,415+VAT



Eligible



tapestryicsa.com



# Certificate in Corporate Governance

Introducing the UK and international governance landscape



No prior qualifications required

Gain a global perspective on corporate governance with this internationally recognised qualification.

This Level 4 qualification introduces you to the key frameworks, codes and legal and regulatory requirements which underpin effective corporate governance. It is designed to help you to navigate complex governance structures, understand risk and support your organisation's governance needs.

If you work in a role with governance responsibilities, such as secretarial assistant, executive assistant or governance officer, this qualification can help improve your performance and add value to your organisation.

### Content

The qualification takes 200 hours' study time over six to nine months. The topics covered include:

- General principles of corporate governance
- The board, shareholders and corporate reporting
- Board procedure and governance administration
- Risk governance

### Benefits

You will gain a better understanding of:

- the role of the board and company secretary;
- how to support and engage with the board on legal, financial and regulatory issues;
- frameworks and principles of governance and how to apply the relevant codes;
- key players in governance and decision-making complexities; and
- key ways to manage risk.



Distance learning



Self-study with access to study support resources, optional tuition available from partners



Exams Jun 2020, Nov 2020



£1,530



Eligible



[icsa.org.uk/certcorpgov](https://icsa.org.uk/certcorpgov)



# Advanced Certificate in Corporate Governance

Become an effective advisor on governance



No prior qualifications required, experience recommended



Distance learning



Self-study with access to study support resources, optional tuition from partners



Exams Jun 2020, Nov 2020



£1,530



Eligible



[icsa.org.uk/advcorpgov](https://icsa.org.uk/advcorpgov)

This internationally-recognised qualification will give you the knowledge and skills needed to embed good governance practice at the heart of your organisation, whether that be a company in the private sector, a voluntary organisation or a public sector body.

The course is designed to give an in-depth understanding of key concepts in the area of corporate governance, among them leadership and the role of the board, risk management and internal controls, and shareholder relations. If you are working in a relevant role in governance, compliance or risk, this course will provide you with a comprehensive understanding of what effective governance means.

## Content

The course requires 200 hours' study time over six to nine months. Topics covered include:

- General principles of corporate governance
- The board of directors and leadership
- Remuneration of directors and senior executives
- Relations with shareholders
- Risk management and internal control
- Corporate social responsibility

## Benefits

You will develop and reinforce your understanding of:

- frameworks of governance in a national and international context;
- how to advise on governance issues while pursuing strategic objectives;
- the solutions-led analysis and evaluation of governance problems;
- principles of risk management for good governance; and
- responsibilities to stakeholders and how to advise on ethical conduct.



# Certificate in Fund Administration

Principles of fund administration and management



A recognised finance qualification is required. See details online



Distance learning



Self-study with access to study support resources, optional tuition from partners



Register anytime. Exams Jun and Nov



£765



[icsa.org.uk/ifa5funds](https://icsa.org.uk/ifa5funds)

This standalone Level 5 qualification from our IFA suite provides an understanding of the fund administration and management process. If you work in fund administration and are already suitably qualified in trust and company administration,\* but are not involved in it, this certificate offers a qualification specifically tailored to help you progress in your chosen field.

## Content

The qualification requires around 150 hours' study time over six months and is assessed by one exam.

Subjects covered include investing money and assets, the role and duties of fund administrators and fund managers, how the funds industry and its services are regulated, fund products and services available to investors and characteristics of investment and portfolio management practice.

## Benefits

Upon completion of this course you will have gained:

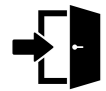
- insight into the investment world, the drivers behind it and the essentials of constructing a portfolio;
- an understanding of the roles of the key principles of a fund and the importance of net asset valuation (NAV);
- in-depth knowledge of fund types, structures and services available to investors in offshore jurisdictions; and
- skills to help you navigate complex regulatory requirements to help protect the assets of investors.

