



Chartered
Governance
Institute
UK & Ireland

Qualifications and Certificates

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Our services

The Chartered Governance Institute UK & Ireland 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.

Key



Entry requirements



Cost



Location



Eligibility for Affiliated membership



Delivery



Dates



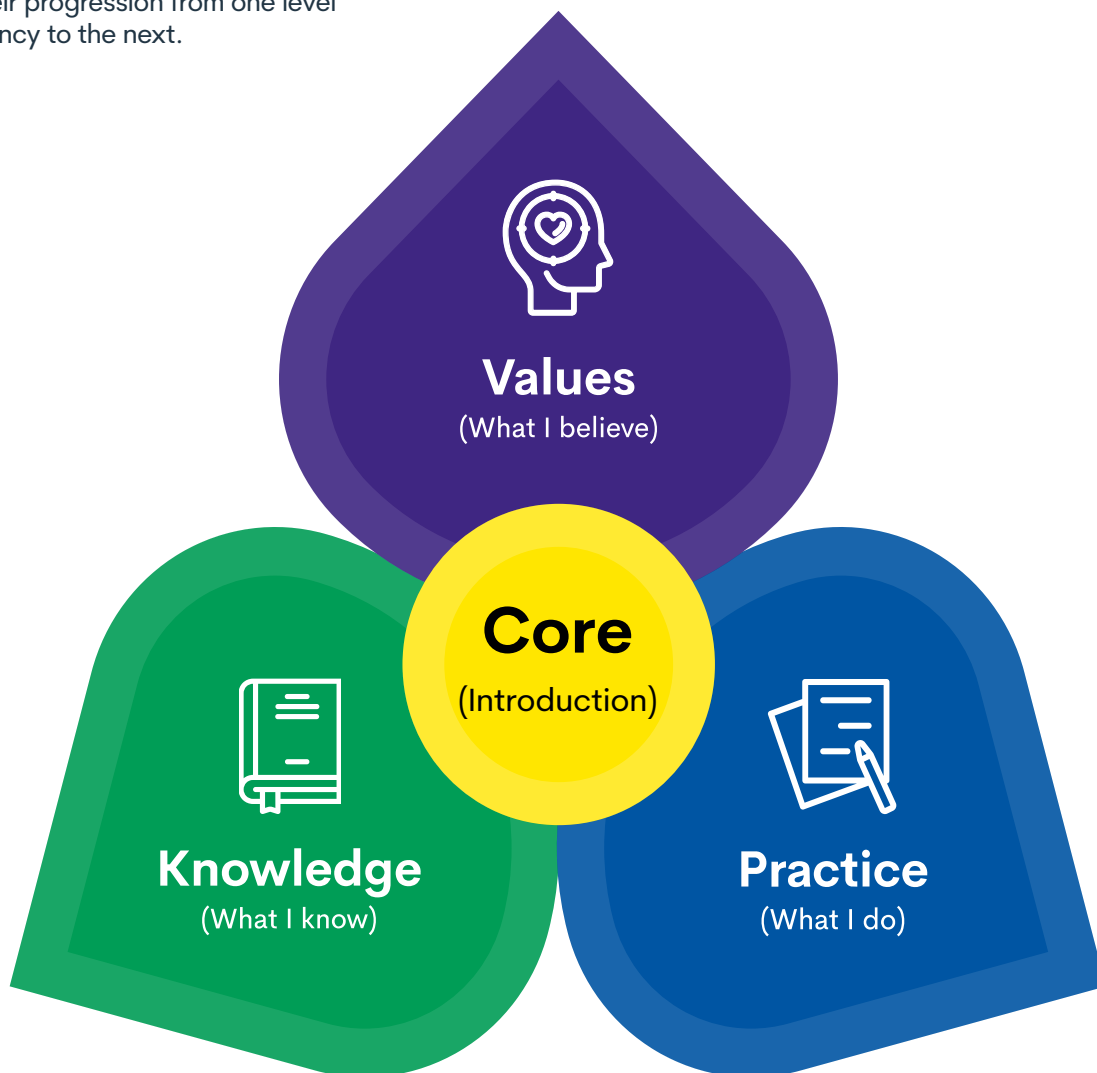
The core competencies for governance

The Competency Framework for Governance Professionals comprises 12 competencies divided into three areas within the framework: Values, Practice and Knowledge.

The framework can help practitioners to define which levels they have achieved in different areas of competency and work to fill gaps in their development or to plan their progression from one level of proficiency to the next.

The need for organisations to demonstrate good governance is greater than ever and having qualified Chartered professionals to deliver it is increasingly important.

Our qualifications are valued by employers and practitioners as a benchmark of quality.



Knowledge

(What I know)

Working in governance requires an understanding of a number of subjects including: law, finance, strategy, risk, compliance, regulation, 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

(What I do)

Company secretaries and governance professionals apply and share their technical, strategic and commercial understanding through good practice. This is done across a broad range of activities that support the board in its role to create systemic change, assess shareholder and stakeholder interests and balance short-term performance with the long-term stability of the organisation.

Values

(What I believe)

The values that underpin governance roles play a big part in attracting people to the profession and helping them to succeed within it. They can be developed through observation, experience and practice and reinforced through professional networks and peer learning. These include the ability to 'do the right thing', maintain independence and remain purposeful and open-minded.



Memberships

Being a member of The Chartered Governance Institute UK & Ireland 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 and provides access to all membership services, and entitles the use of the post nominals FCG and the professional designations of Chartered company secretary or Chartered governance professional.

Associateship

is the first level of Chartered membership and provides access to a range of membership services, and entitles the use of the post nominals ACG and the professional designations of Chartered company secretary or Chartered governance professional.

Graduates

are those who have completed the Chartered Governance Qualifying Programme or postgraduate equivalent and are working towards Chartered membership. Graduates will have access to a range of member services and can use the post nominals GradCG.

Affiliated

is for those who have achieved Part One of the Chartered Governance Qualifying Programme, or have passed one of our certificate or diploma qualifications (exclusions apply). This level of membership entitles access to a range of services and the use of the post nominals CG (Affiliated).

Students

are those studying for our qualifications and postgraduate students who have signed up through our university partners. This level of membership provides access to a range of membership services.

Membership benefits

- Governance and Compliance Magazine (Print or Digital)
- New and up-to-date Guidance Notes
- A governance helpline for individual guidance and support
- Be part of local and international networks of governance professionals
- Monthly member emails
- Technical Briefings to help you stay on top of regulation changes
- Professional development
- Mentoring opportunities
- Discounts on training and events
- Access to research, reports and recorded webinars

* Access to benefits varies by membership grade and subscription level



Subscriptions

Our subscriptions have been designed to support governance professionals who are not members of the Institute, but still wish to benefit from access to our products and services.

These offer a way to stay up to date with what is happening in the wider governance community as well as regulatory changes and opportunities for professional development.

Professional

Professional subscribers enjoy:

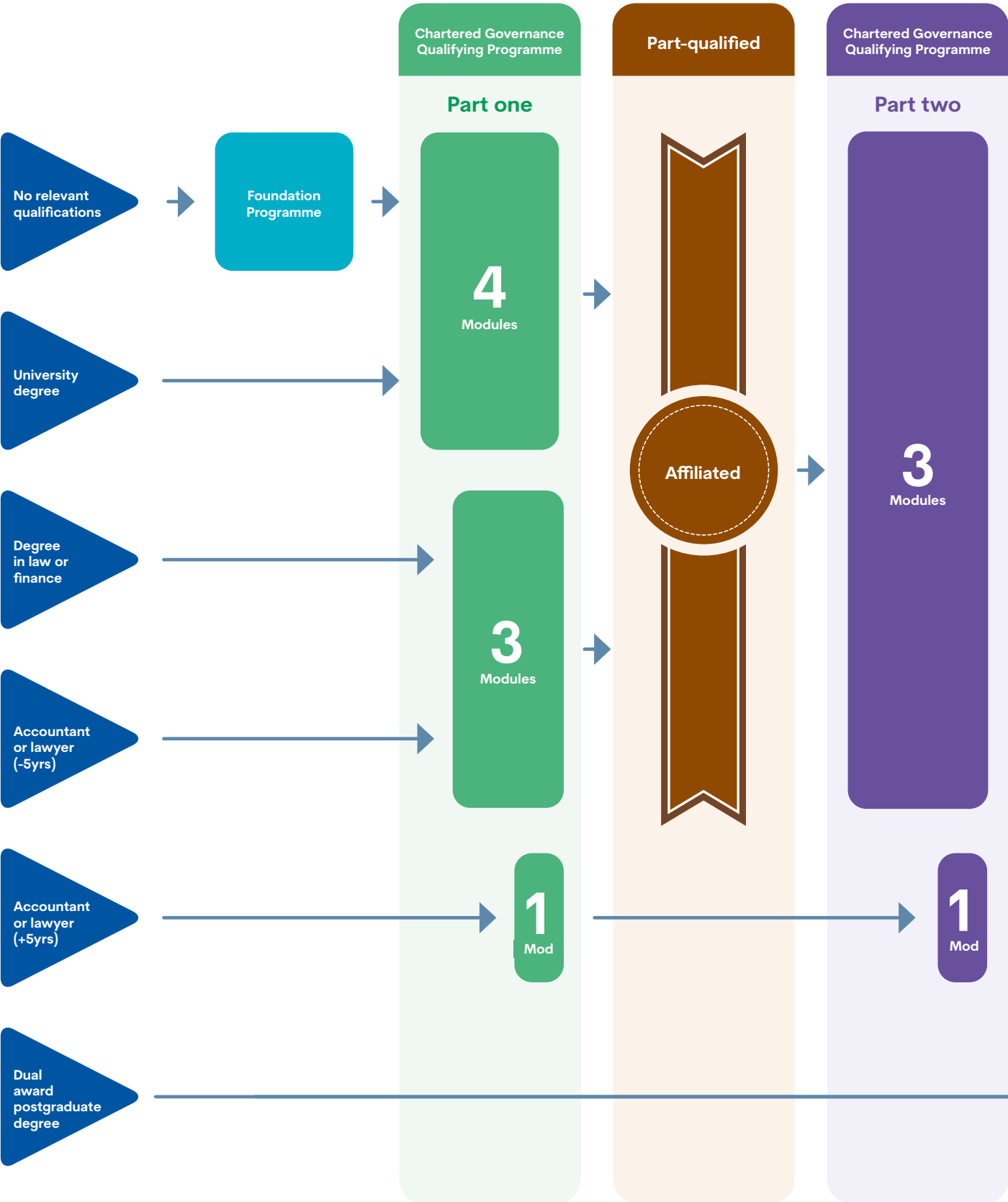
- 10 issues of the industry-leading G+C magazine
- Access to the Institute's knowledge base, containing guidance notes that explain and model good practice
- Regular newsletter updates
- Subscriber rates on training and events
- Opportunities to attend local branch events

To discover more, call our friendly support team on +44 (0)20 7580 4741 or email enquiries@cgi.org.uk

