

LONDON CENTRE FOR TRAINING & DEVELOPMENT



***Executive Masterclass in Corporate Governance
Course Specification 2019.***



Established in Great Britain, London Centre for Training and Development (LCTD) is an independent training provider committed to world-class teaching, innovation, career development and continuing education. At LCTD, we recognize the need for continuous development program (CPD) for professionals in public and private sectors. We offer a range of courses that allows update of knowledge, skills and improved proficiency.

LCTD currently offers a high-quality executive course built around a distinctive core curriculum leading to a dual certification award issued by LCTD and other recognized awarding bodies/membership organizations. We distinguish ourselves as one among the lot independent training providers that deliver management training, workshops and seminars which reflects the quality of our world-class faculty members, excellent customer care and affordable fees.

We capitalise on our strength at LCTD. Our delegates enjoy studying with us because we are able to maintain the following features:

Experienced faculty

LCTD run a faculty led executive courses. All faculty members are experienced and good at what they do. You will get value for money as a delegate on any course you are enrolled onto.

Affordable and flexible payment plan

All our courses are affordable and of great value to corporate entity, individuals both in public and private practice. We accept initial deposit on all our courses. Our fees structure also accommodates different categories of delegates including residential (accommodation inclusive) and non-residential (with no accommodation) delegates.

Delegates' welfare, support and guidance

Our friendly customer services team will support you from the initial point of enquiry to the point of departure from the UK after your course. You will have opportunity to message our customer services team during out of working hour on all issues concerning your enrolment. Their aim is to make sure you have a great experience as participant.

Quality memorabilia

We will provide you with branded quality memorabilia as delegates enrolled on the course. We also give out memorabilia of some corporate and professional membership organisations that LCTD is working with.

LCTD is based at the heart of the world financial capital

You will have the opportunity to benefit from post-course self-tour around London before your departure. London is not only an international centre of business and finance; it's also one of the most exciting and stimulating cities to learn and network.

Executive Masterclass in Corporate Governance (EMCG)

DURATION:	1 Week
LOCATION:	London, United Kingdom
INTAKES:	June 24th – 28th 2019 (CODE: EMCGINT19A) Dec 16th – 20th 2019 (CODE: EMCGINT19B)
Course Fee:	£1850.80 + VAT (RESIDENT DELEGATES FEE (Course Fee & Accommodation))

For course enquires and booking visit www.lctd.co.uk

About the EMCG

EMCG provides delegates with an insight into modern day and future corporate governance principles, practices and issues. It will illustrate the origins of the current high profile debate and give delegates an insight into the major reports which have been published on corporate governance, together with an exposure to the related organizational and ethical issues which face corporate directors, governors and organizations' stakeholders.

The aim of EMCG is to prepare delegates with:

- A critical appreciation of the origins and objectives of corporate governance issues globally.
- A comprehensive understanding of major recommendations of national and international committees on corporate governance, regulatory guidance and major legislative changes.
- The skills to develop a judgmental awareness of business ethics, sustainability and best practices towards mitigating corporate failures.

The expected learning outcomes of studying EMCG:

Delegate's should be able to

- Explain and critically appraise the nature and origins of corporate governance issues facing both the public and private sectors and the ethical implications that's arise.
- Appraise and evaluate the recommendations of national and international committees on corporate governance and legislative changes.
- Critically assess the impact these recommendations and legislation might have on particular organizations and formulate strategies for solving corporate governance problems.
- Develop and evaluate suitable strategies to tackle a range of ethical dilemmas, which might be encountered in modern day corporate governance.

Who should attend?

- All directors (both executive and non-executive) and managers of organizations, in the public and private sectors
- Company secretaries and governance professionals
- Chartered Accountants and Risk Management Professionals
- Professionals who need to understand the latest developments in corporate governance.
- Managers of internal audit departments and other assurance functions
- Executives involved in strategy development, including finance, corporate strategy, human resources, and government affairs
- Members of audit committees
- Public officials in a regulatory, supervisory or compliance functions
- Investor relations managers responsible for their organization's dealings with the finance community

- Corporate counsel who wish to improve their understanding of new developments concerning corporate responsibility
- Shareholder representatives
- Academia and Researchers with special interest in Corporate Governance
- Anyone else with an interest in Corporate Governance

EMCG Assessment:

Corporate governance issues are rarely clear. Decisions on governance issues are sometimes made in a turbulent, unstructured environment. A plethora of issues may come to bear on any particular decision. The objective of the executive masterclass is to provide delegates with the tools to make more effective, well-informed decisions in such an environment. The tools provided by the Module will be an understanding of the principles and practices of good corporate governance across all sectors.