\*If you work in trust and company business, see details of the Fund Administration option in our IFA Level 5 qualifications on pages 30-31.



# International Certificate in Financial Services Regulation

Essential learning for a career in the regulation of financial services



No prior qualifications required

Delivered by Jersey International Business School and BPP, this Level 3 qualification will equip you with the knowledge and skills for a career as a regulator. Aimed at those entering the profession or junior members of a regulatory body, the course covers the basic principles and practices of financial regulation.

### Content

The course is delivered over a period of nine months including a half-day induction, two days of tuition and, after four months of self directed study, a further three days of tuition. Topics include:

- The legal and regulatory framework relating to regulation
- The role of financial services regulators and how they operate
- Authorisation
- Supervision
- Conduct risk management
- The regulation of financial crime prevention

### Benefits

Upon completion of the course you will gain:

- understanding of how financial services are regulated;
- knowledge of roles and responsibilities of regulators; and
- a professional qualification to recognise your achievements.



Jersey, Guernsey and Isle of Man



Taught course, face-to-face



Course starts Mar 2020



£2,495 for face-to-face tuition



[icsa.org.uk/icfsr](http://icsa.org.uk/icfsr)



# Certificate in Clerking of School and Governing Boards

The essential qualification for developing high quality clerks



3 months clerking experience and currently working in a school

There is a greater need than ever before for high quality clerks who can provide the skills and knowledge that are crucial to the long-term success of a school.

Offered by the National Governance Association and accredited by us, this Level 3 certificate provides the skills and knowledge needed by the modern professional clerk. A flexible programme designed for both new and experienced clerks working in schools, single or multi-academy trusts, course features include 360° diagnostic review, peer-to-peer and group learning, support with completing a school-based project and completion of a personal learning log to record areas for further development after the programme ends.

### Content

The course runs over a nine-month period and comprises a series of workshops, one-to-one mentoring and face-to-face sessions focusing on the development of clerking competencies. Areas covered include:

- Clerking diagnostics
- Key elements of effective governance
- Personal development
- Key areas of regulation and compliance
- Sustainable networking
- Evidencing impact on board effectiveness

### Benefits

This course will develop your delivery in clerking matters by:

- enhancing your knowledge, clerking skills and networks;
- creating a school-based project to improve effectiveness in clerking practice;
- enhancing awareness of your strengths and areas for development; and
- creating self-supporting groups to ensure learning and support beyond the duration of the programme.



Various locations and online



Taught course with local and online learning options



Course starts throughout the year



£425 (£350 DfE funding available)



[nga.org.uk/leadinggovernance/clerks](http://nga.org.uk/leadinggovernance/clerks)





# Certificate in Academy Governance

Effective governance is key to academy success



No prior qualifications required



Distance learning



Webinar supported, self-study



Course starts Sep, exam Jun



£1,020



Eligible



[icsa.org.uk/academiescert](https://icsa.org.uk/academiescert)

The delivery of good governance at your academy or multi-academy trust (MAT) is vital to building a stable environment that enables your students to thrive.

This Level 4 course has been created to help meet the specific needs for effective governance in academy schools. You will learn skills not readily available from other courses in school management. In particular, the course focuses on the governance needs of MATs, and how solid and consistent governance and standards can be implemented across several schools.

If you are a clerk, trustee, or work in a governance role in a new or converted academy, this qualification will provide you with the skills you need to lead effectively on the practice of good governance.

Students who successfully complete the Certificate in Academy Governance qualification are eligible to become Affiliated members and continue to benefit from the knowledge and support of our governance and compliance community.

## Content

The course requires 200 hours' study time over nine months. The content comprises four compulsory modules which cover:

- Legislative and regulatory framework
- Governance
- Risk, compliance and policies
- Financial management

## Benefits

You will gain:

- insight into how to support your school or MAT in navigating new financial systems, controls and procedures after academy conversion;
- essential skills of how to address matters of poor governance and lack of accountability; and
- in-depth knowledge that helps you to provide solutions for governance challenges and establish robust governance practices in your school or MAT.



