Leading Governance
Clerking Essentials programme
FAQs Frequently asked questions

1.   Where can I find the materials I need for Session 2?

These can be downloaded from the "How to complete the Clerking Essentials programme" module which can be accessed online through the Leading Governance Portal. Just open the module and then you can find the materials in RESOURCES.

2.   When should I complete the eight e-learning modules?

You should complete modules 1 to 4 before Session 2 and 5-8 before Session 3. The Sessions will be based on learning in the modules. You don't have to do them all at once – probably best to spread out when you study them, but it may make sense for you to diarise when you plan to study each one.

3.   Do I have to pass each e-learning module?

Yes, you do to complete the programme successfully. You have an unlimited number of attempts to pass the multiple-choice question test at the end of each module.

4.   When do I have to complete the multiple-choice questions tests by?

You need to have completed them successfully within ten weeks from the date of Session 1.

5.   How will I access the online Sessions?

You will have received a Zoom invite in the Welcome email sent a week or so before Session 1. If you have lost it, then please contact the team at leading.governance@nga.org.uk

You will receive the invites for Sessions 2 and 3 by email later in advance of each Session.

6.   Should I have received anything in the post?

No everything you need will be sent by email or will be accessible online via the Leading Governance Portal.

7.   What if I can't login to the Leading Governance Portal?

Make sure you are accessing the portal here: https://leadinggov.vc-enable.co.uk/Login/Login.

If you are unsure of your password, click the 'forgotten your password?' link on the login page to receive password reset instructions from donotreply@vc-enable.co.uk.

If you do not receive this email, or are still unable to log in, please contact leading.governance@nga.org.uk including a screenshot of any error messages you encounter when logging in.

8.   What if I have a question about the programme?

If the question is about clerking or governance then you should raise the question with your tutor in a Session.

Any other question should be referred to the team at leading.governance@nga.org.uk

9.   What do I have to do to pass the programme and get my certificate of completion?

There are three elements which will be taken into account.

To be eligible for the NGA Certificate of Completion

- You must study e-learning modules numbered 1-8
- You must successfully complete the multiple-choice questions test for each module
- You must attend the three Sessions

    1) Welcome and Introduction (30 minutes)
    2) Understanding your clerking environment (2 hours)
    3) Clerking a board meeting (2 hours)

Please note that if you choose to study Session 3. Clerking a board meeting in more than one setting you still only need to attend one of the workshops you have selected to attend to be eligible for the certificate.

10.   What if I can't attend a Session?

You should let us know as early as possible by emailing leading.governance@nga.org.uk

You have the right to request a transfer to the same session delivered for a later cohort if there is one running. Unfortunately, we cannot guarantee that a later session one will take place and, in any event, it is likely that the later session will take place several months after your scheduled session.

Please note that you only have the right to transfer once so it's important that you keep this one opportunity for when you might really need it.

nga.org.uk