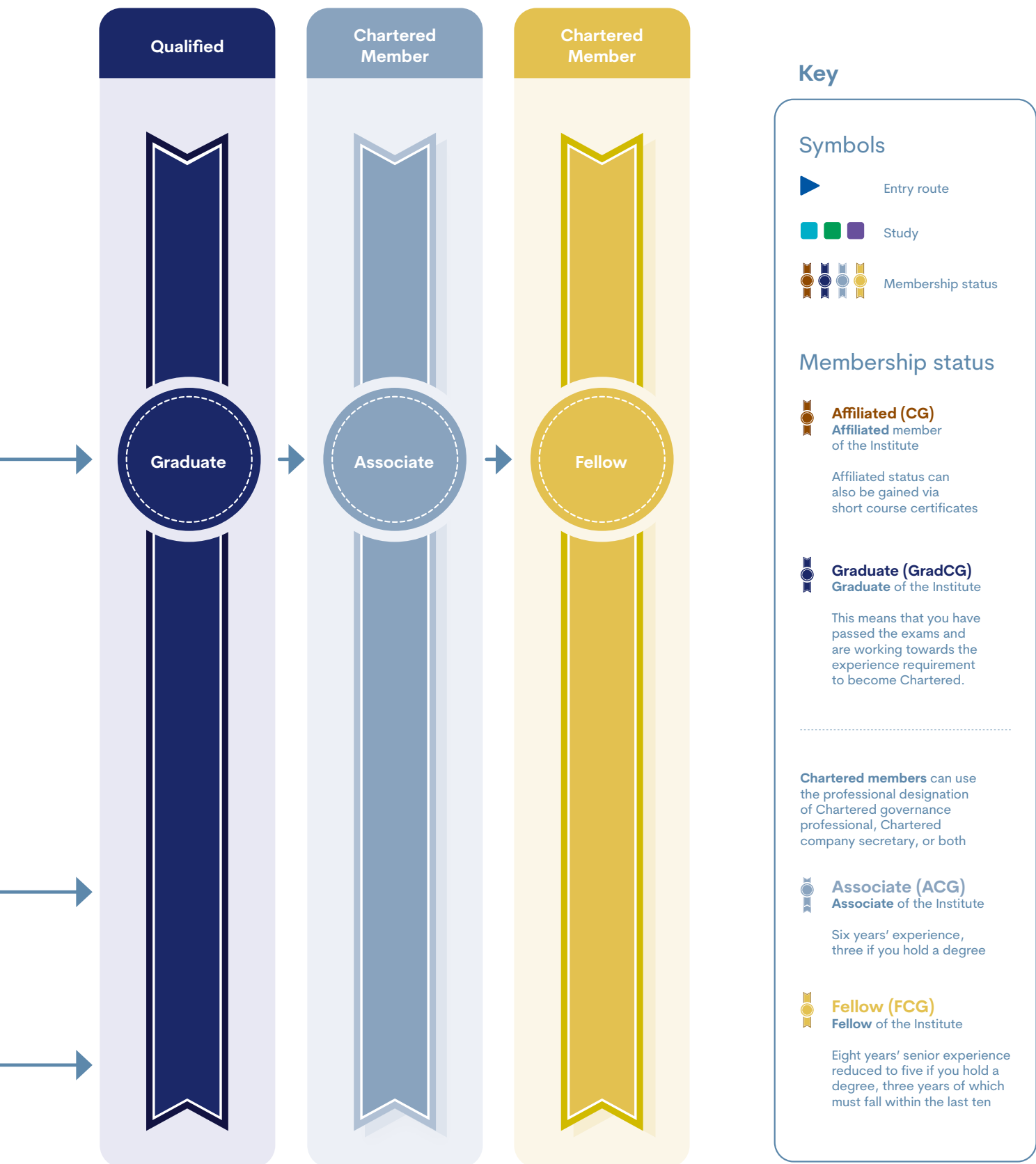
Free

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

Routes to membership



Each application is assessed individually. The diagram shows a typical journey, though some students may follow a unique path to membership



Learning

The student experience

Resources

Learning resources for our qualifications are provided via a secure online portal which gives you access to past papers, examiners reports, sample study plans, mark schemes and more. Depending on the qualification, learning can be either by self-study or guided study with webinars. For some qualifications e-learning resources are also available. Additional support from tuition partners may also be available. Study texts for each course are available in digital PDF 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, 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.

Virtual classroom

We provide quality webinar-based learning for students on a number of our qualifications and certificates, some of these are hosted live and recorded for you to watch back in your own time, and to support your learning needs. On our sector qualification certificates students will also benefit from practice assessments to test their knowledge, case studies to apply the theory to real-world scenarios and virtual access to a tutor throughout the course.

E-learning

Our Foundation course includes a full e-learning programme. This tool provides a number of useful resources including a pre-read on each chapter of the study text, with interactive features to guide students through the content before they read the full text.

Tuition

Whilst we do not offer formal tuition for the Chartered Governance Qualifying Programme or IFA qualifications, we work closely with tuition partners who offer face-to-face tuition, distance learning and revision class options.

Discover more at:

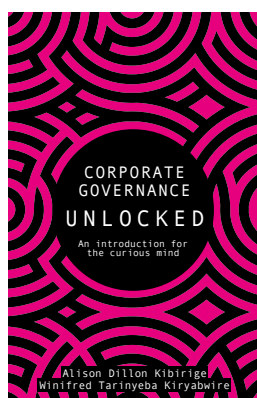
cgi.org.uk/qualifications-training/qualifications/registered-tuition-providers

Virtual exams

Our exams are set online and you can sit them at home or in another location where you can be alone and have a good internet connection. Your examination session is invigilated remotely, via an examination portal and webcam.

Related reading

Students who want to explore more about the subjects covered in our qualifications will be directed to related reading that will complement their learning and can be purchased at: cgi.org.uk/resources/our-bookshop



Chartered Governance Qualifying Programme

The Chartered Governance Qualifying Programme is the first step on the road to achieving Chartered status. The programme can be taken at the start of your career or alongside your current role.

There are several ways to complete the programme:

- The Foundation Programme
- Part One entry
- Related Degree entry
- Professional entry
- Fast Track entry

The programme is delivered virtually and is designed to fit around your current commitments. Some students find they benefit from extra tuition, which is available via our tuition providers.

Where can the Qualifying Programme take you?

Chartered status is the benchmark for company secretaries and governance professionals. It shows that you have the knowledge, skills and experience to take on a job with significant and wide-ranging responsibilities. In larger organisations, this may be within the secretariat or governance team or as part of a professional services team.

In medium and smaller organisations, this may be in the sole governance or company secretarial role.



“ Completing the Institute’s exams is essential to providing the underpinning knowledge you need to succeed.

Sara Bourne FCG

Who is it for?

Anyone is eligible to apply, but the programme rises to Level 7 (equivalent to postgraduate degree level) in the final stages.

Our students include experienced professionals on the fast track, company secretaries using their experience, and individuals from law or finance transferring to governance roles.



Chartered Governance Qualifying Programme

Your journey towards becoming Chartered

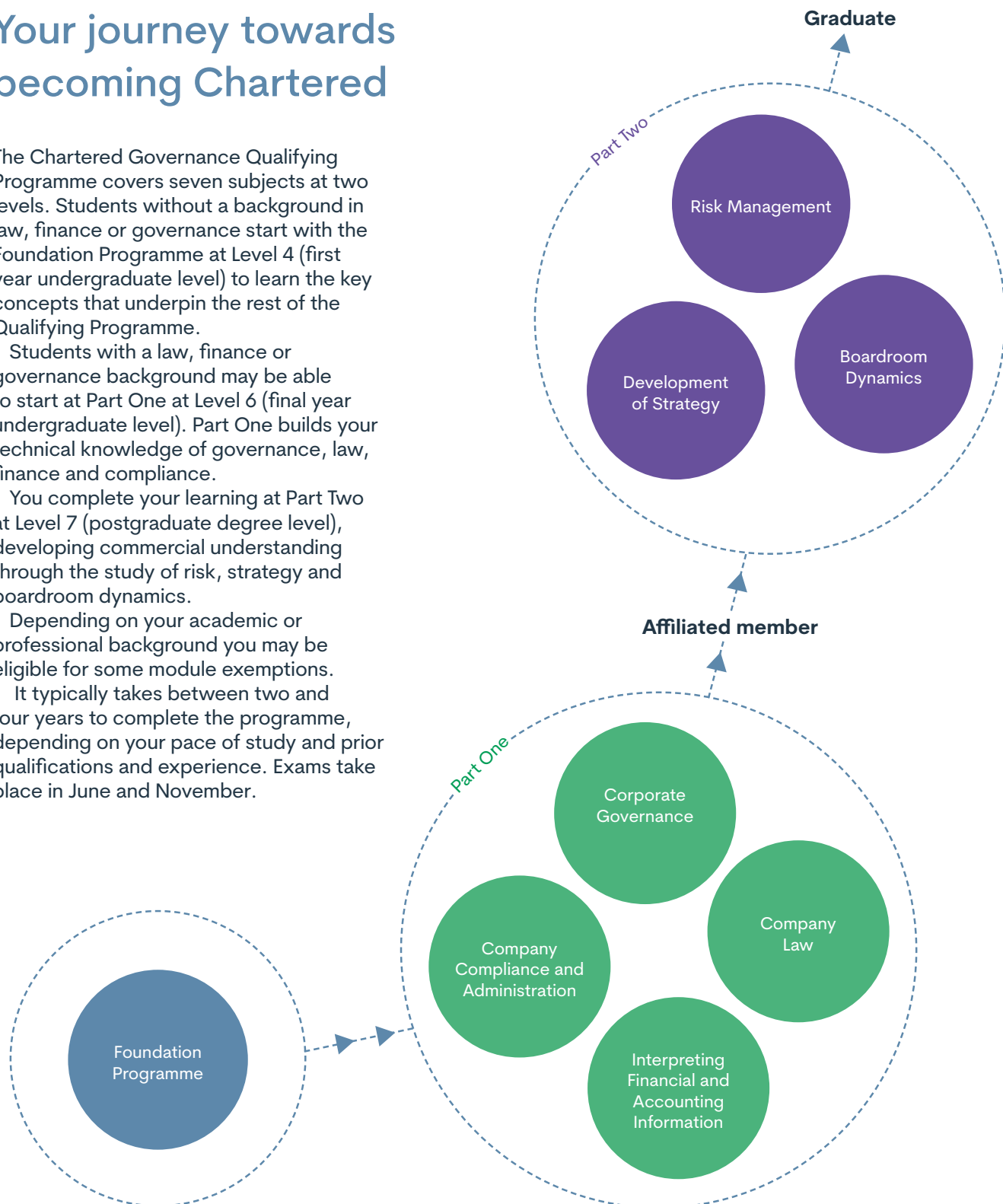
The Chartered Governance Qualifying Programme covers seven subjects at two levels. Students without a background in law, finance or governance start with the Foundation Programme at Level 4 (first year undergraduate level) to learn the key concepts that underpin the rest of the Qualifying Programme.