# Diploma in Charity Management

Enhance your qualification with professional accreditation



Variable by course



Cass Business School, London



Taught course, face-to-face (London)



Course starts Apr 2020, Oct 2020



£350 registration



Eligible



[icsa.org.uk/cassbusiness](https://icsa.org.uk/cassbusiness)

The Cass Business School offers this postgraduate diploma for those students who have completed the relevant parts of a Cass Charity Master's Programme.

If you are involved in charity management and are already studying for, or considering, a Cass Master's Programme, this diploma will supplement your academic achievements with a recognised professional qualification. This diploma will also support and reinforce your authority when dealing with, or advising on, governance matters.

## Content

The diploma is awarded on successful completion of four Cass Business School Master's Programme modules in:

- Learning and understanding the voluntary sector
- Resource management
- Marketing and fundraising
- Strategy, diversity and governance

## Benefits

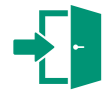
Particular benefits include:

- tuition from, and peer group benefits of, a leading business school;
- the knowledge, skills and personal resources to become more effective in charity management;
- conceptual and practical understanding of diversity and governance; and
- access to a strong network and connections within the charity sector.



# Certificate in Charity Law and Governance

Strengthen your charity's mission with good governance practice



No prior qualifications required

The impact a charity can have depends on an effective understanding of charity law and governance. Navigating complex legal and regulatory structures and understanding how they relate to effective governance is essential in helping your charity to fulfil its purpose.

This Level 4 qualification provides an introduction to the legal and regulatory framework around charities in England and Wales, and how this affects charities in relation to issues such as governance, sources of income, and stewardship of assets. If you work for a charity in a role such as secretary, board clerk, head of governance, director or any other administrative role, this qualification will help you understand the legal framework specific to the charity sector and ensure your organisation remains compliant while pursuing its aims.

### Content

The course requires 200 hours' study time over nine months. The qualification covers:

- Charity law
- Structures and legal forms
- Compliance and regulations
- Governance
- Sources of income
- Stewardship of funds and assets

### Benefits

You will gain:

- insight into how poor governance and lack of accountability can cause reputational damage and organisational failure;
- detailed knowledge of the Charity Governance Code, and how to apply its principles;
- knowledge of the legal duties required of charity trustees; and
- the skills to help your organisation expertly navigate legal and regulatory requirements and develop solid governance practices.



Distance learning



Webinar supported, self-study



Course starts Sep, exam Jun



£1,575\*



Eligible



[icsa.org.uk/clg](https://icsa.org.uk/clg)

\*Supported by The Chartered Secretaries' Charitable Trust, we are delighted to offer a 75% bursary to one eligible student for the next exam session. (see website above for more details)



# Advanced Certificate in Health Service Governance

Advanced governance knowledge tailored to the needs of the NHS



No prior qualifications required

The challenges faced by the NHS are unique and the provision of high quality services requires robust governance systems and practices. This qualification is designed to equip you with the advanced knowledge and skills needed to ensure effective governance service delivery in your NHS organisation.

This Level 6 qualification is the only one of its kind and covers the specific governance needs of the NHS in England and Wales. It is ideal for those who work in a management or administrative role in the NHS with governance responsibilities, such as board or trust secretaries in Clinical Commissioning Groups, Commissioning Support Units, Trusts or Foundation Trusts, directors of corporate governance or affairs, governance officers, those in non-executive or lay roles or General Practice managers.

### Content

The course requires 200 hours' study time over nine months. The qualification covers:

- The governance landscape and theoretical frameworks
- Governance structures and individual duties
- Foundation Trusts
- Clinical Commissioning Groups and new models of care
- Risk management, assurance and audit

### Benefits

You will gain:

- in-depth understanding of governance frameworks and structures within the NHS, and legal/regulatory frameworks applicable to health service governance;
- skills to help you apply governance rules and principles within your organisation; and
- insight into principles of risk management, assurance and audit.



