

# Development *for* Clerks

## Level 3 Certificate in the Clerking of School and Academy Governing Boards

The National Governance Association (NGA) is a not-for-profit organisation with a strong track record of delivering governance leadership programmes in cooperation with partners across England.

This accredited programme is designed for clerks with at least three months experience currently working in all school and trust settings. It helps develop the knowledge and skills needed for high-quality clerking.

### Programme delivery

This programme offers a blend of flexible learning over approximately a nine-month period.

Led by experienced facilitators, participants will attend workshops and access effective one-to-one mentoring throughout the duration of this programme. Learning will be both group-led and independent.

### What's included in the programme?

This is a development programme designed for those already in a clerking role and will include:

- Eight 90-minute virtual face-to-face workshops with an experienced facilitator focusing on the development of clerking competencies
- a dedicated mentor to provide guidance and support
- a 360° appraisal of the participant's strengths and areas for development
- access to interactive e-learning modules and resources
- 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 and key learning points

### Benefits of the programme

This programme aims to develop and recognise clerking competencies, ensuring that clerking is both effective and sustainable by:

- developing the clerk's knowledge, skills and networks
- the creation of a school-based project which is realistic in scope and should improve effectiveness in clerking practice
- enhancing the clerk's awareness of their own strengths and areas for development
- creating self-supporting groups to ensure learning and support continue beyond the duration of the programme
- leading to an accredited qualification that recognises the clerk's competency development

### Programme outcomes

Participants will have a clear understanding of how to fulfil the role of the modern professional clerk as follows:

- understand the key elements of effective governance
- understand governance structures, delegation, effective communication and the key areas for regulation and compliance
- demonstrate the skills, knowledge and behaviours expected of an effective clerk, evaluating and improving their own practice
- be able to plan and record meetings and the annual business of the board
- be clear about their role in providing information, advice and guidance to the board
- know when and how to deal with complex and challenging governance situations
- build effective networks and relationships with their board, proactively supporting and developing board effectiveness

### Why choose NGA Leading Governance?

NGA Leading Governance programmes:

- draw on NGA's unrivalled knowledge of best governance practice
- build on NGA's experience of effective training and development programmes
- provide bespoke training and support to meet participants' needs
- are informed by governance research, DfE and Ofsted expectations
- utilise NGA's online self-evaluation tools
- are delivered by sector-expert facilitators and consultants
- are quality assured
- are excellent value for money
- are located wherever there is local demand
- provide valuable evidence for Ofsted

