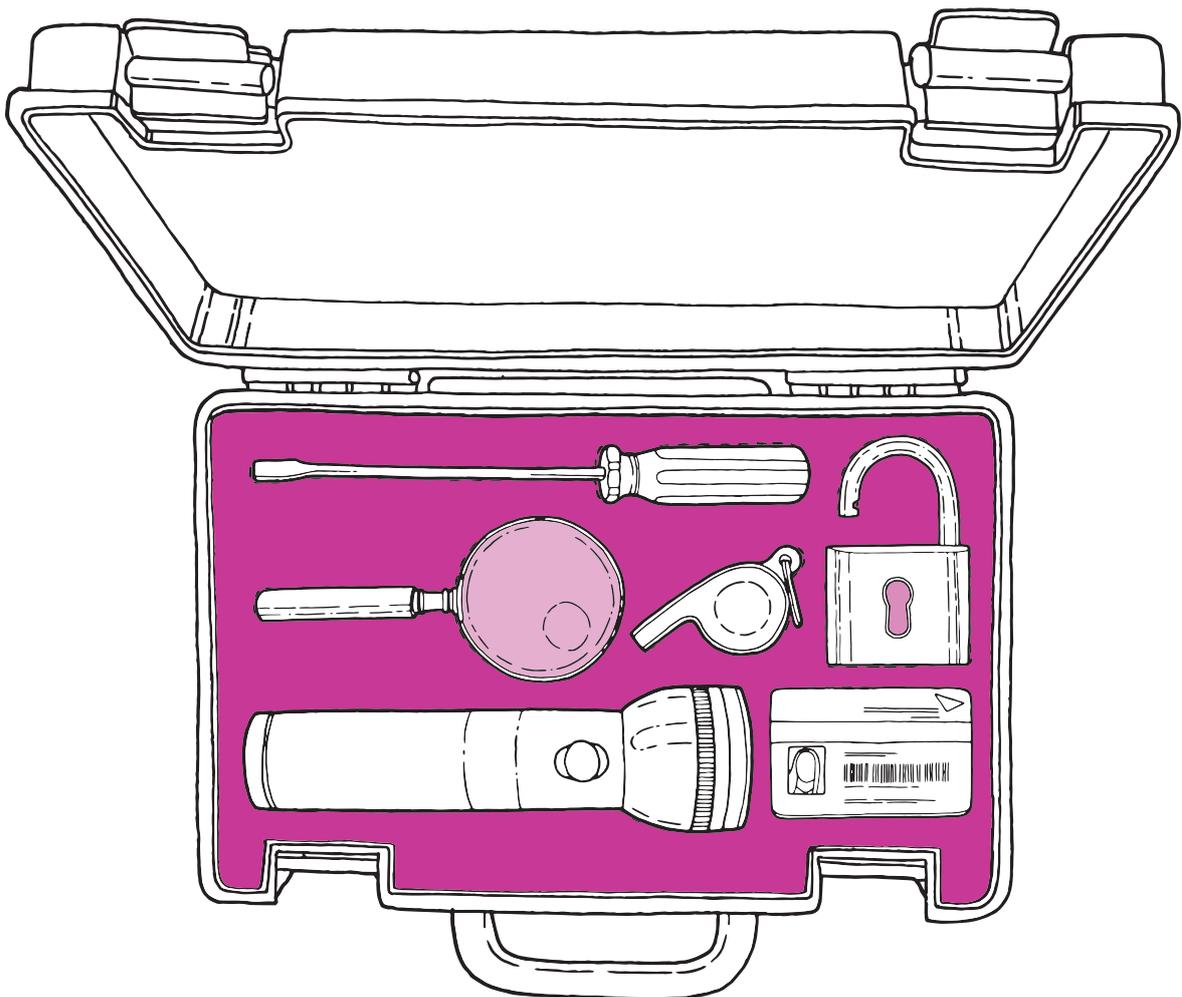


CPD qualifications

corporate governance

CIPFA Diploma



about the course

Good corporate governance is not just the duty of Boards, it is the responsibility of everyone in your organisation.