Distance learning



Webinar supported, self-study



Course starts Sep, exam Jun



£1,070



Eligible



[icsa.org.uk/healthcert](https://icsa.org.uk/healthcert)



# Certificate in Sports Governance

Champion good governance in sport



No prior qualifications required

This Level 4 programme provides an introduction to the governance challenges faced by the sport sector.

It focuses on equipping those who work in the sports sector with the knowledge and key skills necessary to develop good governance practices within their organisation, including applying the key principles of UK Sport's Code for Sports Governance. With public funding for sporting bodies in the UK dependent upon their ability to demonstrate they have effective governance practices in place, this accessible and practical qualification is invaluable for anyone working in a governance role in the sector.

### Content

The course requires around 200 hours' study time over nine months. The qualification covers several key topic areas including:

- The sports governance landscape
- Developing effective governance structures in sports organisations
- Compliance requirements of key statutory policies
- Financial arrangements that ensure best practice
- Building effective relationships with stakeholders

### Benefits

You will gain:

- insight into mitigating poor governance and lack of accountability so as to prevent reputational damage; and
- detailed understanding of UK Sport's Code for Sports Governance, and of how compliance with its requirements can impact upon funding.



Distance learning



Webinar supported, self-study



Course starts Sep, exam Jun



£1,020



Eligible



[icsa.org.uk/sportsqual](https://icsa.org.uk/sportsqual)

# Support for short course qualifications

Explore the support available during your self-study

While many of our short course qualifications through the Institute are self-study, we provide a range of support from webinars and online resources to face-to-face training with our external providers, depending on the certificate you choose.

### Self-study support

#### Webinars

Webinars are offered live and recorded so you can repeat or catch-up in your own time. Our live sessions start in September each year and are scheduled to take place every two to four weeks until the examination in June the following year. The tutor is available to answer questions during webinar sessions and our learning support manager can assist with additional queries. There is also the opportunity to submit two exam-style assessments and receive feedback.

#### Online

Our online resources include materials from other qualifications. For example, if you take the Advanced Certificate in Corporate Governance you will have access to the same past papers, study support webinars and further online materials as students taking the Certificate in Corporate Governance examination. These resources will help you prepare for the final examination.

#### Face-to-face

If you take a course with one of our external providers (more information on pages 34, 35, 36, 40, 41, 43), you will usually attend face-to-face teaching sessions with online access to study texts and additional materials. You will have direct access to a tutor and the opportunity to forward questions between sessions via a course administrator. There will be regular tasks to complete and receive feedback.







## The Role of the Company Secretary: Part 1

An essential introduction to the duties of a company secretary

This two-part course is the ideal primer for newcomers to the role of company secretary. It also provides a good refresher for those seeking to increase their value to their organisation.

Part 1 develops understanding of your legal responsibilities under the Companies Act, the management of statutory records and your role in company decision-making and advising the board.



1 day, 6.5 hours CPD



London



Monthly across 2020



£355–755+VAT,  
15% discount for both days



Company Secretary's Checklists



[icsa.org.uk/cosec-role-pt1](https://icsa.org.uk/cosec-role-pt1)



## Company Secretarial Practice for PLCs

The essentials for company secretaries in PLCs

This intensive course covers the essential knowledge and activities of a company secretary in a listed business. It will develop your understanding of the legal and regulatory frameworks for PLCs, including listing, disclosure and transparency rules. You will gain insights on the role of the board, managing share plans and year-end activities, and learn about developing key relationships with the board and investors.