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 on your academic or professional background you may be eligible for some module exemptions.

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.



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 e-learning resources available via our Learning Management System (LMS). Assessment is by a single exam which is offered twice a year in June and November.

Fees

	UK and overseas	Reduced rate
Foundation registration bundle	£600	£420
Exam fee (per module)	£300	£205

The registration bundle includes access to the study texts and e-learning on the LMS, a one-off registration fee and your student subscription.

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)	£300	£205

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

Related degree entry: Law

Build on your legal knowledge

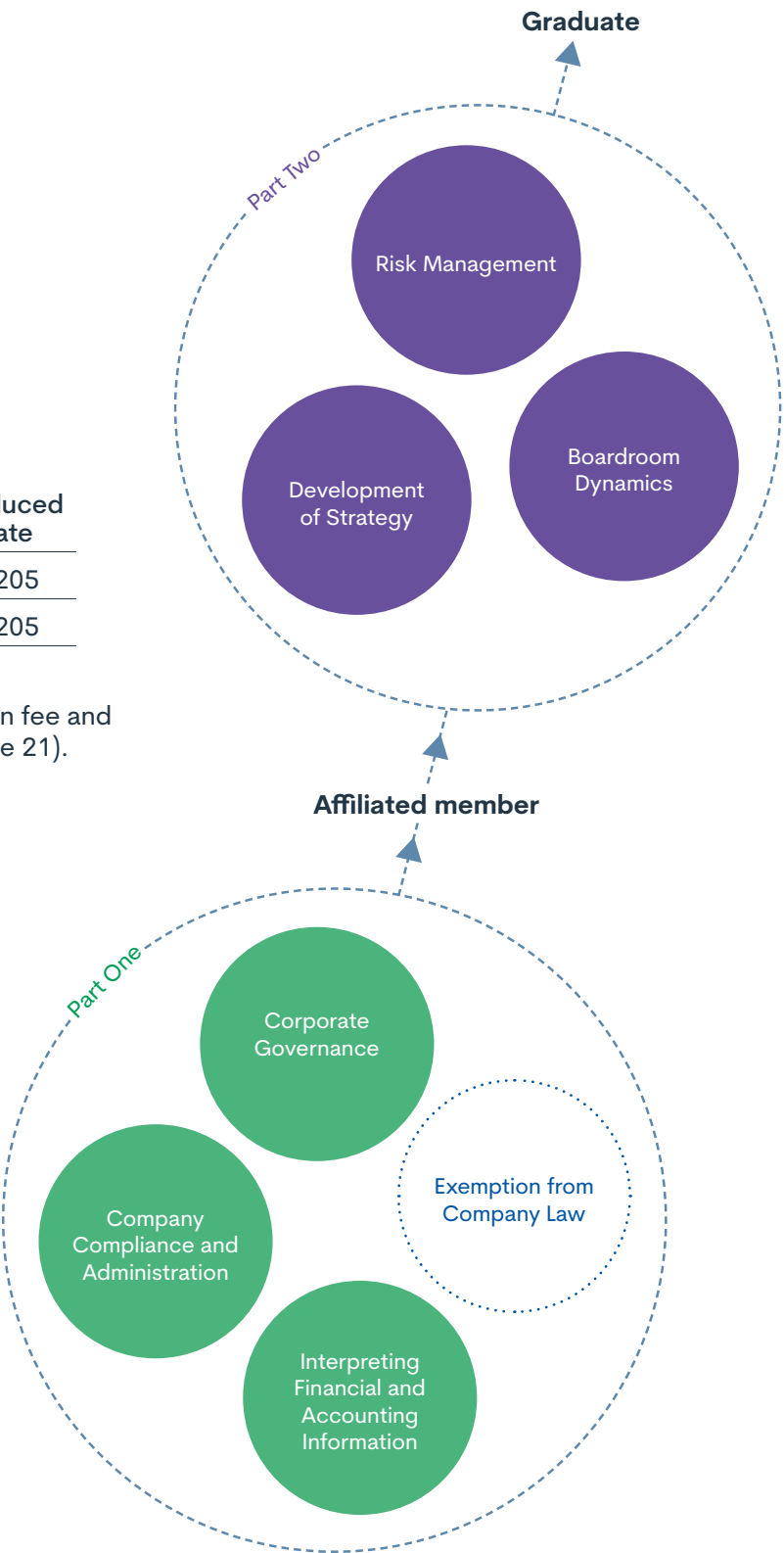
Law develops understanding of the processes and practices that underpin a governance professional's career and will help you make rapid progress in the early stages of the Qualifying Programme. Having an approved* law degree means you will not be required to complete the Company Law module in Part One.

Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£300	£205
Exam fee (per module)	£300	£205

You will also need to pay a one-time registration fee and join as a student member to sit our exams (page 21).

*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

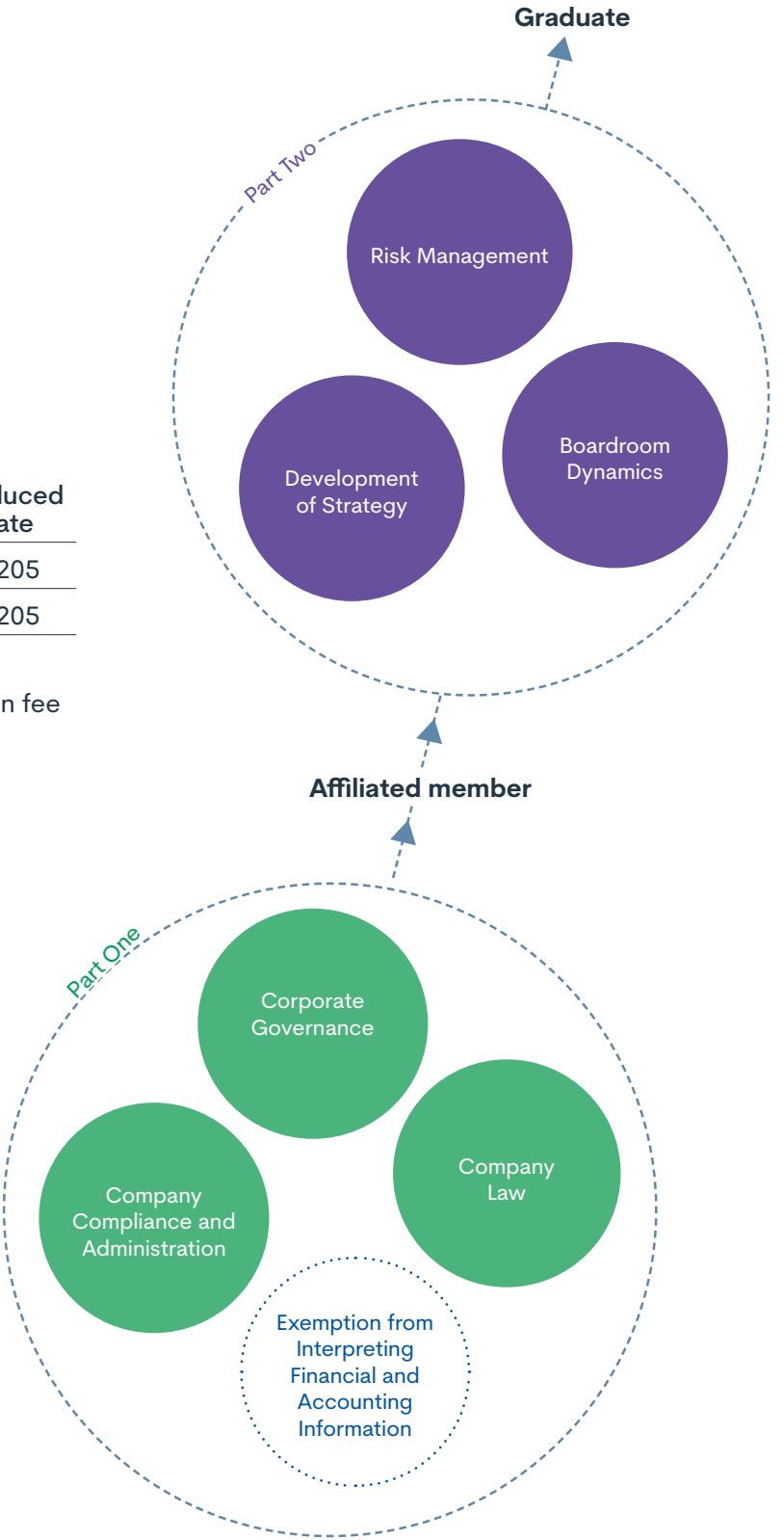
Financial knowledge is essential to effective governance. An approved* degree in finance prepares you for the Chartered Governance Qualifying Programme and will exempt you from the exam for the Part One module in Interpreting Financial and Accounting Information.

Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£300	£205
Exam fee (per module)	£300	£205

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

*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

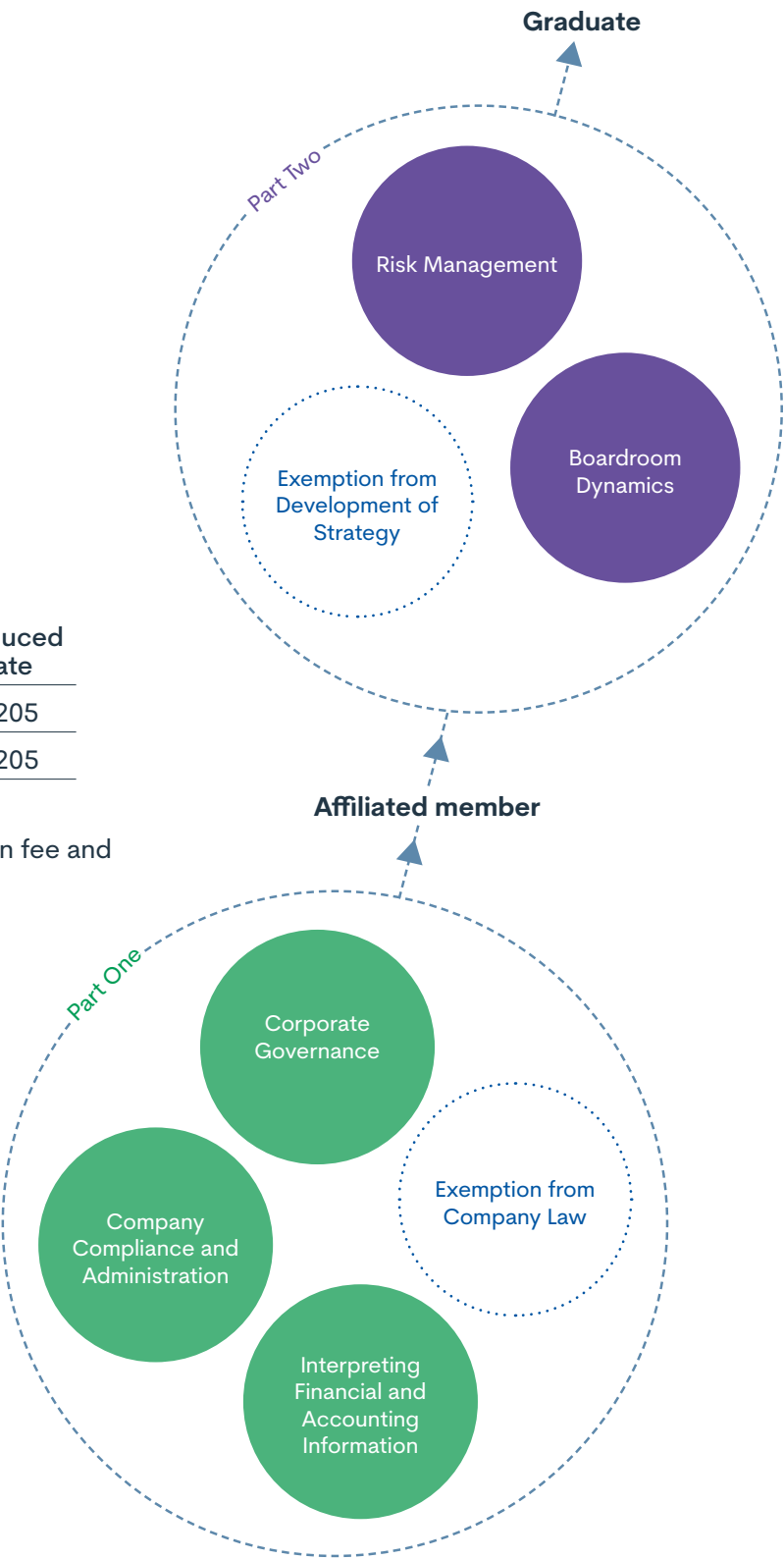
If you are a member of the Bar or Law Society for your jurisdiction, or compliant with the Qualified Lawyers Transfer Scheme Regulations, you can receive exemptions from up to two exams: Company Law and, subject to previous knowledge and experience, Development of Strategy.

This route is typically for those with less than five years' relevant professional experience.

Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£300	£205
Exam fee (per module)	£300	£205

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



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 will be exempt from the exam for the Part One module in Interpreting Financial and Accounting Information. To gain exemption from the Development of Strategy module, you must submit evidence of relevant experience and be a member of one of the following professional bodies:

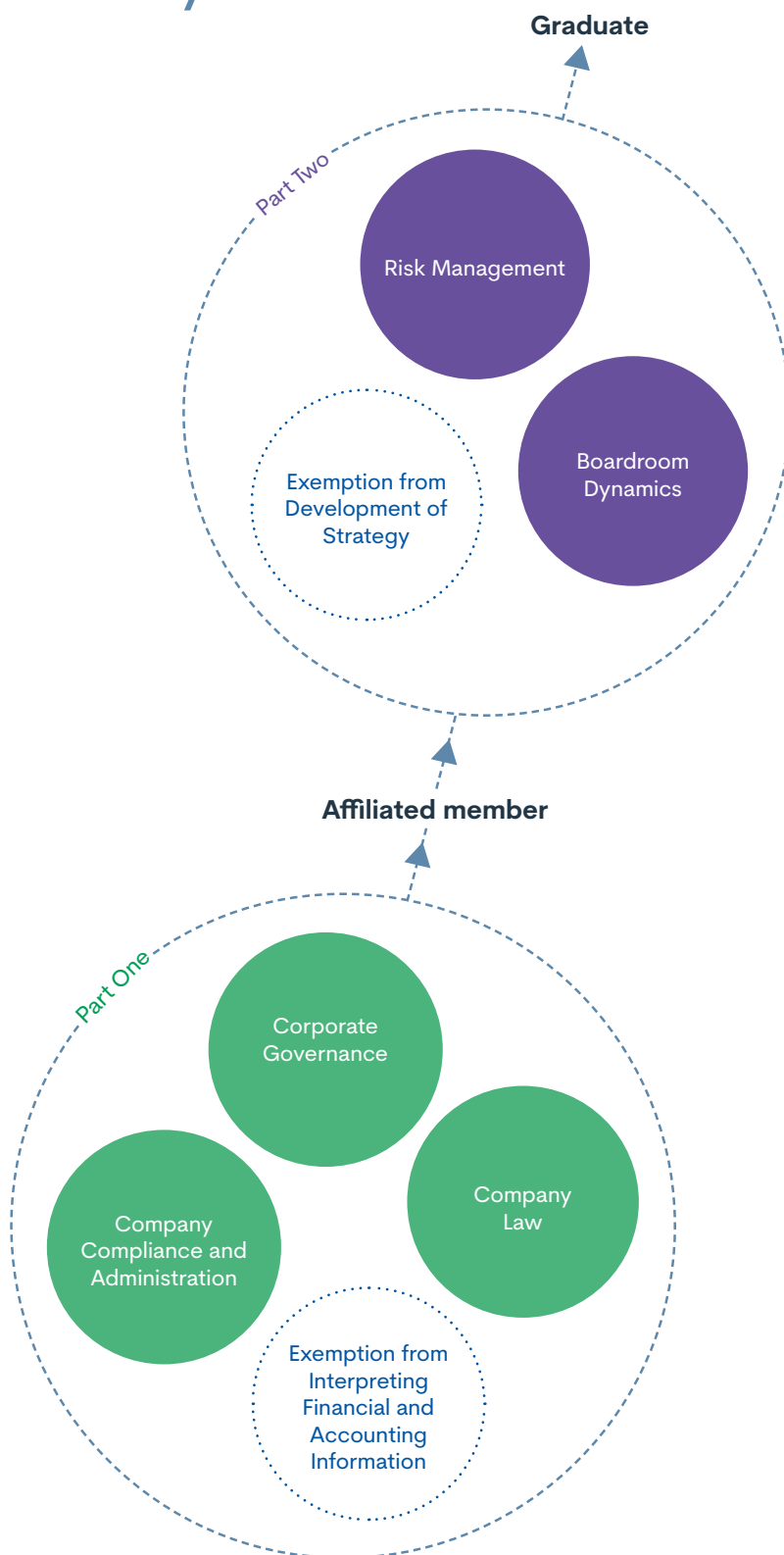
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants of Scotland (ICAS)
- Institute of Chartered Accountants in Ireland (ICAI)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute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

This route is typically for those with less than five years' relevant professional experience.

Module fees

	UK and overseas	Reduced rate
Exemption fee (per module)	£300	£205
Exam fee (per module)	£300	£205

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



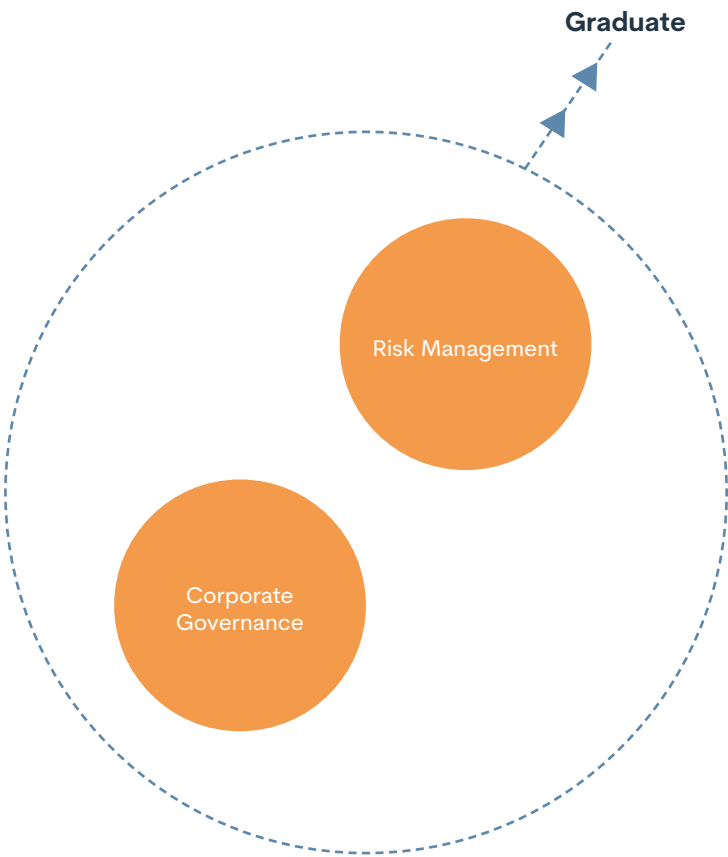
Fast Track Professional entry

The accelerated route to Chartered status

If you are a qualified professional from the recognised list below, with at least five years' relevant post-qualifying experience, it is possible to become a Chartered governance professional (ACG) within a year.

The fast-track professional route recognises your knowledge and experience. It requires the completion of just two modules: Level 6 Corporate Governance and Level 7 Risk Management. If you have studied Risk Management at a degree level or above, you will not be required to complete this module again and will study Level 7 Boardroom Dynamics as an alternative.

- 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 Public Finance Accountancy (CIPFA)
- Certified Public Accountants Association (CPPA)
- CFA Institute
- Chartered Banker Institute (CBI)
- Chartered Institute for Securities and Investment (CISI)
- Chartered Institute of Legal Executives (CILEX)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Personnel and Development (CIPD)
- Chartered Institute of Taxation (CIOT)
- Chartered Insurance Institute (CII)
- Global Association of Risk Professionals (GARP) (FRM Certification)
- Institute and Faculty of Actuaries (FoA)
- Institute of Bankers (IOB)
- Institute of Certified Public Accountants in Ireland (CPA Ireland)
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants of Scotland (ICAS)
- Institute of Directors (IoD)
- Institute of Risk Management (IRM)
- Management Consultancy Association (MCA)
- The Bar Council
- The Law Society
- The London Institute of Banking & Finance (LIBF)



Single fee

	UK and overseas	Reduced rate
Registration, student membership, exemptions and exam entry	£2,482	£1,700

This single fee covers registration and membership for your first year, exemptions 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. 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 in this catalogue or at cgi.org.uk/qualifications-training/qualifications/registered-tuition-providers

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.

Here are all the fees associated to the Chartered Governance Qualifying Programme to consider:

Qualification cost summary		UK & EU	Reduced rate
Registration	One-off fee	£175	£100
Student membership	Annual fee – full year (1 Aug – 31 July)	£240	£175
	Annual fee – half year (1 Feb – 31 July)	£120	£87
Module fees	Fees to take an exam for the first time, or a re-sit, or for an exemption	£300	£205
Change exam session – after registration deadline (postponement)	You enter for the exam but then need to change the entry to another session after the entry deadline	£180	£125
Change exam module – after registration deadline	You enter for the exam but then need to change the entry to another module after the entry deadline	£50	
Study text books	Per exam module	£45	
Fast Track Professional entry	Initial registration fee, one year student membership fee, all exemption fees and one exam entry per module	£2,482	£1,700

How to apply

The best way to apply for the Qualifying Programme is online at cgi.org.uk/qualifications-training/qualifications/qualifying-programme

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, 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, available at cgi.org.uk/qualifications-training/qualifications/student-rules-and-regulations

We will also ask you to abide by our Professional Ethics and Conduct, available at cgi.org.uk/membership/become-a-member/become-a-student/code-of-professional-ethics-and-conduct/

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 be sent a welcome email with further information on how to get started, and then you will need to contact your chosen tuition partner to sign up.