EMCG is assessed by way of coursework being an individual delegate's essay. The overall pass mark for the assessment is 50%. The chosen area must be that which is relevant to corporate governance. The following are suggestions within which delegates may choose to focus for the purpose of this course work:

- General principles of corporate governance
- Governance in practice
- Risk management and internal control
- Corporate social responsibility and sustainability

It is important that every delegate who requires a certificate of completion of the EMCG must submit their individual coursework 2 weeks after the last day of the course. Please note that there will be no extension for the submission of coursework.

External Verifier & Examiner of EMCG:

Dr. Martina Macpherson

EMCG Teaching, Learning & Assessment

Session	TOPIC	READING (CORE TEXT)
1	<ul style="list-style-type: none"> ➤ Introduction to EMCG. ➤ Background Setting of Corporate Governance: UK and Africa. ➤ Corporate Governance: A Subject whose Time Has Come. 	<ul style="list-style-type: none"> • The UK Corporate Governance Code 2018 • King Report on Corporate Governance in SA (King IV) • ICSA GLOBAL • ICGN • KING COMMITTEE <p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p>
2	<ul style="list-style-type: none"> ➤ Theories and Philosophies of Corporate Governance ➤ Corporate governance: definition; fundamental principles; who is responsible for corporate governance; the stakeholders; the relationship between corporate governance and corporate performance. 	<p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p> <p>Brian and Trina (2017) Chapters 1 and 2.</p>
3	<ul style="list-style-type: none"> ➤ Adapting approaches to corporate governance in different forms of organisation and in different cultures: eg. listed companies, private companies, family companies, financial institutions, charities, local and central governmental bodies. 	<p>Brian and Trina (2017) Chapters 2, 3, 4 and 5.</p> <p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p>
4	<ul style="list-style-type: none"> ➤ Directors and Board Structure ➤ The effective director: initial due diligence, joining a board, induction, on-going performance, resignation from the board. ➤ Board and board committee effectiveness: the role of the board and the chair of the board, key attributes of an effective board, board evaluation. ➤ Promoting corporate values and behaviours ➤ Director and senior executive remuneration. 	<p>Brian and Trina (2017). Chapters 4, 5, and 6.</p> <p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p>

5	<ul style="list-style-type: none"> ➤ The Governance of Corporate Risk ➤ Understanding risk management and internal control, and the board's responsibilities. 	<p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p> <p>Brian and Trina (2017). Chapters 9 and 10.</p>
6	<ul style="list-style-type: none"> ➤ The role of institutional investors in corporate governance ➤ The UK Stewardship Code and other pronouncements from the FRC, ICSA, etc. 	<p>Christine Mallin Corporate Governance (2018)</p> <p>Brian and Trina (2017). Chapters 2, and 8.</p>
7	<ul style="list-style-type: none"> ➤ Corporate Governance around the World <ul style="list-style-type: none"> ○ Continental Europe ○ Central and Eastern Europe ○ the Asia-Pacific ○ South Africa, Egypt, India, and Brazil 	<p>Christine Mallin Corporate Governance (2018)</p> <p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p>
8	<ul style="list-style-type: none"> ➤ Emerging issues in Corporate Governance ➤ Corporate Sustainability Initiatives: <ul style="list-style-type: none"> • Sustainable Development Goals • Global Reporting Initiatives (GRI) • Integrated Reporting • Sustainability Accounting Standards Board • Principles for Responsible Investment 	<p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p>
9	<ul style="list-style-type: none"> ➤ Corporate Failure ➤ Corporate Governance: The next thirty years 	<p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p>
10	<ul style="list-style-type: none"> ➤ Case Study 	<p>Christine Mallin Corporate Governance (2018)</p> <p>Bob Bricker Corporate Governance: Principles, Policies and Practices (2015)</p>

IMPORTANT NOTE FOR ALL EXECUTIVE MASTERCLASS DELEGATES

What you need to know about enrolment:

In order to attend the Executive Masterclass in Corporate Governance, a written registration request must be sent by email to info@lctd.co.uk. Alternatively, delegates can download and complete a course registration form online. All completed form should be email to info@lctd.co.uk.

If the registration is accepted, the Course Administrator will issue the delegate with an acceptance letter and an invoice. Once LCTD receive the full payment of the course fee, a visa letter will be issued to assist with the delegate's application at the British Embassy/ High Commission.

What your payment cover

- Enrolment and post enrolment support
- Course fee
- Soft copy of course materials
- Visa letter and supporting documentation for visa application.
- Complimentary Heathrow pick up (one-way)
- Starter packs- LCTD Souvenir
- Lunch and light Refreshments
- Internet access
- Certificate of completion
- Group delegate photograph

Payment

LCTD requires that 100% of the course fees MUST be paid at least 4 weeks prior to the commencement of the course. LCTD reserve the right to cancel any application received without full payments as mentioned above.