1 day, 6 hours CPD



London



27 Feb, 16 Jun, 15 Sep,  
25 Nov 2020



£355–705+VAT



Company Secretary's Checklists



[icsa.org.uk/cosec-practice-plcs](https://icsa.org.uk/cosec-practice-plcs)



1 day, 6.5 hours CPD



London



19 Feb, 20 May, 10 Jun,  
23 Sep, 11 Nov 2020



£355–705+VAT,  
15% discount for both days



Company Secretary's Handbook



[icsa.org.uk/cosec-role-pt2](https://icsa.org.uk/cosec-role-pt2)

## The Role of the Company Secretary: Part 2

Continue to explore the company secretary's principal duties

Running efficient and effective meetings is a key skill for company secretaries. Part 2 builds further on understanding the company secretary's role, exploring how to get the most out of meetings, common problem areas, and the importance of information flow across stakeholders. Also covered are shares, share transfers, changes to share capital, and group structures. With lively and interactive case studies, and opportunities to get specialist advice, it will continue to develop your understanding of some of the complexities of the role.



1 day, 6 hours CPD



London



25 Feb, 24 Mar, 7 Jul, 28 Oct 2020



£355–705+VAT



Corporate Governance Unlocked



[icsa.org.uk/cosec-practice-support-staff](https://icsa.org.uk/cosec-practice-support-staff)

## Company Secretarial Practice for Support Staff

An introduction to company law and the company secretary

What exactly is a company? How is it set up? How does it work? This introductory course starts from the beginning, using practical examples and exercises. You will come away with a thorough grounding in company law and the role of the secretarial team. This course is designed for beginners and no prior knowledge is assumed.



## Introduction to Company Law

Discover how company law applies to everyday business

This course covers the fundamentals of company law using plain language and practical examples. You will learn how a company is set up and run, its 'life cycle' and its legal obligations, and gain an overview of boards, shareholders and the management of share capital. All delegates are welcome to attend and no prior knowledge is assumed.



1 day, 6.5 hours CPD



London



30 Mar, 23 Jun, 8 Sep 2020



£355–705+VAT



[icsa.org.uk/company-law-intro](https://icsa.org.uk/company-law-intro)



## Essential Corporate Governance

Deepen your knowledge of the UK corporate governance environment

This course is for those looking to grow their understanding of corporate governance in the UK. Delegates include company secretarial and compliance staff, lawyers, accountants and other professionals. This course covers the Corporate Governance Code, the changing role of boards, directors' duties, reporting requirements, use of committees and risk management.



1 day, 6 hours CPD



London



6 Feb, 16 Apr, 11 Jun, 24 Sep, 18 Nov 2020



£355–755+VAT



Corporate Governance Handbook



[icsa.org.uk/essential-corporate-gov](https://icsa.org.uk/essential-corporate-gov)



1 day, 6.5 hours CPD



London



25 Mar, 21 Jun, 15 Oct 2020



£355–725+VAT



Corporate Governance Unlocked



[icsa.org.uk/corporate-governance-intro](https://icsa.org.uk/corporate-governance-intro)

## Introduction to Corporate Governance

Learn the fundamentals of UK corporate governance

What exactly is corporate governance and why is it important? Who is responsible and what do they do? Designed for those who wish to gain a grounding in the principles, this course introduces corporate governance in the UK. It covers the law, regulation, the boardroom, stakeholders and more.



1 day, 6 hours CPD



London



30 Apr, 2 Dec 2020



£355–725+VAT



Corporate Governance Handbook



[icsa.org.uk/governance-unlisted-private-companies](https://icsa.org.uk/governance-unlisted-private-companies)

## Governance in Unlisted and Private Companies

Discover how good governance creates value

Good governance is not just about ticking boxes. It can deliver significant value for any business in terms of cost management, productivity, access to capital and more. This course uses real-world examples of how companies have benefited from investment in governance. In it we examine the challenges faced by unlisted businesses and how to turn them to your advantage. This course is perfect for anyone involved in (or promoting) governance in a private or unlisted business.



