



The Governance
Institute

ICSA qualifying programme

Student transition policy 2019

Updated February 2019

The student transition policy sets out the principles on which students on the current qualifying programme syllabus, who do not complete their studies by June 2019, will move across to the new syllabus in order to complete their ICSA qualification.

It has been created to inform and guide the actions of the ICSA team, current and future students, tuition partners and qualification sponsors.

This is an update of the *Student transition policy* first published in February 2018.

New syllabus overview

- The new syllabus consists of seven modules of learning, each assessed by a single three hour examination. A Foundation Programme has been introduced. See page 5 for a visual summary of the new syllabus.
- The new syllabus is one module shorter than the current syllabus, however each of the seven new modules requires a minimum of 200 learning hours – 50 hours on average more than each module on the current syllabus. This change maintains parity between the two syllabi and meets the ICSA international standard.
- The new syllabus is more streamlined. There is one module for each subject, including in law and finance. These are both currently covered in two modules.
- The new syllabus features two new modules which cover new subject areas, *Risk Management* and *Boardroom Dynamics*. There are no equivalents to these modules in the current syllabus.
- The new syllabus does not contain the *Chartered Secretaries Case Study* or an equivalent to the *Applied Business Law* module.
- Modules on the new syllabus are to be completed by level, starting with the Foundation Programme or Part One modules, as appropriate, and culminating in Part Two.
- The new syllabus for the ICSA qualifying programme will be introduced, and the current syllabus withdrawn, in summer 2019 after the examination session in June. The first examinations of new syllabus modules will take place in November 2019.

Advice for the June 2019 exams and for transition

- On the current syllabus, there are four modules which have direct equivalents in the new scheme. These are:
 - *Corporate Governance*, which is equivalent to the new *Corporate Governance*.
 - *Corporate Law*, which is equivalent to the new *Company Law*.
 - *Strategy in Practice*, which is equivalent to the new *Development of Strategy*.
 - *Corporate Secretarial Practice*, which is equivalent to the new *Company Compliance and Administration*.

If you have passed any of these current modules you can count them towards your qualification and will not need to take the equivalent modules under the new syllabus.

- If you are taking exams in June 2019, you can attempt any of the above four modules which you have not already passed.

- If you are thinking of taking any other subjects in June 2019, please take note of the following points:
 - If you are considering taking a finance exam under the current scheme, be aware that there is no benefit if you pass only one of the modules *Financial Reporting and Analysis* or *Financial Decision Making*. You would need to pass both modules in order to gain an exemption to the new module *Interpreting Financial and Accounting Information*.
 - As such, if you need to complete *Financial Reporting and Analysis* and *Financial Decision Making* but you have not yet passed either of these modules, we would advise against attempting them in June 2019.
 - However, if you have already passed one of the two current finance modules, you could consider taking the other one in June 2019 in order to qualify for the exemption from *Interpreting Financial and Accounting Information*.
 - For most students, there is no benefit in taking *Applied Business Law* at this stage. Please contact us if you are considering taking this module and we can advise you.
- All students who have not completed the qualifying programme exams after the June 2019 results are released will be moved onto the new syllabus and will receive a message letting them know which modules they need to complete.
- Students will need to take the new *Risk Management* module under the new syllabus but there is an exception to this rule if you have passed two or more of the current Level 2 modules, in the following permitted combinations:
 - *Corporate Secretarial Practice* and *Strategy in Practice*.
 - *Corporate Secretarial Practice* and *Financial Decision Making* (provided you have passed or you are exempt from *Financial Reporting and Analysis*).
 - *Strategy in Practice* and *Financial Decision Making* (provided you have passed or you are exempt from *Financial Reporting and Analysis*).
- Most students who have not completed the *Chartered Secretaries Case Study* after the June 2019 exams will need to complete *Boardroom Dynamics* under the new scheme. However, the rules for students on the Fast-Track Professional scheme are different – see below.
- See page 6 for a visual summary of how the current syllabus content maps to the new syllabus modules.

Fast-Track Professional

- Fast-Track Professional students who register from April 2019 will take *Corporate Governance and Risk Management*.
- If you have started Fast-Track Professional under the current programme but do not complete at the June 2019 session, you will transfer to the new qualifying programme. You will be required to take modules depending on which subjects you have attempted and completed under the current programme, as follows:
 - If you have **not** previously attempted *Corporate Secretarial Practice*, you will need to complete *Corporate Governance and Risk Management*.
 - If you have previously attempted *Corporate Secretarial Practice* but have **not** passed it, you will need to complete *Company Compliance and Administration and Risk Management*.
 - If you have passed *Corporate Secretarial Practice* but not *the Chartered Secretaries Case Study*, you will need to complete *Risk Management*.

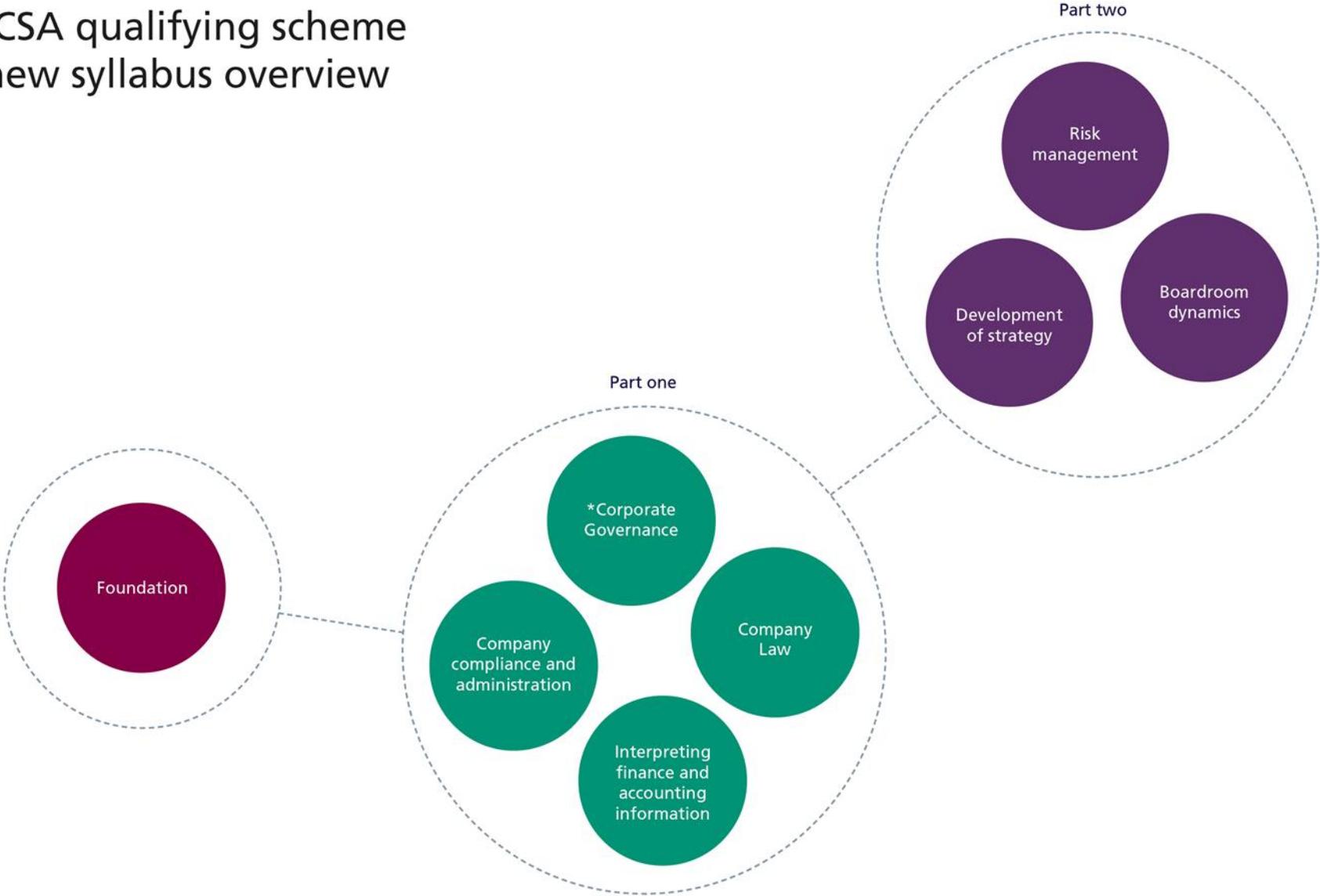
Support and advice

Further information is available on the ICSA website: www.icsa.org.uk/qualupdate

Students with queries should contact our student support team on studentsupport@icsa.org.uk or +44 (0) 20 7580 4741

Tuition partners with queries should contact Daniel Macdonald, Quality Assurance Manager, on dmacdonald@icsa.org.uk

ICSA qualifying scheme new syllabus overview



* Equivalent modules available in Health service governance and Not-for-profit governance

ICSA qualifying scheme syllabus map