Value Added Tax (VAT)

LCTD is a VAT registered company; therefore VAT is chargeable on all courses at a standard rate of 20.0% according to UK tax law.

How to make payment- Bank Transfers

LCTD requires full payment to be made in Pounds Sterling to:

Bank: Lloyds Bank, London, UK.

Account Holder: London Centre for Training & Development Ltd.

IBAN: GB80LOYD30919126448060

BIC: LOYDGB21456

Sort Code: 30-91-91

Account No: 26448060

Please scan and email evidence of bank transfer to info@lctd.co.uk

Cheques

LCTD accepts only a/c payee cheques that are drawn in favour of "London Centre for Training and Development Ltd". It is also a requirement that every cheque raised in favour of "London Centre for Training and Development Ltd" must have delegates enrolment number and company name must be indicate

clearly on the back. Please allow enough time when paying through Cheques as it may take up to 5 working days at the clearing.

No Show or Delegate substitutions

We will not refund delegate under a “NO SHOW” circumstances, and we will report a NO SHOW case to relevant authorities. We allow delegate substitution without any additional fee been incurred. However, we require earlier notification of such substitution.

Change and Alterations to LCTD Programme

LCTD reserve the right to vary, amend, alter, courses or published a brochure. This also extends to the possibility of cancellation of courses at any time and offer an alternative date. In this instance, delegates will be entitled to a full refund or credit, without liability for significant or insignificant consequential loss or damage.

Cancellations

LCTD will charge a fee if a delegate cancels (or transferred to future dates) training that has already been booked. The delegate can however be substitute. A refund may, however, be processed under the following condition:

80% of the fee if the cancellation is notified four weeks or more before the starting date of the event.

40% of the fee if notice of cancellation is given between one – two weeks before the starting date of the event.

No refund if notice of cancellation is given less than one week before the starting date of the event.

Visas

Following full receipt of the course fee payment, LCTD is permitted by the United Kingdom Border Agency (UKBA) to support visa applications. Delegates will be provided with a visa letter to support their application at the British Embassy/High Commission.

All applicants attending LCTD courses must apply for student visitor visas. As LCTD is accredited by Accreditation Service for International Schools, College and Universities (ASIC) - a UKBA approved accreditation body-all LCTD delegates applying for student visitor visas will be provided with all the necessary supporting documentation to support their visa application.

The following is a list of recommended documents that a delegate can include as part of their visa applications:

- Passport or travel documents, valid for at least six months (the passport must have at least one clear page for the visa);
- Two recent passport sized colour photographs with a white background;
- Correct application form fully completed in English;
- All visa support letters from LCTD;
- Letter of employment and other relevant proof of employment;
- Six months itemized bank statements/evidence of assets;

- Letter from your sponsor (employer), confirming they are paying for the course;
- Evidence of accommodation in London (LCTD resident delegates will get a letter confirming reservation of accommodation);
- Relevant diplomas or educational certificates that you have achieved (it is helpful to submit official Transcripts/Certificates);
- Personal statement/ Additional Information to support purpose of visit and intention to return back to your home country;
- Original IELTS/TOEFL Certificate, or other evidence of your ability to speak English;

Detailed information with regard to visa requirements can be found on your local British Embassy's website or click here www.gov.uk/study-visit-visa

All delegates requiring a visa must apply for the training at least four weeks before the commencement of the training. This will enable enough time to prepare and send supporting documents for their visa applications. Delegates whose visa application is refused will receive a refund less £500 post-enrollment cost.

LCTD can only process delegate refund if a refund request is made together with supporting evidence (i.e. a copy of your refusal letter) to be emailed not later than 5 working days from the date of your refusal.

Data Protection Policy

London Centre for Training and Development collects, holds and processes information about employees, executives, and other data subjects for course enrollment, other services and administrative purposes. When handling such information, LCTD and all staff or others who process or use any personal information comply with the principles set out in the UK Federal Act on Data Protection. This means that London Centre for Training and Development must:

- Manage and process personal data properly and lawfully;
- Ensure that the information collected is accurate, up to date and adequate, relevant and not excessive for the purpose;
- Protect the individual's rights to privacy;
- Provide an individual with access to all personal information held on them, on request;
- Observe its legal responsibility to comply with the Act. This is the responsibility of the data protection officer.

LCTD ensures that every member of staff who holds information about identifiable living individuals complies with the Data Protection Procedures in managing that information. Individuals can be liable for breaches of the Act.



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REGISTRATION & ACCREDITATIONS

Company registered in England No: 10478477

VAT REG. Number: 306906506

Centre Number for Highfield Awarding Body for Compliance: 15117

UKLRP Number: 10062529

ICO Number: ZA448567

ASIC Accreditation Number: AS58287/1018

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