## Directors and their Duties

### Development for new directors and board advisors

Company directors are more exposed than ever to regulators, shareholders and the realities of the current business climate. This essential course outlines directors' legal responsibilities and liabilities and establishes a benchmark for good practice in the boardroom. You will gain insight into the main challenges faced by directors from development, performance reviews and sanctions to managing relationships and conflicts.



1 day, 6 hours CPD



London



11 Mar, 1 Jul, 7 Oct 2020



£355–755+VAT



Directors' Checklists



[icsa.org.uk/directors-duties](https://icsa.org.uk/directors-duties)



## Essential Academy Governance

### An introduction to the principles and practice of trust governance

Governance managers, experienced clerks and school leaders on this course will gain a practical perspective on the complexities of academy school trust governance and how to deliver it. You will learn how to assess and improve your own governance arrangements and get fresh ideas for the development of your board and the governance professionals in your trust.



1 day, 6 hours CPD



London



5 Feb, 19 Jun, 27 Oct 2020



£505–605+VAT



Academy Governance Checklists



[icsa.org.uk/essential-academy-governance](https://icsa.org.uk/essential-academy-governance)



1 day, 6 hours CPD



London



3 Mar, 30 Jul, 26 Nov 2020



£355–755+VAT



Non-Executive Directors' Checklists



[icsa.org.uk/ned-programme](https://icsa.org.uk/ned-programme)

## Non-Executive Directors' Programme

### The definitive one-day course for new NEDs

Learn how to maximise your impact as a non-executive director whether you are new to the boardroom or looking to increase your influence. This practical programme covers all aspects of a modern NEDs role – responsibilities and the laws that underpin them, risk management, committees, board composition, remuneration and more.



1 day, 6 hours CPD



London



20 Feb, 8 Jul, 1 Dec 2020



£505–605+VAT



Charity Checklists



[icsa.org.uk/essential-charity-governance](https://icsa.org.uk/essential-charity-governance)

## Essential Charity Governance

### An introduction to your governance and compliance responsibilities

Working for a charity offers unique opportunities and rewards, but there can also be challenges. In particular the responsibility for good governance and compliance, which can feel overwhelming. This course addresses these issues by offering comprehensive guidance for trustees, secretaries or anyone with a responsibility for charity governance and compliance. You will gain an understanding of the Charity Governance Code, advice on compliance and good practice in charity board effectiveness, appointments, risk management and accountability and more.



## The Role of the Charity Secretary

### Understand how to be an effective charity secretary

Although not widely understood and often underused, the role of the charity secretary is key to maintaining the long-term success of a charity. This course provides expert guidance on the core duties of the role, the regulatory framework and offers insights into managing relationships with trustees, regulators and beneficiaries to give you the confidence to take up this essential role or to increase your value in it.



1 day, 6 hours CPD



London



29 Jan, 4 Jun, 8 Oct 2019



£505–605+VAT



Charity Handbook



[icsa.org.uk/charity-secretary-role](https://icsa.org.uk/charity-secretary-role)



## Effective Chairing Skills

### Master the art of running effective meetings

An effective meeting requires an effective chair. This course teaches the practical skills that every company needs to get things done. Delivered with a mix of teaching, practical exercises and discussion, we focus on three key areas: planning, chairing and evaluation. Across the day we will examine how you can improve group participation, increase your personal impact, manage difficult situations and overcome barriers to good decision making.



1 day, 5.5 hours CPD



London



15 Apr, 1 Oct 2020



£265–495+VAT



[icsa.org.uk/effective-chairing-skills](https://icsa.org.uk/effective-chairing-skills)



1 day, 6 hours CPD



London



27 May, 29 Oct 2020



£505–615+VAT



Health Service Governance Handbook



[icsa.org.uk/nhs-governance](https://icsa.org.uk/nhs-governance)

## Governance in the NHS

### Explore governance challenges and solutions for service providers

Through real-life case studies, this course explores the underlying principles of good governance in public healthcare and the ongoing challenges facing NHS trusts. It provides plain-spoken, practical advice and valuable governance lessons from NHS commissioners and providers of NHS services that you can take back to apply in your organisation.



1 day, 6 hours CPD



London, Dublin



Monthly across 2020 in London, bi-annually in Dublin



£265–525+VAT



Effective Minute Taking



[icsa.org.uk/effective-minute-taking](https://icsa.org.uk/effective-minute-taking)



## Effective Minute Taking

### Discover how to take confident and accurate minutes

Taking minutes can be hard, and common challenges such as a vague agenda, ambiguous agreements or an unskilled chairperson can make the creation of an accurate record particularly difficult. This practical course provides a toolkit of proven techniques to boost your confidence in overcoming these issues and presenting clear, accurate minutes.



## Document Retention: Getting it Right

The knowledge you need to get your documents in order

Businesses must maintain clear records in order to avoid financial and legal difficulties. The problem lies in knowing which documents to retain and for how long. This course examines the importance of a robust document retention policy and gives you practical advice on how to develop and introduce one into your organisation. It also covers data law, the use of documents as evidence and the issues surrounding the retention of electronic data.



1 day, 6 hours CPD



London



12 May, 1 Sep 2020



£355–705+VAT



[icsa.org.uk/document-retention](https://icsa.org.uk/document-retention)



## Coaching Skills for Governance Professionals

An introduction to developing and using coaching skills for managers and governance professionals

Coaching has been shown to be the most effective way to motivate people and manage their performance. This practical course will introduce you to coaching skills, and is suitable for anyone who:

- is new to management
- wants to develop colleagues to reach their full potential
- wants to understand practical approaches to delegation
- wants to learn how to deal with challenging people and situations
- wants to know how coaching can support them in their own role



1 day, 6.5 hours CPD



London



Across 2020



£265–495+VAT



[icsa.org.uk/coaching](https://icsa.org.uk/coaching)

# Governance Governance Leadership Leadership Programme Programme

An executive development programme designed for senior governance professionals and company secretaries to strengthen their skills in strategy, influence and leadership. The programme can be experienced as a four-day residential programme or as a series of three separate one-day workshops.



# The modular courses

Tailor our leadership programme to suit your needs

The Governance Leadership Programme is also available as a modular programme. Modules can be taken consecutively or you can focus on those most relevant to you. You will be eligible for a 25% discount off the modular programme fees if you book all three together.

## Strategic Skills for Governance Professionals

Become an enabler of strategy and elevate your board's performance

As you move beyond the position of a technical expert, your contribution to the strategy of your organisation becomes a crucial aspect of your role as a company secretary or governance professional. Knowing how to assess the organisational landscape through effective strategic analysis is part of your role as an expert. Knowing how to enact those insights is the essential skill that you will learn as you move from informing to enabling.



1 day, 6 hours CPD



London



4 Feb, 29 Apr, 10 Sep 2020



£380–730+VAT



[icsa.org.uk/glp](https://icsa.org.uk/glp)

## Leadership Skills for Governance Professionals

Know your strengths and understand how to develop your team

Leadership is a 360-degree activity that takes place across geographic, generational and gender boundaries and involves a complex web of stakeholders. You will explore what leadership means for company secretaries and governance professionals and how your strengths, styles and personal brand can combine to make an impact. This day will equip you with the skills to lead colleagues in the boardroom, the secretariat and beyond.



1 day, 6 hours CPD



London



31 Mar, 2 Jul, 12 Nov 2020



£380–730+VAT



[icsa.org.uk/glp](https://icsa.org.uk/glp)



1 day, 6 hours CPD



London



5 Mar, 2 Jun, 10 Oct 2020



£380–730+VAT



[icsa.org.uk/glp](https://icsa.org.uk/glp)

## Influencing Skills for Governance Professionals

Understand the factors that drive organisational performance

The roles of governance professionals and company secretaries are changing. Today's professionals need to recognise the nuanced dynamics of their board to enable its effective operation. Addressing the real challenges you face in your day-to-day work and knowing how to manage and influence stakeholder relationships will move you to beyond the role of technical expert in your organisation, enabling you to lead systemic and cultural change.



