



Career Path of a Further Education College Governance Professional/Clerk/Company Secretary/Governance Director – Part 2

Summary

This paper has been developed to provide background information for those already employed as a Clerk but who wish to take further continuing professional development, and those who would like to pursue a career in education or private sector management.

Career development

Once in post, AoC Create offers a Clerks' Induction course for newly appointed clerks. Following that clerks may wish to pursue the FE College Clerks level 5 qualification.

Most company secretaries gain chartered status with the Institute of Chartered Secretaries and Administrators (ICSA) by passing relevant examinations, gaining significant work experience and meeting ICSA criteria.

The ICSA Chartered Secretaries Qualifying Scheme (CSQS) typically takes between one and three years to complete, depending on exemptions based on existing qualifications as well as the number of modules to be studied simultaneously.

Limited company secretaries may also gain chartered status with other organisations, namely the:

- Association of Chartered Certified Accountants (ACCA)
- Chartered Accountants Ireland
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Public Finance & Accountancy (CIPFA)
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants of Scotland (ICAS)



Updating and continuous professional development

It is expected that clerks will continue and be proactive in keeping themselves abreast of new policies and legal changes to college governance. The Association of Colleges supports clerks through a regional and national clerks' network which provides opportunities for networking and for establishing mentoring relationships. There is also an online resource bank and a helpline providing examples of good practice and advice on governance matters. The Education Training Foundation (ETF) funds many policy seminars, which clerks along with other senior managers can attend.

Future job opportunities

Opportunities regularly arise for clerks/ governance professionals to move within the private and public sectors, agencies, charities, local government and professional services companies. Also, some clerks follow the same career path as company secretaries and move into general management, and these types of role can provide a broad range of experience.

There have been several examples of individuals using their clerking experience to move into college management roles such as data and quality performance and from there going on to become associate principals and principals. Clerks will have access to all the workings of a college and are expected to put forward papers produced by the senior team and be able to challenge the content and advise governors on the decisions they should be taking. With experience, it is possible to progress to move into a directorate head or department head role or, alternatively, set up a business advising clients acting as company secretary for a small college or moving into commercial support agencies, school academies or group structures. This knowledge and experience is an excellent grounding for understanding the issues and risks associated with running a college and gives clerks the platform to apply for management jobs within a college.

Experience as a clerk or company secretary can also be a good basis for careers in other areas of administration, finance and law.

There are also opportunities within the public, voluntary and charity sectors, with local and central government, educational institutions, charities and the NHS. Since their resources come mainly from taxation or public donation, such organisations must ensure that their budgets and resources are well managed, which requires sound stewardship.