With corporate governance high on the public sector agenda, there is a clear need for a practical and structured training programme that will increase the knowledge and skills of those charged with making governance work in public bodies.

The CIPFA Diploma in Corporate Governance utilises case studies and expert theory. Delivered via seven modules, it seeks to:

- ensure that organisations are appropriately constituted, structured and operate the appropriate governance processes
- support good practice in stewardship, risk and assurance, and internal control
- exemplify standards of behaviour as a way of enabling good governance in organisations.

Who is the course aimed at?

The CIPFA Diploma in Corporate Governance is aimed at:

- staff who support the work of the Board
- staff who have responsibility for governance or aspects of governance throughout the organisation but who have received no formal or structured training to carry out these duties
- middle and senior managers (or aspiring managers)
- new or aspiring Board Members with no formal training but who would like to increase their knowledge of governance principles and enhance their skills for the Boardroom.



Duration

The CIPFA Diploma in Corporate Governance is completed over approximately nine months. This includes:

- eight days of classroom learning
- approximately 80 hours of additional work to complete the assessment requirements.

Assessment

For each module you will be asked to submit a written assignment in which you demonstrate your understanding of the learning and your ability to transfer it to your work place into your own work practices.

Your assignments will be marked against assessment criteria which will be shared with you and your course tutor will be there to provide support and guidance throughout.

Accreditation

On successful completion of the required units and associated assessment, you will be awarded the CIPFA Diploma in Corporate Governance. The Diploma has been mapped as broadly equivalent to a level seven (post-graduate) qualification in relation to degree of challenge.

CIPFA membership

On successful completion of the programme, you can apply for CIPFA Affiliate membership. If you're not already a CIPFA member, this is a great way to access a wealth of resources and networking opportunities.

To find out more and apply, click on 'Other professionals' at: www.cipfa.org/join

Your CPD

All CIPFA training counts towards your continuing professional development (CPD). If you are a CIPFA Chartered Member, you are required to undertake a minimum of 20 hours of relevant CPD activity each year as part of maintaining your professional competence and to develop relevant skills and knowledge.

For full details visit: www.cipfa.org/cpd

course outline

CIPFA Diploma in Corporate Governance is delivered in a series of one and two-day modules, described below.

History and Development of Corporate Governance (one day)

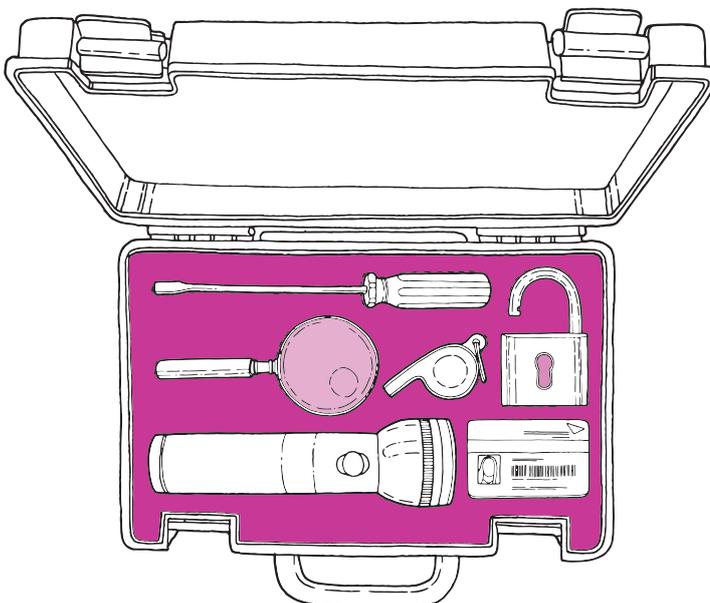
This module explores the fundamentals of corporate governance in the public and private sectors, as well as your own organisational context. It will trace the history of the concept of corporate governance and outline its development by defining current best practice. The module will provide a good overview that sets the scene for the remaining modules.

