

# Development *for* Clerks

## Level 3 Certificate in Clerking of School and 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 local partners across England.

This accredited programme is designed for new and experienced clerks 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 and will take approximately three terms to complete.

Led by experienced facilitators, participants will attend face-to-face workshops and access effective one-to-one mentoring throughout the duration of this programme. Learning will be both group-led and independent, with support offered through access to interactive e-learning resources.

### What's included in the programme?

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

- four 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-degree self-review 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 focussed 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, clerking skills and networks
- targeting areas where knowledge gain and skill development are required
- the creation of a school-based project which is both 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

### 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
- are informed by governance research
- utilise NGA's online self-evaluation tools
- are delivered by industry-expert facilitators and consultants
- are quality assured
- are excellent value for money
- are located wherever there is local demand
- provide valuable evidence for Ofsted

### COSTS AND REGISTRATION

Funding is available worth £350 and can be used against the full cost of the programme. The programme will cost £75 if you take up funding.

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