

# Clerking Essentials Programme Completion and Award Protocol 2024

## 1. Introduction

This short document explains what you need to do to be eligible for a NGA Certificate of Completion. We suggest you read through it quickly at the start of the Programme, to get an idea of what you need to do.

## 2. Completion requirements

There are three elements which will be taken into account. To be eligible for the NGA Certificate of Completion

- You must study the eight e-learning modules
- You must successfully complete the multiple choice questions for each of modules
- You must attend three online workshops
  - a) Introduction workshop (30 minutes)
  - b) Understanding your environment (2 hours)
  - c) Running your first board meeting (2 hours)

Please note that if you choose to study Running your first 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.

## 3. Cut off dates

Unless you have been granted an extension by NGA you need to complete all elements of the programme within 10 weeks of the start date being the date of the Introduction workshop.

If you have been granted an extension then you must complete all elements of the programme by the date stated in the extension notification.

## 4. Multiple choice questions

These will test your understanding of the module content.

There will be five questions for each module all of which you need to answer correctly.

Provided you have engaged fully with the module you should be able to answer the questions successfully first time.

If you are unsuccessful, you will have an unlimited number of chances to retake until you are successful.

You must successfully complete your multiple-choice questions by the Programme cut-off date and you are advised to complete them as you progress through the Programme after studying the relevant module.