

# The Accreditation Programme



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**Hampshire**  
County Council

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## Accreditation Programme Overview

Since its launch ten years ago, in partnership with the ISCG (Information for School and College Governors), our Clerks Accreditation Programme has been extremely successful in establishing benchmark standards of competence for clerks and securing recognition of the skills a good clerk offers to their governing body.

As well as individual clerks, an increasing number of authorities based in the South East, Home Counties, Midlands, East Anglia, and Yorkshire are running programmes, mostly under licence from Hampshire Governor Services. This has resulted in the number of clerks becoming accredited increasing significantly. In the Autumn term 2011 alone over 60 further clerks became accredited. The total number of clerks who have participated in the programme is now well over 500.

The programme can be accessed by individual clerks and we also offer an assessor service to local authorities who do not have the resources to support programmes under licence.

There are two accreditation options to meet the needs of individual candidates or participating organisations:

- Option 1 - An award leading to accreditation or accreditation with merit and certified by the ISCG.
- Option 2 - A level 3 award or certificate in clerk to governance bodies certified by awarding body 'Qualifi'. An award attracts 10 learning credits (2 modules) and a certificate awards 18 (3 modules).

Feedback from an experienced chair of governors, who is a firm believer in the value of all clerks gaining accreditation said "I am fortunate in having a superb clerk who gained her accreditation. Her knowledge and understanding of the law is such that she is always able to give the governors advice on procedural and other matters".

## What areas of the clerk role does the programme cover?

The standards are built around the key elements of the clerks role including the potential additional responsibilities in Academy settings as follows:-

- Understanding legal responsibilities
- Supporting effective governance
- Administrative support for the board
- Effective communication
- Managing information appropriately
- Teamwork
- Achieving results

## What is involved and what support do participants need?

The programme is supported by a briefing, either face to face or via an e-learning module, and telephone / email support. Participants compile a personal portfolio of evidence against the standards for assessment with the support of their assessor. All resources to support the programme are provided and include two 'legal framework' assessments to demonstrate understanding of the legal / procedural framework for governance.

Participants will need the support of their Chair and Headteacher as willingness to complete a short questionnaire is an essential part of the process.



## How much will it cost?

The cost to individual candidates for 2012/13 is:-

Option 1 - £470 per candidate

Option 2- £600 per candidate

Fees will be invoiced to individuals or their school at the start of the programme.

Authorities and other organisations who are likely to have a number of candidates who wish to participate in the programme each year can reduce the cost of participation considerably by running programmes under license. This involves an annual license fee (£350 for 2012/13), plus set up charges for assessor training and a tailored package of support for the first programme.

If you would like to know more about the benefits of the programme or to register your interest please contact:-

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