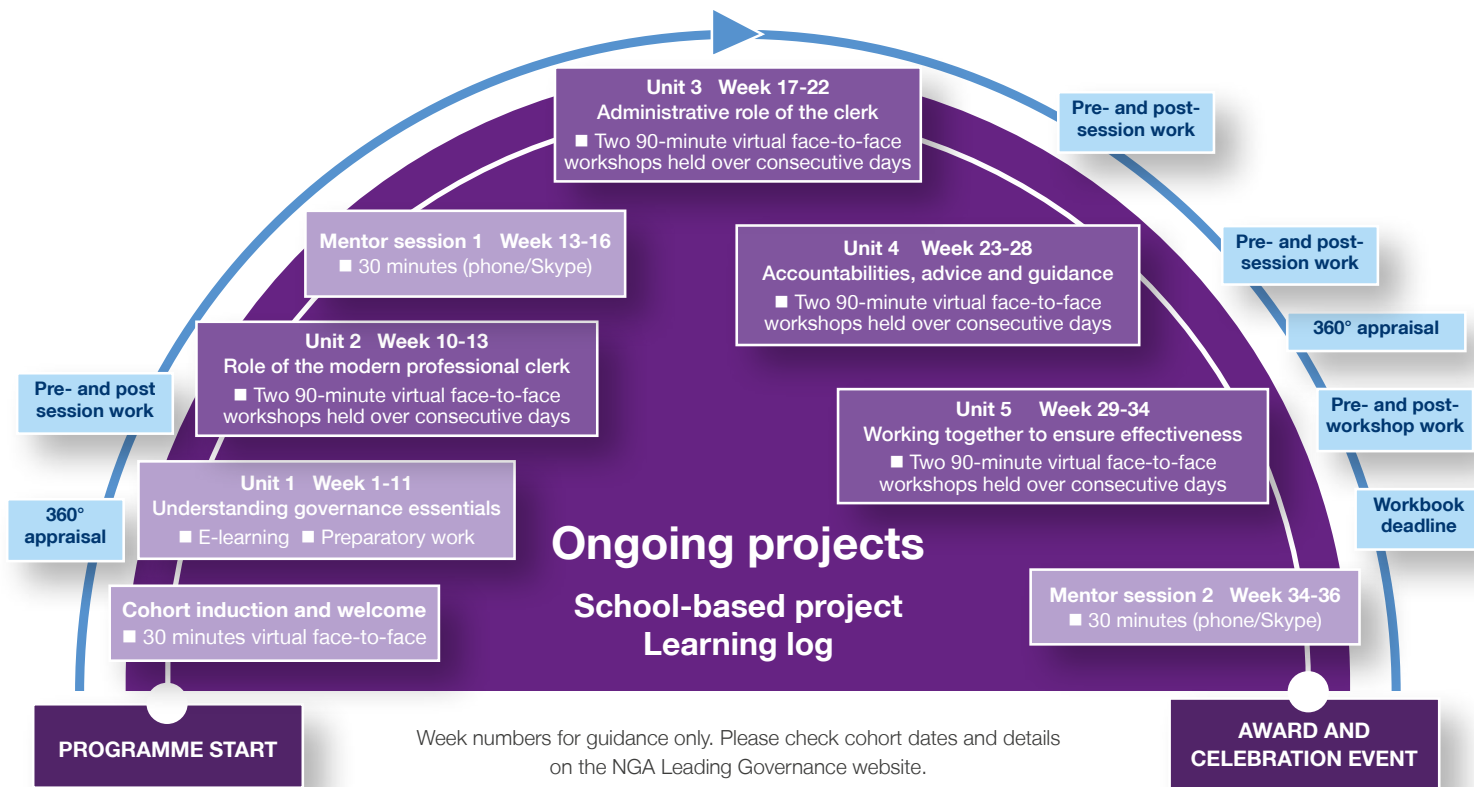
### Development for Chairs

To strengthen your board's effectiveness, we recommend that this programme is taken alongside NGA's Development for Chairs programme.

Please visit our website to find out more.



e-learning and self study – approximately 3 hours per week



## Cohort details

Cohort: Spring Clerks

Date and time	Activity
- 01 February 2022	Programme start date
- 01 March 2022. 9.30am - 10.00am	Cohort induction and welcome – 30 minutes virtual face-to-face
- Self Study	Unit 1 Understanding governance essentials: self-study
- 04 May 2022. 9.30am - 11.00am - 05 May 2022. 9.30am - 11.00am	Unit 2 Role of the modern professional clerk – two 90-minute virtual face-to-face workshops held over consecutive days
- May/June 2022	Mentoring 1 Phone/Skype conversation: scheduled with mentor
- 05 July 2022. 9.30am - 11.00am - 06 July 2022. 9.30am - 11.00am	Unit 3 Administrative role of the clerk – two 90-minute virtual face-to-face workshops held over consecutive days
- 20 September 2022. 9.30am - 11.00am - 21 September 2022. 9.30am - 11.00am	Unit 4 Accountabilities, advice and guidance – two 90-minute virtual face-to-face workshops held over consecutive days
- 06 December 2022. 9.30am - 11.00am - 07 December 2022. 9.30am - 11.00am	Unit 5 Working together to ensure effectiveness – two 90-minute virtual face-to-face workshops held over consecutive days
- January 2023	Workbook submission deadline
- January/February 2023	Mentoring 2 Phone/Skype conversation: scheduled with mentor

### COSTS AND REGISTRATION

The programme will cost £449 per participant if you take up funding. Please visit our website to register.

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