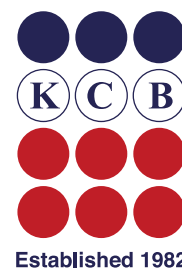# ICSA Certificate in Company Secretarial Practice and Share Registration Practice

Syllabus and Delivery from October 2018

Programme Information

Why choose this Programme

This programme aims to provide a practical understanding of key areas within Company Secretarial Practice and Share Registration Practice, for those working within the company secretarial department or within share registration.

It is also suitable for those who are new to the sector as well as those wishing to have a better understanding of the key knowledge to assist in their role and career.

Successful completion of the programme results in the award of a Certificate by ICSA: The Chartered Governance Institute. Additionally, students who successfully complete the programme are eligible for Affiliated membership. If students take up the offer of Affiliated membership, they will be awarded the post-nominals, 'CG (Affiliated)'.

ICSA is the international qualifying and membership body for the Chartered Secretary profession and the world's leading authority on governance and compliance.

Programme Content

The programme is divided into four modules as follows:

Module 1: The Company
Includes: the role of the company secretary; types of companies; incorporation; stakeholders of a company; the board of directors.

Module 2: Governance and Compliance
Includes: the law and regulation that affects companies; corporate governance; statutory registers, records and returns; the regulation of listed companies; annual report and accounts.

Module 3: Meetings
Includes: types of company meetings; notice; agenda; quorum; voting; resolutions; minutes; board meetings; board committees.

Module 4: Share Registration
Includes: shares and share capital; share registration; share transfers; dividends; employee share schemes.

Programme start dates and duration

There are two start dates each year: October and February.

If you start in October you will finish the programme in June (9 months duration). If you start in February you will finish the programme the following February (12 months duration with a break over the summer).

Programme Delivery

The programme is delivered through an online Moodle site, through which all students access the study material, including video and text content, practice questions and programme information. The programme includes eight taught sessions of approximately two hours each. Students have a choice of how to access the taught sessions:

- Face-to-face sessions held at the College premises in central London.

- Live webinars which can be accessed online, and which are recorded in case students can't attend.

Supplementing the programme content, all students will receive a schedule and advice about how to plan their self-study sessions to work through the programme material.

There will also be two guest lectures. These will be face-to-face sessions only but a recording will be made available for those who are unable to attend.

Programme Assessment

The Programme is assessed as follows:

Module 1: The Company
Assignment (2500-3000 words)

Module 2: Governance and Compliance
Examination (1.5 hours)

Module 3: Meetings
Assignment (2500-3000 words)

Module 4: Share Registration
Examination (1.5 hours)

Upon successful completion of all four modules, students will be awarded the ICSA Certificate in Company Secretarial Practice. These are graded at pass, merit and distinction.

Successful students are also eligible to become an Affiliate member of ICSA: The Chartered Governance Institute.

Students who just want the practical knowledge in either a single module or the whole programme and who do not wish to undertake the assessment will be awarded a KCB certificate of attendance.

Entry Requirements

There are no formal academic entry requirements for admission to the programme, as the emphasis of the programme is practical, though it is recommended that the student has previous work experience, preferably in a related occupation and in which business is conducted in English.

Programme Fees

The cost of the programme is £1200. This includes all learning materials and the 1st attempt at the assessments.

How to Apply

If you would like to apply for this programme, please complete the application form and return it to the college together with your payment.

Sponsored students should provide a letter from their sponsor. This letter should state that you are being sponsored for the duration of this programme and to whom/where they would like the invoice sent to.

Students who want to join the programme do not need to apply to become a student member of the ICSA but should apply directly to KCB.

For further information, contact kcbinfo@kcb.ac.uk