Information about our tuition partners can be found in this catalogue or at cgi.org.uk/qualifications-training/qualifications/registered-tuition-providers

Not sure if the Qualifying Programme is right for you?

If you are unsure if a career in governance is right for you, find out more on our website at cgi.org.uk/a-career-in-governance/

Our website is your guide to the world of the governance professional. It tells you what governance professionals do, where a career in governance can take you and how to start your journey into governance.

The university route

For those who would rather study in a university environment, we accredit a number of master's degrees that offer a different route to becoming a Chartered governance professional.

These courses are dual awards, leading to an academic qualification, such as an MSc or LLM, 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 years.

Our partner courses have dual award status because 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 networking events, which will augment your learning and help you to find your next governance role.

A comprehensive list of these accredited postgraduate degrees is on the following page.

“ Choosing the MSc Corporate Governance while working part-time gave me the opportunity to apply my knowledge in real time and gain experience along the way!

Gireeja Bhoobun GradCG

Dual-award postgraduate degrees



European Institute of Management and Finance

Masters in Governance, Risk and Compliance

Where: EIMF (Europe), Nicosia, Cyprus

Delivery: Classroom, part-time or full-time

Duration: 18-36 months

Apply: eimf.eu

Contact: admissions@eimf.eu



Hibernia College

MSc Corporate Governance

Where: Hibernia College

Delivery: Mainly online, part-time

Duration: 2 years

When: Starts August

Apply: hiberniacollege.com

Contact: Val Corbett, val.corbett@lawschool.ie



The University of Law

LLM Corporate Governance/Grad CG

Where: London Moorgate, Manchester and online

Delivery: Face-to-face full-time and part time;
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

Contact: Joanna Webster-Jones, study@law.ac.uk



**LEEDS
BECKETT
UNIVERSITY**

Leeds Beckett 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

Contact: Kate Lenfestey, kate.lenfestey@gta.gg



**LEEDS
BECKETT
UNIVERSITY**

Leeds Beckett University

MSc Corporate Governance

Where: City Campus and online, Leeds Beckett University

Delivery: Face-to-face, part- and full-time;
and online part-time

Duration: 12–24 months

When: Starts January and September

Apply: leedsbeckett.ac.uk

Contact: Nick Beech, n.beech@leedsbeckett.ac.uk



**UNIVERSITY OF
PORTSMOUTH**

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

Contact: Lee Roach, lee.roach@port.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

Contact: Nick Read, n.read@ulster.ac.uk

Tuition providers

The Qualifying Programme and Foundation Programme can be studied independently, but we strongly suggest that you use a tuition partner. Our partners provide your tuition 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.

Recommended tuition providers



BPP International Finance, Guernsey & Jersey

Tuition type:

Face-to-face: ✓

Online: ✓

Revision: ✓

Contact: Damian Martin

Email: guernseyenquiries@bpp.com

jerseyenquiries@bpp.com

Website: bppfi.com



First Intuition, Guernsey & Jersey

Tuition type:

Face-to-face: ✓

Online: ✓

Revision: ✓

Contact: Sarah Colley

Email: guernsey@firstintuition.co.uk

jersey@firstintuition.co.uk

Website: firstintuition.co.uk



KCB Global

Tuition type:

Face-to-face: ✓

Online: ✓

Revision: ✓

Contact: Lauren Devine

Email: lauren@kcbglobal.net

Website: kcbglobal.net

Capital Advantage

Glamis

Goverance Gurus

JPLH International

Registered tuition providers

Registered partners				
	Foundation Programme	Qualifying Programme	Face-to-face	Online
Global distance learning partners				
BPP International Finance, Jersey R	N	Y	Y*	Y
BPP International Finance, Guernsey R	N	Y	Y*	Y
First Intuition, Guernsey R	N	Y	Y*	Y
First Intuition, Jersey R	N	Y	Y*	Y
KCB Global R	N	Y	Y	Y
UK				
JPLH International R	N	Y	Y	N
KCB Global R	N	Y	Y	Y
Bahrain				
Bahrain Institute of Banking and Finance	Y	Y	Y	N
British Virgin Islands				
Financial Services Institute at H Lavity Stoutt Community College	Y	Y	Y	N
Channel Islands				
BPP International Finance, Jersey R	Y	Y	Y	Y
BPP International Finance, Guernsey R	Y	Y	Y	Y
First Intuition, Guernsey R	N	Y	Y	Y
First Intuition, Jersey R	N	Y	Y	Y
Highlands College	Y	N	Y	N
Ghana				
Governance Study Centre	N	Y	Y	N
Jamaica				
Jamaica Stock Exchange	Y	N	Y	Y
Mauritius				
BeSmart	Y	Y	Y	N
Belstar	Y	Y	Y	N
Glamis Business School R	Y	Y	Y	N
Pronumeris Training Centre	N	Y	Y	Y
Sagittarius	Y	Y	Y	N
Uganda				
ICSA Uganda	Y	Y	Y	N
United Arab Emirates				
Capital Advantage R	Y	Y	Y	Y
Governance Gurus R	N	Y	Y	Y
Hawkamah	N	Y	Y	Y

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

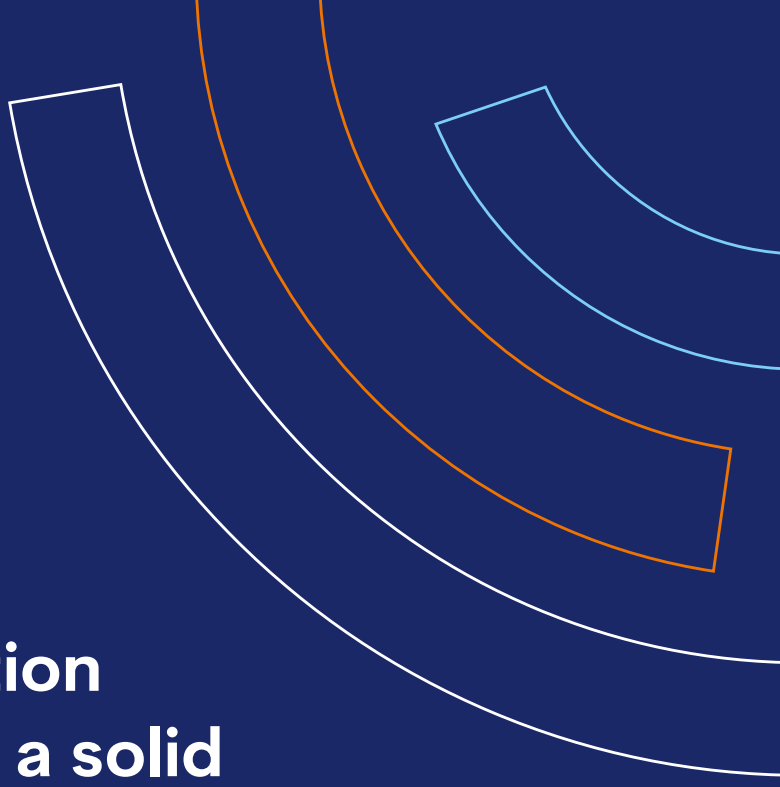
Finance and Administration Qualifications

Are you looking to extend your influence? Our International Finance and Administration (IFA) qualifications cover offshore finance, regulation and company management. Optional modules can deepen your expertise in financial reporting and governance, fund administration and more.

The IFA Level 4 and IFA Level 5 suite of qualifications mix robust core modules with optional elements tailored to your expertise, experience and need. IFA qualifications are recognised by regulators in Jersey, Guernsey, the Isle of Man, the Cayman Islands and the British Virgin Islands, increasing your employability across the world.

Where can IFA take you?

Whether from the UK or beyond, IFA students often aspire to work within the global market. They understand that achieving regulator-recognised qualifications (Jersey, Guernsey, Isle of Man and the British Virgin Islands) can significantly increase their chances of doing so.



**“ The IFA 4 qualification
gives our students a solid
foundation from which to
build their career.**

Nina Gomez, Head of Learning and
Development for Crestbridge

Who is it for?

IFA Level 4 is open to anyone who aspires to work within the global market – whether from the UK, or beyond.

The core module provides a sound grounding in regulatory knowledge, trust law, company law, products, services and offshore business.

IFA Level 5 is an advanced course for those with existing qualifications.

The core module provides the essential understanding of the regulation of offshore trusts and companies. Students then customise their qualification by selecting at least one optional module. These are available in Financial Reporting and Governance, Fund Administration and Business Management in Practice.



IFA Level 4

Start your career in offshore financial services

Quick details



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)

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 services; 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 accounting and investment.

Content

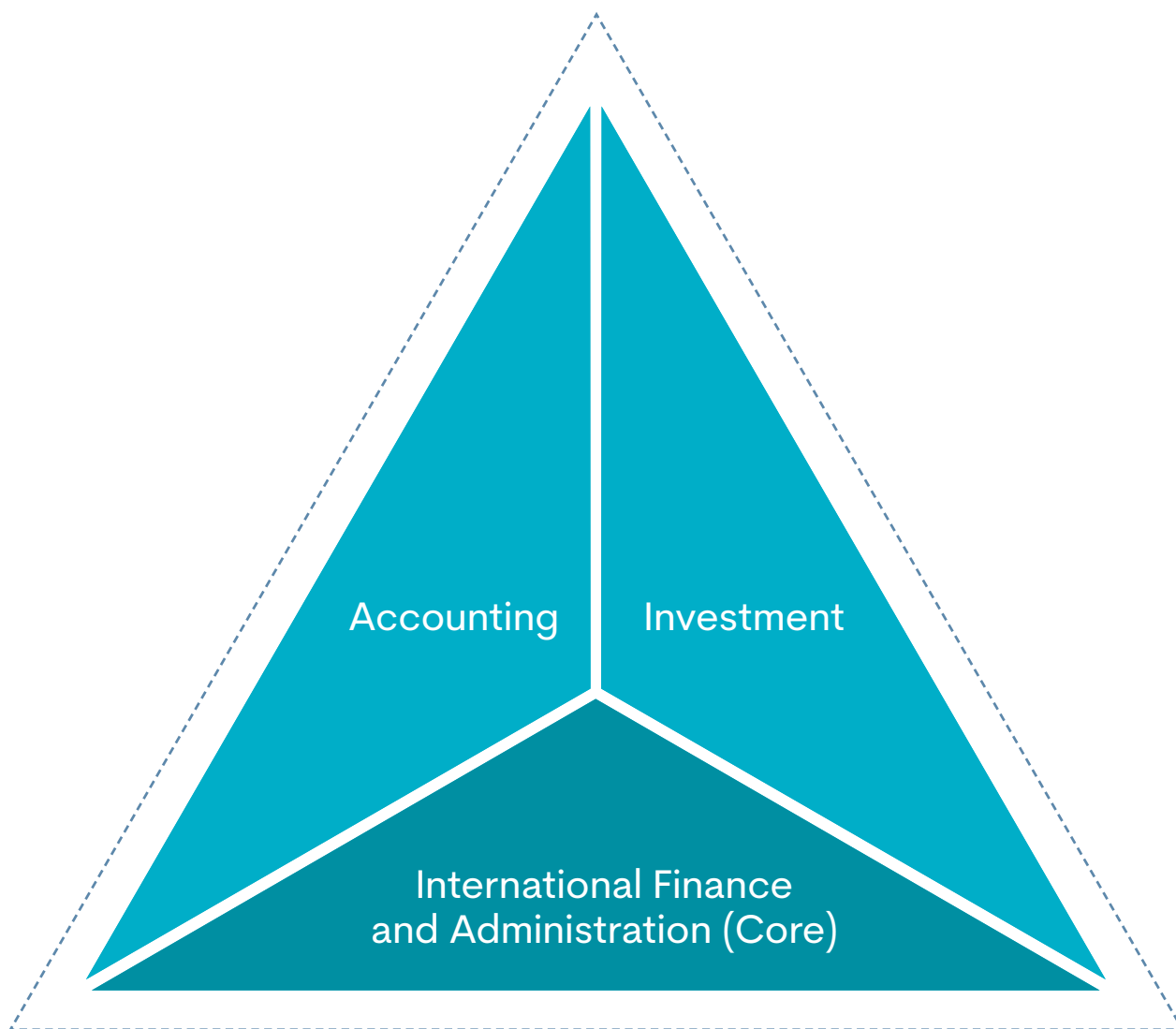
This is a flexible, step-on/step-off modular study suite of qualifications which gives you control of your learning. The compulsory core module takes 300 hours of study and each optional specialism takes 150 hours. This means there are four possible qualifications available which can be awarded depending 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
- completing all the exams will give you eligibility for studying the IFA Level 5 qualification.



Your final qualification reflects your module choices. You start with the core module and then add further specialisms, to work towards the Subsidiary Certificate or Certificate qualifications.

Package prices

 Level 4 Award in International Finance and Administration
£1,350

 Level 4 Subsidiary Certificate in International Finance, Accounting and Administration
£1,755

 Level 4 Subsidiary Certificate in International Finance, Investment and Administration
£1,755

 Level 4 Certificate in International Finance and Administration
£2,025

Top-up your qualification: **£400 per specialism**



IFA Level 5

Advance your understanding and career prospects

Quick details



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)

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 the IFA Level 4 certificates, IFA 5 offers 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

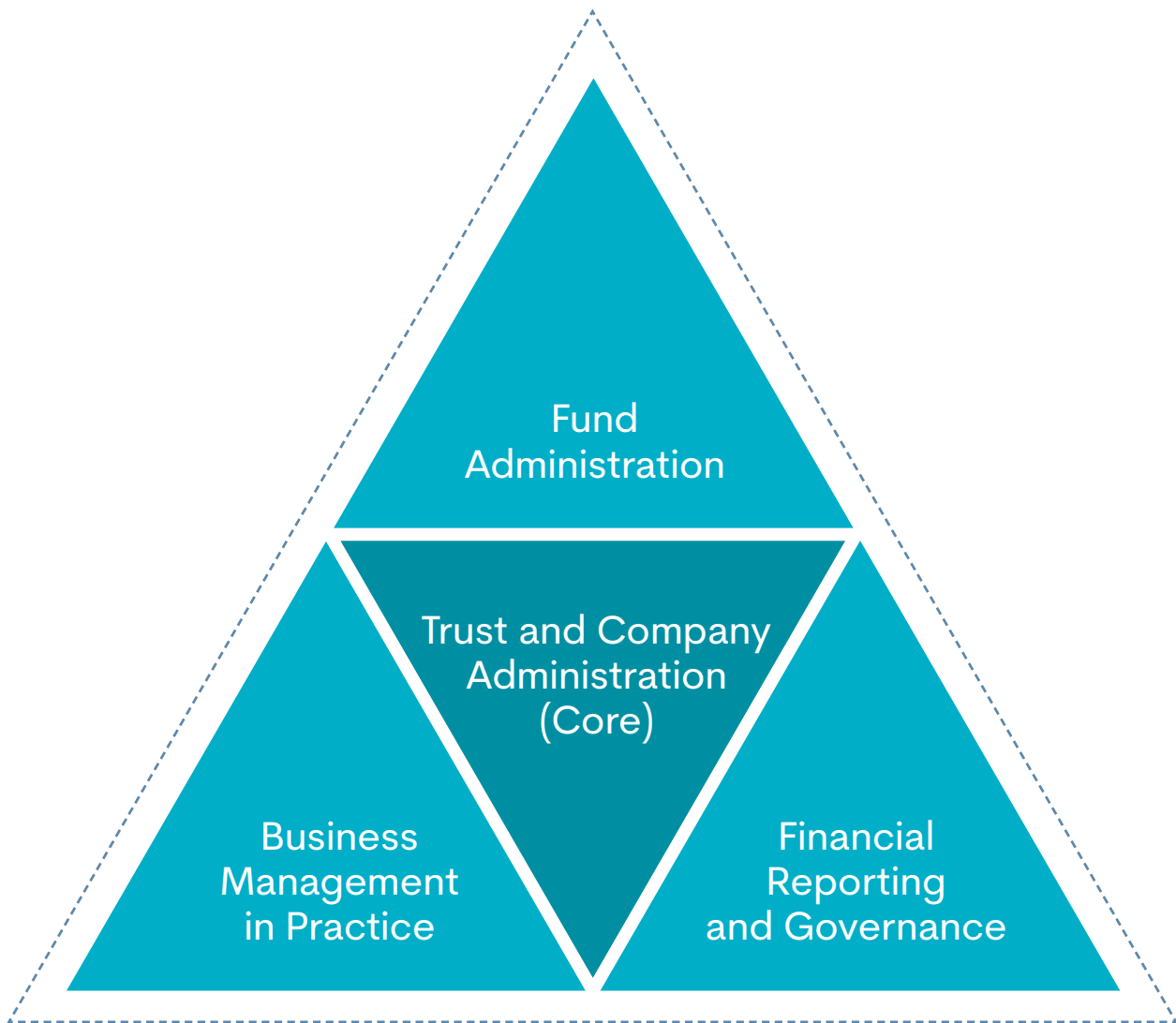
The compulsory core module takes 150 hours of study and each optional specialism takes 150 hours. This means there are three possible qualifications available which can be awarded depending on which of the four modules you choose:

- 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
- a regulator-approved qualification to enhance your career prospects.



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

£ Package prices



Level 5 Advanced Certificate in International Finance and Administration
£1,515



Level 5 Subsidiary Diploma in International Finance and Administration
£2,025



Level 5 Diploma in International Finance and Administration
£2,535

Top-up your qualification: **£575 per specialism**



Tuition providers for IFA

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

We have a number of partners registered to provide tuition for our qualifications, in person and through distance and online 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.

Further details and links to these partners can be found at cgi.org.uk/rtp-ifa

Recommended tuition providers



BPP International Finance, Guernsey & Jersey

Tuition type:

Face-to-face: ✓

Online: ✓

Revision: ✓

Contact: Damian Martin

Email: guernseyenquiries@bpp.com

jerseyenquiries@bpp.com

Website: bppfi.com



First Intuition, Guernsey & Jersey

Tuition type:

Face-to-face: ✓

Online: ✓

Revision: ✓

Contact: Sarah Colley

Email: guernsey@firstintuition.co.uk

jersey@firstintuition.co.uk

Website: firstintuition.co.uk

Ganly Learning & Development

Tuition type:

Face-to-face: ✓

Online: ✓

Revision: ✓

Contact: Gerry Ganly

Email: gerry.ganly@ganlytipper.com

Phone: +44 (0) 7624 490809

Chapter One

JPLH

Registered tuition providers

Registered partners				
	IFA 4	IFA 5	Face-to-face	Online
Global distance learning partners				
BPP International Finance, Jersey R	Y	Y	Y*	Y
BPP International Finance, Guernsey R	Y	Y	Y*	Y
Chapter One Training and Development, Jersey R	Y	Y	Y	N
First Intuition, Guernsey R	Y	Y	Y*	Y
First Intuition, Jersey R	Y	Y	Y*	Y
UK				
JPLH International R	Y	N	Y	Y
British Virgin Islands				
Financial Services Institute	Y	Y	Y	N
Channel Islands				
BPP International Finance, Jersey R	Y	Y	Y	Y
BPP International Finance, Guernsey R	Y	Y	Y	Y
Chapter One Training and Development, Jersey R	Y	Y	Y	Y
First Intuition, Jersey R	Y	Y	Y	Y
First Intuition, Guernsey R	Y	Y	Y	Y
Highlands College	Y	N	Y	Y
Isle of Man				
Ganly Learning & Development R	Y	Y	Y	Y
Jamaica				
Jamaica Stock Exchange	Y	N	Y	Y
Mauritius				
BeSmart	Y	Y	Y	Y
Pronumeris Training Centre	Y	N	Y	Y

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

Sector Qualifications

This suite of certificates offers a variety of professional qualifications at different levels. They cover a range of topics and specialisations in governance across the charity, corporate, education, sports, social housing, and health service sectors. Upon completion of one of these certificates, you will be eligible to take up Affiliate membership with the Institute.

Sectors

Academy schools

The academy trust sector has grown significantly over the past decade, with thousands of schools now operating as part of multi-academy trusts (MATs) or single-academy trusts (SATs). This shift has introduced a new governance landscape, where trustees and leaders are responsible for overseeing complex organisations with legal, financial and educational accountability.

Charity

Charity law and regulation are intended to ensure public accountability and the safeguarding of charitable funds and assets. Understanding the building blocks of good governance enables the charity to be effective in achieving its charitable purposes, delivering lasting positive social impact and making a real difference for good.

Corporate

Corporate Governance refers to the way in which companies are governed, who has power and accountability, who makes decisions, and ensures that businesses have appropriate decision-making processes and controls in place so that the interests of all stakeholders are balanced.

“The programme has supported me to deepen my technical knowledge and strengthen my ability to effectively support my Board.



Health services

Within health service governance, the basic tenets of best practice in governance include ensuring the appropriate checks and balances are rigorous and adaptive, and that those entrusted with high levels of decision-making powers do so in the best interests of patients and the general public.

Social housing

The social housing sector in the UK plays a vital role in providing affordable, secure homes to millions of people, often supporting vulnerable communities and addressing complex social needs. Governance in this sector is uniquely challenging, requiring board members and executives to balance regulatory compliance, financial sustainability, tenant engagement and social impact.

