

Syllabus

Unit One: Orientation and Self-Assessment

TGF FRAMEWORK

Unit Two: An Introduction to Governance

Governance - What is it All About?
Governance - When Did it All Start?
Governance Today
Governance - The Theory
Introduction to the TGF Governance Framework

Unit Three: Governance Principles

The Keys to Governance
Directing Governance
Governing in Public Life
The Effective Board
The Role of the Non-Executive Director

Unit Four: The TGF Governance Framework

the governance forum Governance Framework
Regulating Governance
The Zoo (Board Behaviour)

Unit Five and Six: Assessing Board Behaviour and Board Role Play

Unit Seven: Group Presentation

GOVERNANCE CODES

Unit Eight: Corporate Governance Codes

The UK Corporate Governance Code
Sarbanes-Oxley

Unit Nine: Governance Codes

the governance forum Governance Code
Other Codes of Governance

THE BOARD IN PRACTICE

Unit Ten: Roles and Committees

The Executive and The Board
The Effective Board Member
The Chair
The Company Secretary
The Governance Practitioner
Decision-making Committees

Unit Eleven: Appraisal

Applying the TGF Framework
Papers, BASE and Risk
Board Appraisal
Risk Management

Unit Twelve: Peer support and Revision

The Governance Certificate and Advanced Certificate Course

Accredited by the [Association of Corporate Governance Practitioners](#), [Edinburgh Napier University](#) and [Open College Network West Midlands](#)

Introduction

Programmes follow the Governance Certificate or Advanced Certificate course in their academic application. Good corporate governance is a pre-requisite for the successful operation of every organisation, whether in the private, public or third sector. It is the responsibility at all levels of the organisation to understand what good governance is. This responsibility falls to the chair of the board, non-executive and executive directors, the support officers and managers. These courses teach the principles of good governance to individuals for the benefit and application of participating organisations.

The Certificate

This course had been designed to provide certification for those people working in or supporting the corporate governance function. It is suitable for those without a formal qualification in governance whether a new board member, charity trustee or company secretary. It will be equally useful to those with professional qualifications but little or no practical experience of corporate governance. For those people who would like a refresher on the key principles and to be updated on the most recent guidelines and legislation, The Governance Certificate course provides an excellent solution.

This course provides an overview and an understanding of the principles of corporate governance, leadership and boardroom behaviour.

The Advanced Certificate

For those who have experience in governance roles, the Advanced Certificate Course offers an opportunity to develop your reflective practice in

governance. Designed to enhance your practical experience, the course offers a refresher of the main principles in governance along with the addition of reflective logs which help you to directly apply theoretical perspectives to your role as a governance practitioner.

Delivered by experts in the field, the Advanced Certificate Course will expose you to high calibre guest speakers and panel style question and answer sessions, allowing you to directly benefit from their industry insight.

Accreditation

The [Association of Corporate Governance Practitioners \(ACGP\)](#), Edinburgh Napier University and OCN accredit the programmes. Completion of the full Certificate Course can attract credits on the Scottish Credit and Qualifications Framework (SCQF).

Assessment

The Governance Certificate Course is assessed with a mixed question style examination paper and a case study essay question which forms the second part of the exam. A pass mark of 60% is expected for those wishing to achieve the certificate. Participants can opt out of the assessment and by doing so, will be awarded a certificate of attendance identifying the areas that they have covered on the course.

The Advanced Certificate Course is assessed using a series of reflective logs, coupled with a final reflective assignment ensuring the participant can competently translate key principles of theory to practice.