- What is governance?
- Features of a well governed organisation (including key policies and procedures)
- Ingredients of good governance
- Practical governance success and failures
- How good is your governance?
- A time for self-assessment

Effective governance frameworks (two days)

This module covers the importance of an effective governance framework as a means of ensuring that the governance arrangements of an organisation are “fit for purpose”. It will identify the key components of an effective governance framework in terms of both key governance documentation that should be in place as well as addressing the myriad of roles of various key players with an emphasis on how they interact.

- Statutory accountability and key governance documents
- Board and Committee structures and functions
- Internal and external elements of the governance framework
- Decision-making in the organisation
- Roles and responsibilities of directors and non-executive directors
- Balance of power and authority
- The Board, the Chair and Non-Executive Board members
- Decision-making



Servicing the Board (one day)

This module explores what is required to provide a professional service to the Board and its members. This is important not only because members need high quality information to contribute to the business of the Board, but also because the quality of service provided can impact on the confidence members have in the organisation. Whilst the specific needs of Boards might vary, this module includes a number of good practices that should be adopted to ensure members are supported and equipped to fulfil their role effectively.

- Induction of Board members
- Information for the Board and key documents
- Servicing the Board and Committees – minutes, papers etc.
- Corporate policies and procedures
- Ensuring the Board does not act ultra vires
- Board training and development

Promoting corporate values and behaviours (one day)

This module examines the Nolan Principles and their practical application in a public sector context, as well as how to embed corporate values and behaviours in a public body. The module also examines the risks involved in making appointments to external bodies and how to successfully manage relationships with partner organisations.

- Developing and maintaining organisational values
- Ethical standards framework
- Registration and declaration of interests
- Gifts and hospitality
- Standards of behaviour
- Whistleblowing arrangements
- Codifying ethical standards
- Practical examples of good and bad practice

Risk Management and Assurance (one day)

The aim of this module is to identify how the various areas of business risk impact on the governance of an organisation. It will also consider the area of managing fraud risk as it impacts on delivery of services and highlight the concept of assurance in demonstrating effective governance, as well as the main sources of assurance provision. Risks involved in changing delivery models will also be considered.

- Developing a counter-fraud culture
- Partnerships and consortia
- Internal controls and sources of assurance
- Risk management
- Internal audit
- Audit and other relevant committees
- External auditors

Public Sector Accountability (one day)

This module looks at the ways that Boards can maximise public accountability for what their organisations do and what they spend. This means understanding the power and influence of the various stakeholders and being able to understand the tools that can be used to interface effectively with the external environment.

- Accountability for public money
- Engaging and influencing stakeholders
- Managing the media and communications
- Customer service and complaints
- Appraisals and performance management
- Public consultations
- Freedom of Information and Data Protection Acts

Governance in practice (one day)

This module examines the current standards of corporate governance in the public sector, and how these standards are applied in your own work place. Using real-life case studies, the module will assess the governance issues that can arise in public bodies and how organisations can address the issues raised. The module will also look at current governance risks facing public bodies and discuss how these risks can be mitigated.

Pricing

Delegates pay £2,500 + VAT

A 10% discount is available to all CIPFA members and employees of organisations that have membership of our Better Governance Forum.

The course fees include:

- Tuition and all course materials
- Assessment marking and moderation
- Certification

How to book

Search for course dates and location details at:

www.cipfa.org/corgov

Or phone: **+44 (0)20 7543 5600**

In house delivery

The programme can be delivered in-house and at your location, saving you valuable time and money.

This is especially cost-effective for organisations interested in training a number of individuals or whole teams.

For more information about running the programme in-house, contact us at: InHouseTraining@cipfa.org



The course provided an ideal opportunity to learn about public sector governance – past and present – in the wider sense. It also provided an excellent opportunity to engage with other public sector bodies to discuss current and potential future governance issues and how they could be addressed.

Jill Anderson, Head of Risk & Regulatory Compliance, NHS National Services Scotland



about us

Why train with CIPFA?

CIPFA has a long history of delivering outstanding training to finance professionals and public service leaders in the UK and across the world.

As the only professional body exclusively for people in public finance, we understand the market challenges and are committed to providing the best training and development tools to support practitioners at all levels of public service, throughout their careers.



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