Sports

The sports governance sector in the UK is responsible for ensuring that sports organisations - ranging from grassroots clubs to national governing bodies - are run with integrity, transparency and accountability. With increasing public scrutiny, funding requirements and expectations around safeguarding, diversity and ethical leadership, effective governance is more important than ever.



Certificate in Corporate Governance

Overview

This course covers the principles of good governance across many different sectors. You will develop a strong core knowledge of corporate governance frameworks and codes, and be better placed to navigate governance structures, help mitigate potential issues, and support your organisation.

Who this course is for

This certificate is open entry, with no prior qualifications required, and suitable whether you are living or working in the UK or abroad. It is suitable for those working in the private sector, in a governance support role, and have received no formal or structured training. It is also suitable if you want to refresh your knowledge of corporate governance codes and practices or if you are an international student looking to improve your knowledge and understanding of good governance practices.

What you will learn

This qualification will help you better understand:

- 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 corporate governance and how to apply the relevant codes
- knowledge on key players in corporate governance and decision-making complexities
- the best ways to manage risk.

What you will get

- Award: Level 4 Certificate, equivalent to the first year of an undergraduate degree
- Registration, one assessment and certification fees covered
- Digital copies of the syllabus, materials and study text
- Up to 13 live webinars
- Access to our online learning platform, where you can access practice questions and case studies, attend webinars and collaborate with your peers
- CGIUKI student membership throughout your course
- MyCG access - member-exclusive online portal with past papers and mark schemes
- Eligible for CGIUKI affiliated membership upon completion

Quick details



No prior qualifications required



£2,250



Distance learning



Eligible



Webinar supported, self study



Course starts October
Assessment April to June



Advanced Certificate in Corporate Governance

Overview

This internationally-recognised qualification gives you the knowledge and skills needed to advise decision-making authorities on governance-related issues affecting private, voluntary and public sector organisations.

Leading to a Level 6 (graduate-level) qualification, it will enable you to interpret the frameworks underlying corporate governance law to support the development of good governance practices and effective stakeholder dialogue throughout your organisation.

Who this course is for

This certificate is designed for those working as a governance professional, but in particular those in a company secretarial-related role, or as part of a governance team, or in a legal or accountancy role with governance duties.

What you will learn

This qualification will help you better understand:

- general principles of corporate governance
- legal and regulatory aspects of corporate governance
- codes of, and reports on, corporate governance
- application of governance rules and principles
- the role of the company secretary
- the board of directors/board of governors
- remuneration of directors and senior executives
- reporting to shareholders and external audit
- relations with shareholders
- risk management and internal control
- corporate social responsibility and sustainability.

What you will get

You will be provided with a study text and support resources such as examiner reports and past papers, as well as access to our LMS with further resources. In the course of this qualification you will gain a better 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
- responsibilities to stakeholders and how to advise on ethical conduct.

Quick details



No prior qualifications required, experience recommended



£1,950



Distance learning



Eligible



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



Exams June and November



Certificate in Academy Governance

Overview

This unique Level 4 certificate has been created to help meet the specific needs for effective governance in academy schools. In particular, you will focus on the needs of both multi-academy trusts (MATs) and single-academy trusts (SATs). This dedicated course will equip you with the knowledge and skills needed to navigate this unique governance model, ensuring compliance, strategic effectiveness and the delivery of high-quality education across your trust.

Who this course is for

This programme is open entry, with no prior qualifications required and is suitable for those who work in a governing, management or administrative (non-teaching) role in new or converted academies.

We're proud to offer ten bursaries each year to cover 90% of the course fees supported by, the Chartered Secretaries' Charitable Trust. Please visit the course page at cgi.org.uk to find out more.

What you will learn

This qualification will help you better understand:

- the legal framework within which the governance of academies is set
- the different types of governance structures that are available for academies
- the legal and regulatory requirements for academies as well as best practice
- key principles affecting financial management in an academy.

What you will get

- Award: Level 4 Certificate, equivalent to the first year of an undergraduate degree
- Registration, one assessment and certification fees covered
- Digital copies of the syllabus, materials and study text
- Up to 17 live webinars
- Access to our online learning platform, where you can access practice questions and case studies, attend webinars and collaborate with your peers
- CGIUKI student membership throughout your course
- MyCG access - member-exclusive online portal with past papers and mark schemes
- Eligible for CGIUKI affiliated membership upon completion

Quick details



No prior qualifications required



£1,475



Distance learning



Eligible



Webinar supported, self study



Course starts October
Assessment April to June



Certificate in Charity Law and Governance

Overview

This Level 4 certificate provides an introduction to the legal and regulatory framework around charities in England and Wales. It gives an understanding of the legal basis of the charity, the role of regulators and how to fulfil your charitable purpose whilst adhering to legal and regulatory requirements.

Who this course is for

This qualification is open entry, which means you do not need any prior qualifications to register, although it does help to be working in a related field. It is suitable if you are affected by legal regulation and/or have governance responsibilities in registered, exempt or excepted charities. It is also suitable if you are studying for a charity finance qualification, providing a broader knowledge base and developing the transferability of your skills to develop your career within the sector.

We're proud to offer ten bursaries each year to cover 90% of the course fees supported by, the Chartered Secretaries' Charitable Trust. Please visit the course page at cgi.org.uk to find out more.

What you will learn

This qualification will help you better understand:

- the legal basis of charity law and charity regulation in England and Wales
- the principle of incorporation and the different legal forms that are available for charities
- the regulatory framework for charities and the role of charity regulators across the UK
- the concept of corporate governance, including its history, the current key themes, and its application to charities
- the most fundamental and common sources of income for charities.

What you will get

- Award: Level 4 Certificate, equivalent to the first year of an undergraduate degree
- Registration, one assessment and certification fees covered
- Digital copies of the syllabus, materials and study text
- Up to 17 live webinars
- Access to our online learning platform, where you can access practice questions and case studies, attend webinars and collaborate with your peers
- CGIUKI student membership throughout your course
- MyCG access - member-exclusive online portal with past papers and mark schemes
- Eligible for CGIUKI affiliated membership upon completion

Quick details



No prior qualifications required



£2,000



Distance learning



Eligible



Webinar supported,
self-study



Course starts October
Assessment April to June



Advanced Certificate in Health Service Governance

Overview

The challenges faced by the NHS are unique and the provision of high quality services requires robust governance systems and practices. This Level 6 certificate provides an in-depth exploration of the structures, principles and practices that underpin effective governance in the NHS. It will help you to develop key skills such as strategic oversight, risk management, regulatory compliance and accountability. You will also learn how governance supports quality improvement, patient safety and ethical decision-making.

Who this course is for

This qualification is designed for those working in management, administrator or governance adjacent roles within the NHS, or those aspiring to work in the health service in a governance related role.

We're proud to offer ten bursaries each year to cover 90% of the course fees supported by, the Chartered Secretaries' Charitable Trust. Please visit the course page at cgi.org.uk to find out more.

What you will learn

This qualification will help you better understand:

- the governance landscape and theoretical frameworks
- governance structures and individual duties
- Foundation Trusts
- new models of care
- risk management, assurance and audit.

What you will get

- Award: Level 6 Certificate, equivalent to an undergraduate degree
- Registration, one assessment and certification fees covered
- Digital copies of the syllabus, materials and study text
- Up to 12 live webinars
- Access to our online learning platform, where you can access practice questions and case studies, attend webinars and collaborate with your peers
- CGIUKI student membership throughout your course
- MyCG access - online portal with past papers and mark schemes
- Eligible for CGIUKI affiliated membership upon completion

Quick details



No prior qualifications required



£1,475



Distance learning



Eligible



Webinar supported,
self-study



Course starts Sept,
exam in June



Certificate in Sports Governance

Overview

This level 4 certificate is relevant to organisations of all sizes – whether you're part of a national governing body, Active Partnerships, or a grassroots local club.

The qualification covers the approaches to sports governance, the sports governance landscape, principles of sports governance, governance structures in sports organisations, relevant legislation, governance and business challenges in the sport sector, and the influence of sporting federations over membership bodies.

Who this course is for

This qualification has been designed for anyone who has, or wants to have, governance responsibilities in a sports organisation such as those in managerial or administrative roles, or non-executive directors.

We're proud to offer free places on the Certificate in Sports Governance and individual modules via a bursary scheme from the Sports Governance Academy (SGA), our partnership with Sports England, UK Sport, sportscotland, Sport Wales and Sport Northern Ireland.

www.sportsgovernanceacademy.org.uk/learning/certificate-in-sports-governance/certificate-in-sports-governance-bursary

What you will learn

By the end of the course, you'll be able to:

- understand the principles of sports governance and their importance in the sports industry
- recognise the different types of sports organisations and their governance structures
- analyse the challenges facing sports governance and propose solutions to address them
- evaluate the impact of relevant legislation on sports organisations and their governance
- identify the risks facing sports organisations and develop strategies for managing them
- understand the importance of ethics, compliance, and stakeholder engagement in sports governance
- apply the principles of good governance to evaluate sports organisations and their governance structures.

What you will get

- Award: Level 4 Certificate, equivalent to the first year of an undergraduate degree
- Registration, one assessment and certification fees covered
- Digital copies of the syllabus, materials and study text
- Up to 12 live webinars
- Access to our online learning platform, where you can access practice questions and case studies, attend webinars and collaborate with your peers
- CGIUKI student membership throughout your course
- MyCG access - online portal with past papers and mark schemes
- Eligible for CGIUKI affiliated membership upon completion

Quick details



No prior qualifications required



£1,475



Distance learning



Eligible



Webinar supported,
self-study



Course starts in October
Assessment April to June



Certificate in Social Housing Governance

Overview

This unique qualification equips those working in the social housing sector with the knowledge and key skills necessary to develop good governance practices within their organisation.

Those undertaking this qualification will acquire the knowledge and tools to ensure their organisations deliver safe, high-quality housing and services, while applying the key principles of the National Housing Federation's Code of Governance and Code of Conduct.

Who this course is for

This is a qualification for governance professionals in the social housing sector across various roles such as management, administration and finance.

It is also suitable for anyone in social housing who undertakes regulatory or compliance activity, or provides relevant information about that activity

We're proud to offer ten bursaries each year to cover 90% of the course fees supported by, the Chartered Secretaries' Charitable Trust. Please visit the course page at cgi.org.uk to find out more.

What you will learn

- The social housing governance landscape
- Developing effective governance structures in social housing organisations
- The role of risk and risk management in social housing
- Compliance requirements of key statutory and regulatory arrangements
- The Consumer Credit Arrangements and related regulatory regime
- Financial arrangements that ensure best practice
- Building effective relationships with residents to achieve resident engagement

What you will get

- Award: Level 4 Certificate, equivalent to the first year of an undergraduate degree
- Registration, one assessment and certification fees covered
- Digital copies of the syllabus, materials and study text
- Up to 17 live webinars
- Access to our online learning platform, where you can access practice questions and case studies, attend webinars and collaborate with your peers
- CGIUKI student membership throughout your course
- MyCG access - online portal with past papers and mark schemes
- Eligible for CGIUKI affiliated membership upon completion

Quick details



No prior qualifications required



£1,900



Distance learning



Eligible



Webinar supported,
self-study



Course starts in October
Assessment April to June



Certificate in Corporate Administration and Governance

Overview

Delivered by KCB Global and validated by us, this Level 4 qualification provides students with the knowledge and practical understanding of the key areas within Corporate Compliance and Governance, fostering employability and transferable skills throughout the programme. Over the 30+ years that the qualification has been in operation, it has gained a strong recognition with employers.