4 days, 24 hours CPD



Hanbury Manor, Hertfordshire



12–15 Oct 2020



£4,000–4,500+VAT



[icsa.org.uk/glp](https://icsa.org.uk/glp)

## Governance Leadership Programme

The residential experience

Four days dedicated to developing your strategic leadership abilities

Over four days, participants will benefit from a programme which explores their strategic, influencing and leadership skills in an integrated learning experience. With guest speakers, peer-to-peer learning and individual coaching sessions, this programme is unique to the sector.



# Online training

Fast and flexible skills development

If you need the flexibility and convenience of an online learning course to build your skills and knowledge across a range of specialist areas, we have a number of options for you.

Our short-format packages provide four hours of learning, offering an ideal introductory or refresher course on the following topics:

### Analytics

- Learning Pathway: Data Analytics
- excel@acpd
- Customer KPIs (free)
- KPI Progress Meetings

### Business management

- Learning Pathway: Leadership and Management
- Building Resilience for Professional Success

### Communication skills

- Communicating Complex Ideas
- Communicating for Professional Success

### Data management

- GDPR: Implementation and Beyond
- The Power of Pivot Tables (free)
- Cyber Security Strategy
- Measuring Performance to Deliver Results
- Presenting Data to Inform Decisions

### Finance

- Strategic Financial Management
- Current Pensions and Finance Issues
- Finance: The Basics

### Governance

- Anti Bribery and Corruption
- Corporate Governance
- Dealing with Ethical Issues
- Due Diligence in Mergers and Acquisitions
- Fraud and Corruption
- Integrated Reporting
- Risk Management

The long-format packages provide deeper insight into the subject matter with between 6–7 hours of learning in the following areas:

- **Business Ethics**
- **Governance and Risk**
- **Governance, Risk and Compliance for Financial Services**
- **Fighting Financial Crime**
- **Information Security**
- **UK Financial Regulations**
- **EU Financial Regulations**



4–7 hours CPD per course



£60–330+VAT



[icsa.org.uk/online-training](https://icsa.org.uk/online-training)



# Bespoke training

Our expertise, tailored to your team

Training is an essential investment in developing the effectiveness of the people in your organisation. Training whole teams as well as individuals in key areas can deliver huge benefits too. It creates a shared environment for new knowledge and understanding, focuses on the issues in your particular organisation and market, and facilitates the development of plans to put good practice into action. What's more, whole team training can be a highly cost-effective solution to raising performance. We can deliver this in your offices, at a time that's convenient to you.

All of the Institute's training courses are available for bespoke delivery, wherever you are and whatever the size of your team. We regularly provide bespoke training to clients in the corporate, not-for-profit and public sectors, drawing upon our extensive knowledge of company secretarial and governance practice and the expertise of our market-leading trainers.

Participants in bespoke training can also enjoy a complimentary six-month professional subscription to our knowledge services to extend and reinforce their learning.

Talk to us about how we can help your team on **+44 (0)20 7612 7033** or email **[events@icsa.org.uk](mailto:events@icsa.org.uk)**







# Developing governance skills and knowledge

There has never been a better time to be involved in governance. And there is no better way to gain the right skills and credentials than by planning your professional development with The Chartered Governance Institute.

As the international Chartered qualifying and membership body for company secretaries and governance professionals, our trusted qualifications and training will build your knowledge, skills and confidence and open the door to new career opportunities.

Whether you are seeking to get to grips with governance or looking for a fast track to working with the board, we are here to help.



The Chartered  
Governance Institute