**Application for Accredited Employer Scheme**

Please provide the following details:

1. **Organisational details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Registered company name |  | | | |
| Registered company address |  | | | |
| Is application for the company globally? |  | | | |
| Please list which jurisdictions are included in the application |  | | | |
| Website address |  | | | |
| Organisation type |  | | | |
| Organisation size (number of employees) |  | | | |
| Main company activities (tick all that applies) | Company secretarial services  Corporate Services  Financial services  Trust services  Fund services  Governance support/services  Other (please specify) | | | |
| Total number of CGIUKI students broken-down by qualification | **IFA 4** | **IFA 5** | **Qualfiying programme** | **Standalone qualfication** |
| Total number of CGIUKI Affiliated members |  | | | |
| Total number of CGIUKI GradCG members |  | | | |
| Total number of CGIUKI Chartered members | **ACG** | | **FCG** | |

1. **Primary contact details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | Mr/Mrs/Ms/Miss/Dr*(Please highlight one)* | Other title: | | *Please specify)* |
| Contact name (first and last) |  | |  | |
| Email address |  | | | |
| Contact number (please include dial code) |  | | | |
| Role/job title |  | | | |

1. **Secondary contact details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | Mr/Mrs/Ms/Miss/Dr*(Please highlight one)* | Other title: | | *Please specify)* |
| Contact name (first and last) |  | |  | |
| Email address |  | | | |
| Contact number please (include dial code) |  | | | |
| Role/job title |  | | | |

1. **Accreditation Criteria**

*Please tick each criterion to confirm that this has been considered and use the boxes below to show how you meet each requirement. Your supporting evidence may include separate attachments, references to relevant documentation or website links*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Learning and development policy | **Badge Tick with solid fill** | Explanatory Notes  *(Please cross reference to relevant policies and paragraphs in policies or insert an explanation)* | Evidence submitted | **For office use only** |
| 1. Who is eligible to study CGIUKI qualifications |  |  |  | Yes No |
| 1. The process in place to apply internally to study CGIUKI qualifications |  |  |  | Yes No |
| 1. The support available in terms of financial, time off for study and exams, any other resources available |  |  |  | Yes No |
| 1. Any time limit placed on completing the exams |  |  |  | Yes No |
| 1. What happens if student withdraws or fails exam |  |  |  | Yes No |
| 1. Are there are any claw back arrangements if employee leaves the company during or shortly after completing study |  |  |  | Yes No |
| 1. Are there any progression/incentives given upon completion of CGIUKI exams including support to become an Associate. |  |  |  | Yes No |

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| 1. Support for employees through the study process | **Badge Tick with solid fill** | Explanatory Notes  *(Please cross reference to relevant policies and paragraphs in policies or insert an explanation)* | Evidence submitted | **For office use only** |
| 1. Support through the process of completing their CGIUKI student application |  |  |  | Yes No |
| 1. Mentor or senior member of staff to help with student’s learning and monitor their progress through the qualification |  |  |  | Yes No |
| 1. Students have access to CGIUKI online support materials |  |  |  | Yes No |
| 1. Students are given, where practical, the opportunity to ‘practice’ their learning within the work environment |  |  |  | Yes No |

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| 1. Financial and study time support | **Badge Tick with solid fill** | Explanatory Notes  *(Please cross reference to relevant policies and paragraphs in policies or insert an explanation)* | Evidence submitted | **For office use only** |
| 1. A minimum of 75% of study related costs are paid by the employer |  |  |  | Yes No |
| 1. Paid time off to sit the examinations |  |  |  | Yes No |
| 1. Paid time off for study leave or to attend tuition classes |  |  |  | Yes No |
| 1. At least one extra study leave day per paper funded in addition to attending tuition classes |  |  |  | Yes No |
| 1. Funding to attend CGIUKI events   where the subject matter is relevant to the role |  |  |  | Yes No |
| 1. Annual membership fees to be paid by employer |  |  |  | Yes No |

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| 1. Additional learning resources and network | **Badge Tick with solid fill** | Explanatory Notes  *(Please cross reference to relevant policies and paragraphs in policies or insert an explanation)* | Evidence submitted | **For office use only** |
| 1. Intranet access to up-to-date articles |  |  |  | Yes No |
| 1. Able to study in the workplace outside of normal working hours |  |  |  | Yes No |
| 1. Access to CGIUKI’s suggested wider reading |  |  |  | Yes No |
| 1. Access to online research database |  |  |  | Yes No |
| 1. Actively encourage your employees who are CGIUKI members, students and affiliates to attend CGIUKI branch events and other relevant external events supported by time off work and funding to attend |  |  |  | Yes No |
| 1. Opportunities to learn and network within and outside the organisation |  |  |  | Yes No |
| 1. Attending client meetings |  |  |  |  |
| 1. Peer networking and support groups |  |  |  |  |
| 1. Use of social media to build contacts, gain new information and share knowledge |  |  |  |  |
| 1. Strong culture of openness and accessibility |  |  |  |  |

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| 1. Evidence of professional staff development | **Badge Tick with solid fill** | Explanatory Notes  *(Please cross reference to relevant policies and paragraphs in policies or insert an explanation)* | Evidence submitted | **For office use only** |
| 1. Annual review process to plan career development with regular progress reviews |  |  |  | Yes No |
| 1. Regular one-to-one meetings to demonstrate how progress against objectives is reviewed |  |  |  | Yes No |
| 1. Personal development plan in place |  |  |  | Yes No |
| 1. Opportunities exist for those studying to progress up and/or across the whole business |  |  |  | Yes No |
| 1. Clear and measurable objectives are set as part of the performance review process |  |  |  | Yes No |
| 1. The individual clearly understands the overall objectives of the business and how their personal objectives contribute to the organisation’s success |  |  |  | Yes No |
| 1. Access to CGIUKI Competency Framework to monitor progress on proficiency levels |  |  |  | Yes No |

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| --- | --- | --- | --- | --- |
| 1. CPD provision for qualified members of CGIUKI | **Badge Tick with solid fill** | Explanatory Notes  *(Please cross reference to relevant policies and paragraphs in policies or insert an explanation)* | Evidence submitted | **For office use only** |
| 1. Members are supported in identifying and developing appropriate activities to meet their CPD requirements as a member – a minimum of 20 hours of CPD activities in each 12 month period |  |  |  | Yes No |

**Supporting documentation required:**

* Copy of learning/training and development policy
* Completed application grid above, giving examples of how you meet each criteria

**Declaration**

I confirm the information supplied is correct at the time of submission of this application.

Signature:

Date: