

COMPANY DIRECTORS COURSE

Comprehensive and Credible



Company Directors Course (CDC)

The Company Directors Course (CDC) is a comprehensive director program leading to a qualification recognised by the director community both in Australia and overseas.

The course was first delivered in Australia in 1975 making it the most established director program in the world. More than two thousand participants complete the program each year.

The CDC is updated annually to ensure currency and best practice.

Suitable for: Those who want to understand the performance as well as the compliance issues of directorship, and those who want to develop or grow their directorships.

CPD: 110 hours (30 hours attendance, reading and two assessment tasks)

Objectives of the CDC are to:

- examine the responsibilities of directors and their fiduciary duties and compliance roles
- outline sound practices in governance and risk management
- identify the board's contribution to organisational performance and strategy development and execution
- introduce and apply frameworks for board decision making
- introduce and apply tools for use in the boardroom to increase effectiveness
- provide opportunities for application of knowledge into practice

The course is practitioner focused. Key features are:

- coverage of all the major issues associated with a director's role
- currency and relevance to practising directors
- facilitation by directors
- use of case studies to enhance learning
- accompanying course notes and manuals that are essential reference materials for directors and officers
- networking opportunities with peers from across a range of industries
- advanced standing towards an MBA through a number of universities across Australia
- provision of an exam preparation booklet to improve chances of success in the exam and the assignment
- granting of a Diploma and the GAICD post nominals (for members of the AICD) who successfully complete both assessment tasks

“The interaction with directors provided invaluable real life experiences, applications and outcomes. It was inspiring.”

Brett Moller MAICD, Director, Mulgrave Central Mill Co Ltd

Course outline:

The course consists of ten modules of study, eight of which must be completed to be eligible for the Diploma.

Modules cover:

- The Role of the Board and the Practice of Directorship
- Directors' Duties and Responsibilities
- Risk: Issues for Boards
- Strategy: the Board's Role
- Financial Literacy for Directors
- Driving Financial Performance
- The Board's Legal Environment
- Decision Making
- Achieving Board Effectiveness
- Learning into Practice

Extensive pre-reading is required as all sessions are facilitated rather than presented.

Range of delivery formats:

- Nationally co-ordinated residential of six days
- Five full consecutive days
- One session each week for ten weeks (mornings or evenings)
- One full day each week for five weeks
- Weekends

Facilitated sessions:

The nationally co-ordinated residential program of six days features a Director-in-Residence*, provides participants with access to an online financial tutorial and is held at a venue selected to enhance the educational experience. There is the option to complete the exam at the end of the residential. Scheduling includes the weekend.

The nationally co-ordinated residential program principally suits those who are:

- busy and want to schedule time away
- seeking to engage with a group from across Australia and often from overseas

The five consecutive day program principally suits those who prefer to condense their learning time commitment and complete the program in one block.

The ten week, half day per week (evening / early morning) program and the one full day a week for five weeks option principally suit those who prefer to:

- study part time
- learn over a period of time – reflect on each section of learning before moving forward
- contain their time commitment each week

The weekend program principally suits those who cannot attend weekday sessions.

Course fees include:

- comprehensive course materials
- facilitation by directors
- study skills booklet
- marking of one examination and one assignment
- refreshments as appropriate to the program delivery
- five nights accommodation (national residential only)

*Directors-in-Residence are invited for their depth and diversity of experience. Their interaction with participants during sessions and dinners enables the sharing of insights and practices.

Correspondence:

For those not able to attend face-to-face sessions, a correspondence program is offered.

The correspondence program is suited to participants who have difficulty attending scheduled sessions.

Participants choosing this format need to be self-motivated and familiar with financial statements.

Course fees include:

- comprehensive course materials
- marking of one examination paper and one assignment
- email support and some limited facilitation support
- study skills booklet

Company Directors Course Diploma

To be awarded the CDC Diploma, the requirements are:

1. attend a minimum of eight of the ten modules
or
complete the correspondence program (proof of completion requires a statutory declaration)

AND

2. successful completion of the two assessment tasks

The assignment and the examination must be completed within six weeks of the end of a facilitated course, and six months from the date of enrolment for the correspondence program.

Participants may, in certain circumstances, request an extension of time. Notwithstanding this, and no matter what the commencement date, 2009 participants must complete all assessment tasks by 31 January 2010 to be eligible for the Company Directors Course Diploma.

Please refer to the website for assessment requirements if you are undertaking the course in 2010.

Gradings for the Diploma are:

- Pass with Order of Merit
- Pass
- Unsuccessful on this occasion

Note: Diploma results are not released until both the assignment and the examination are completed unless otherwise requested. Results are mailed from AICD National Office. The presentation of awards is arranged by AICD State Offices.

Post Nominals:

The **GAICD** post nominals may be used by members of the AICD who have been awarded the Diploma.

Company Directors Course Certificate of Completion

To be awarded the CDC Certificate of Completion, the requirements are:

1. attend a minimum of eight of the ten modules
or
complete the correspondence program (proof of completion requires a statutory declaration)

AND

2. successful completion of either the assignment or the examination

Letter of Attendance:

Participants may request a letter of attendance if they have attended a minimum of eight of the ten sessions. Participants who select the correspondence program are not eligible for a letter of attendance.

Additional Information:

AICD is a self-accrediting organisation whose awards do not fit within the Australian Qualifications Framework. Having successfully completed the Company Directors Course and attained the appropriate award, participants can record this on their CV as:

- Australian Institute of Company Directors, Company Directors Course Diploma (insert year of completion)
- Australian Institute of Company Directors, Company Directors Course Certificate of Completion (insert year of completion)

“ Clear, concise explanations of the duties and responsibilities of directors. The course dealt very well with practical aspects of operating as a director and collectively as a board ”

Peter May MAICD, Chairman, GBM Resources

Many universities in Australia recognise the CDC Diploma as equivalent to one subject of an MBA. Up to date information on universities who recognise the CDC Diploma is available on our website www.companydirectors.com.au

All course participants who receive a CDC Diploma, a Certificate of Completion or a Letter of Attendance are eligible to join the Alumni. Further information can be obtained from your State Office.

If you are actively seeking directorships, you may also like to ask for information about AICD's Directors Register.

Course Dates:

See the enclosed calendar for dates and locations. For course fees and availability of places, please contact your State Office or visit our website www.companydirectors.com.au