The qualification is for nine months and is delivered by experienced practitioners through online lectures 1.5 hours weekday every two weeks and private study using the dedicated learning resources.

Assessment is conducted through three assignments undertaken during the programme and an end of programme online examination.

Who this course is for

This qualification is for those seeking to develop their understanding of Corporate Compliance and Governance and is designed to give participants a range of practical knowledge and skills in supporting the company meet its legal responsibilities and effective governance.

This qualification is open entry. You do not need prior qualifications to register on it, although it does help to be working in a related field. The programme provides a pathway to further professional qualifications such as entry to the CGI Qualifying Programme.

What you will learn

The programme is structured as four modules:

The Company provides a good understanding of the different types of companies, how they are formed, and the roles and duties of different stakeholders including directors and the company secretary.

Corporate Compliance and Administration provides a good understanding of the law and regulations relating to a company, the statutory duties which they must adhere to and key administration tasks including share registration and transfers.

Corporate Governance provides a good understanding of the approaches to good governance, including identifying and mitigating risks and ensuring effective internal controls and how they contribute towards the success of the company.

Meetings provides a good understanding of the law and practice of the different types of company meetings and the role of a company secretary in supporting their effectiveness.

Accredited for:



What you will get

Upon completion of this course, participants will have gained:

- a practical understanding of corporate compliance and governance directly relevant to your work place
- an industry recognised qualification
- improved employment prospects
- eligibility to upgrade to CG (Affiliated) member
- entry to the CGI Qualifying Scheme

Quick details



Related work experience recommended



£1,500



KCB Global, London



Eligible



Live online classes with directed learning



Oct to June
or Feb to Feb



Certificate in Company Secretarial Law and Practice

Ireland

Overview

The Companies Act 2014 required company directors of all companies appoint a 'suitably qualified' individual to the company secretary position. The Chartered Governance Institute UK & Ireland has partnered with the Law Society of Ireland to deliver and jointly award a Certificate in Company Secretarial Law and Practice.

Who this course is for

This certificate is for company secretaries and their teams, as well as suitably qualified corporate governance and compliance professionals looking to develop their legal knowledge and practical skills in this area.

The course will also attract solicitors who offer company secretarial services or who advise clients in this area. In addition, it will appeal to in-house lawyers and to those looking to develop their company secretarial skills and knowledge with a view to developing new opportunities and offering new services to existing clients.

What you will learn

This qualification is structured as follows:

- Module 1: Company law and company formation
- Module 2: Annual compliance
- Module 3: Transactions
- Module 4: Wind-up

Accredited for:



What you will get

On completion of this course, participants will:

- be aware of the duties and role of the company secretary
- gain insight into the latest statutory and procedural developments in company law and company secretarial practice
- have knowledge of the requirements for incorporating different company types
- apply corporate governance best practice to an organisation
- know how to effectively maintain statutory registers.

Quick details



Tertiary level qualification or relevant work experience



Dublin or online



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



€1,750
(€1,950 for non-solicitors)



Eligible



Course starts in February
Exams in the summer



International Certificate in Financial Services Regulation

Overview

Robust and effective regulations and their enforcement are crucial to the smooth operation of financial systems. With this certificate you will gain a sound understanding of the principles of regulation for the start of your career as a regulator.

Delivered by The School of International Financial Services, this Level 3 qualification aims to equip you with the knowledge and skills for a career as a regulator.

Who this course is for

Individuals currently working or aspiring to work in financial services regulators who are keen to achieve a solid professional education platform in financial services regulation.

What you will learn

Aimed at those entering the profession or junior members of a regulatory body, the course covers the basics of financial regulation such as:

- why financial services are regulated
- 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

Accredited for:

SIFS

SCHOOL OF INTERNATIONAL
FINANCIAL SERVICES

What you will get

Upon completion of this course, participants will have an understanding of:

- the principles of financial regulation
- the role of regulators and how they operate outcomes-based regulation
- how to conduct risk management and
- the regulation of financial crime prevention.

Quick details



No prior qualifications
required



£2,495 excl. GST



Available Worldwide



Eligible



Taught course, online



Intake 3 Sep
to 2 Dec 2025



Certificate in Clerking of School and Governing Boards

Overview

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 or trust.

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.

Who this course is for

This is a flexible programme designed for both newer and more experienced clerks working in schools, single or multi-academy trusts; programme 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 reflections on learning and areas for further development after the programme ends.

What you will learn

The course develops the competencies needed to provide confident and reliable clerking support and includes:

- up to date core knowledge of governance regulation and practice
- comprehensive handbooks and templates
- practical approaches to complex and challenging governance situations
- a 360-degree diagnostic of the participant's strengths and areas for development
- participation in peer-to-peer and group learning to strengthen and support networking
- support with creating and completing a focused school-based project
- support in completion of a learning log to record personalised areas for focus.

Accredited for:



What you will get

This course will develop your delivery in clerking matters by:

- enhancing 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
- creating self-supporting groups to ensure learning and support beyond the duration of the programme
- an accredited qualification from two leading professional bodies.

Quick details



3 months clerking experience and currently working in a school



£580



Various locations, and online



Eligible



Taught course with local and online learning options



Course starts throughout the year



Certificate in Employee Share Plans

Overview

This is the leading, and only, professionally recognised qualification for share plan practitioners in the UK. The course offers a broad perspective on share plans within the UK and internationally. Developed and delivered by experienced lawyers at Tapestry, the course is designed to be comprehensive, practical and user-friendly, combining technical knowledge with real-world experience, to give students the relevant knowledge to understand share plans better.

Described as a gamechanger for those working in the share plans industry, students will learn practical tips as well as achieving a good understanding of the legal, regulatory and tax environment in which share plans operate.

Who this course is for

This qualification is designed for those working with share plans in any context, whether you work for a company or other (non-legal) provider such as a share plan administrator or trustee. Whatever your role, if it involves share plans, this course is for you! Legal and tax content is principally focussed on the position for a UK listed company.

There are no specific qualifications required for this course. However, it is a stretching professional qualification with technical content – on some topics, this will be in-depth to a level which might be expected of a first year undergraduate degree course. Students will need to be comfortable with covering this technical content in English. The course assessment is in the form of knowledge-based written exams.

What you will learn

The course will give students the relevant knowledge they need to understand their (or their client's) share plans better, and more holistically, providing them with the confidence to operate and execute plans both in the UK and globally.

Developed and delivered by our experienced Tapestry lawyers, this course comprises more than 30 teaching hours and covers:

- share plan design
- law and regulation, including market abuse and governance
- executive and all-employee share plans
- tax
- accounting for share plans
- reporting and disclosure
- administration
- the global operation of share plans.

To enable students to fit it around other working commitments, the course is split into two parts, each taught online, over five short days and can be completed within seven months, supported by self-study. Optional "hybrid" sessions and in-person events are available for anyone able to join us in London. The course combines a mix of engaging group teaching with fun and practical exercises and interactive breakout sessions. This approach ensures a dynamic experience and the opportunity to connect with other professionals in the field, all while consolidating knowledge.

Accredited for:



What you will get

The benefits of studying for the Certificate are many, and include:

- **Being up-to-date:** the course covers the latest updates on plan design, governance and regulatory requirements.
- **Driving efficiencies:** graduates are able to recognise and address key issues in-house, helping to improve efficiency and support effectiveness in role.
- **Reducing risk:** graduates understand the rules and importance of compliance, reducing risk to the company and its executives, and even the risks of criminal penalties.
- **Seeing the whole picture:** the course covers all key components of designing and operating executive and employee share plans. Graduates will learn how to understand and oversee the entire process, working with internal teams such as legal, tax, accounting, HR and finance, as well as external advisers like lawyers, consultants and administrators
- **Staying connected:** It doesn't end with graduation! Tapestry's alumni programme enables students to stay connected with their peers and remain up-to-date with the industry.

After successfully completing the assessments you will be awarded the Certificate in Employee Share Plans and will be entitled to upgrade your membership to CG (Affiliated).

Quick details



No formal qualifications required



Distance learning



Online group teaching with smaller breakout sessions. Exams are held virtually



£4,650 plus VAT. Please visit the Tapestry website (linked below) for the 2026 fee



Eligible



Part 1: May, exam July
Part 2: Sept, exam Nov



Supporting products and services

Virtual training

Whether you are looking to upskill or delve into a new area of governance, we offer a number of interactive courses covering a wide range of topics.

To find out more about our range of courses and when the next available course is being offered visit www.cgi.org.uk/training

Bespoke training

If you would like to arrange tailored training for your organisation or group, the Institute can help.

Find out more at www.cgi.org.uk/bespoke

Events

Looking to brush up on your knowledge and skills, network with peers and continue your professional development? Across the year, the Institute runs a number of virtual and face-to-face events covering a range of relevant topics and in a variety of formats, with contributions from experts and guest speakers from across the governance community and beyond.

Check out what's coming up at: www.cgi.org.uk/events

Jobs board

Whether you are looking for a new role in governance or hiring into your team, our Jobs Board is the place to go.

- Sign up for alerts by company, sector or position
- Browse the current roles and see what's out there
- Explore the Careers Hub content
- Post a job as part of your recruitment process

www.cgi.org.uk/jobs

If you have any queries about how we can support your recruitment needs, please contact us on enquiries@cgi.org.uk or +44 (0)20 7612 7054

Regional branches and group

Our network of branches and regions help connect the governance community around the world. From hosting local networking and CPD events to informing members of local news stories that are relevant to the area, our branches are a way to keep your finger on the pulse of what's happening globally and locally.

Are you a member of your local branch or region? Find out more at www.cgi.org.uk/branches

Directory of Members

Find out more at www.cgi.org.uk/directory-of-members

*Please note, the directory is a listing service and is not an endorsement of those listed.

Bookshop

Our practical and informative publications are designed to keep governance professionals up to date with key legislation, regulations and best practice, across a number of sectors. Our books are available in paperback and digital formats.

Find out more and view our best sellers at www.cgi.org.uk/shop

Board Evaluation

Our highly experienced team works collaboratively with you to tailor the evaluation to your needs, and delivers rigorous, impartial advice to help you to focus on areas for development. This can be particularly useful if your organisation is undergoing a period of change, if the board has been challenged or lobbied by stakeholders, or when in-house resources are stretched or unavailable.

Find out more at www.cgi.org.uk/board-evaluation



**Chartered
Governance
Institute
UK & Ireland**



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 UK & Ireland.

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**

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