

**Becoming a Chartered Director**  
The gold-standard director level qualification



# The gold-standard director level qualification

From climate to cyber, supply chain to sustainability and the need to build more inclusive workforces – running an organisation is complex and fast-paced. As the demands placed on directors and leaders grow, good directors have never been more important. Qualifying as a chartered director will equip you with the understanding and skills necessary to deal with these challenges whilst demonstrating your professionalism and experience to the wider world.

# Take your career to the next level

The IoD is the only institute in the world to offer qualifications for directors under Royal Charter.

Whether you are an experienced director or new in the role, this programme will help you develop your skills and build the confidence you need to achieve your full potential and contribute at the highest level.

There are three stages on the pathway to qualifying as a chartered director.



### Certificate in Company Direction

What you need to know to be an effective director. It consists of four modules that form a bedrock for the next two stages:

#### Role of the Director and the Board

The board's role in corporate governance and your legal responsibilities as a director.

#### Leadership for Directors

The latest techniques for enabling you to influence, engage and create impact.

#### Strategy for Directors

The skills you need to create, lead and evaluate your organisation's strategic processes.

#### Finance for Non-Finance Directors

The skills you need to understand organisational finance and the relationship between financial and operational strategies.



### Diploma in Company Direction

The Diploma requires you to take the knowledge gained at Certificate level and consider how it should be applied in a board room environment.



### Chartered Director Qualification

To become a chartered director, you will be asked to demonstrate how you have used the knowledge, skills and mindset required of a director within your own organisation.

Being awarded chartered director status with the IoD isn't the culmination of your journey as a director. It's a springboard to the next chapter in your development as a professional director and leader, helping you accelerate your career.

An important feature of the programme is the opportunity to connect with peers from all walks of life, career stage, organisations and boards and to learn from each other.

### Want to book?

Courses can be undertaken in-person and virtually – see the course calendar in the training section of [iod.com](http://iod.com) for more details.

### Benefits

#### Flexible

The programme offers flexible study routes and learning designed and delivered by directors. Learning can be in-person, virtual or accelerated – it's up to you.

#### Tailored

Learning is tailored to your level of experience, previous qualifications, career aspirations and learning style.

#### Valuable

This exclusive qualification provides advanced professional development as well as meaningful personal development.

# Do you know what you need to know?

The Chartered Director Programme, together with all our continuing professional development (CPD), is based on our Director Competency Framework. This framework reflects more than a century’s experience of what it takes to be an exceptional director and was created to help people assess their current skills and capabilities, identify gaps, shape their personal learning and development path.

The framework is the first of its kind, setting out 15 core competencies across three dimensions – knowledge, skills and mindset. Competencies that, when combined, characterise strong and effective directors and leaders. It provides an accessible, measurable and achievable guide to becoming a better director, regardless of sector, industry or role.

It is also used by organisations to balance competencies across their boards and senior leadership teams, by enabling them to:

- Objectively evaluate director competencies
- Tailor continuing professional development (CPD) to individual needs
- Support selection, induction and succession planning for new board members
- Carry out 360° assessments and measure performance

Have a look at the Director Competency Framework at IoD Academy to see how you measure up. [iod.com/academy](http://iod.com/academy)

Director Competency Framework



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# Certificate in Company Direction



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The certificate allowed me to become fully informed and educated about my roles and responsibilities as a director. To have training from an organisation as credible as the IoD behind you, gives real strength and credibility to the position that you are holding.

Dr Shaun Davis  
Global Director of Compliance & Sustainability,  
Royal Mail, Surrey

The first stage in our Chartered Director Programme equips you with the skills, knowledge and mindset needed to function as an effective director at board level. The certificate covers a wide range of topics including governance, finance, strategy and leadership. It is accredited at Bachelors level (18 credits) on the Scottish Credit and Qualifications Framework (SCQF).



### Leadership for Directors

This course gives you an understanding of the key competencies required to be an effective leader at board level.

During the course you will assess different leadership and decision-making techniques, determine how to build and sustain high-performing teams, and evaluate how these can be applied in your own organisation for maximum impact.

#### Objectives

To give you the knowledge and skills to:

- understand how leadership can be defined and understood in relation to the director's role on the board
- develop greater awareness of yourself and the motivations and behaviours of others
- create a culture that constructively engages others in the organisation to achieve its strategic objectives, and to respond effectively to crisis and change
- identify how leaders create influence and impact within and beyond the organisation and assess relevant stakeholder engagement strategies

#### Benefits

It provides a valuable opportunity for directors to explore the strategic leadership issues involved in implementing corporate strategy. You will gain practical skills and techniques that can be immediately applied in your organisation.

This course be combined with other modules to qualify for the Certificate in Company Direction.



### Role of the Director and the Board

This course gives you a practical understanding of best practice in the boardroom and the confidence to tackle boardroom challenges.

It introduces a director's duties and legal responsibilities and the board's role in corporate governance and risk management. It explains how to ensure internal procedures such as executive appointments and remuneration remain transparent.

#### Objectives

To give you the knowledge and skills to:

- understand the key duties, roles and legal responsibilities of the director
- identify the differences between direction, management and ownership
- develop strategies for delivering best practice in the boardroom

#### Benefits

With a focus on real-world scenarios, this course will equip you with the understanding and applicable strategies needed to improve board effectiveness. You'll feel empowered to manage stakeholders effectively while acting in your organisation's best interests.

This course can be combined with other modules to qualify for the Certificate in Company Direction.





### Strategy for Directors

This course explores the relationship between strategy, governance and risk. It highlights the importance of a dynamic strategic process in delivering stakeholder value and generating competitive advantage. You will gain insight into the board-level knowledge and practical skills required to create, implement and evaluate your organisation’s strategy.

#### Objectives

- To give you the knowledge and skills to:
- identify the components and explain the process of planning and implementing an effective strategy
  - carry out analysis that will reveal areas of strategic opportunity or threat
  - use strategic concepts and models to generate, evaluate and assess strategic options
  - deliver your current strategic objectives while future-proofing your organisation

#### Benefits

This module will help you drive a dynamic strategic process, ensuring you have the tools and frameworks needed to support strategic thinking and decision-making. You will leave with practical, applicable knowledge to deliver your organisation’s objectives, while anticipating risk and ensuring you’re ready for the future.

This course can be combined with other modules to qualify for the Certificate in Company Direction.



### Finance for Non-Finance Directors

This course has been designed to demystify the world of finance for non-finance directors and senior managers. It will give you an understanding of key financial concepts and terminology. You will leave with the skills and knowledge needed to evaluate business plans, question financial information and contribute more effectively to boardroom decision making.

#### Objectives

- To give you the knowledge and skills to:
- evaluate your role and responsibilities in relation to finance
  - understand the relationship between financial and corporate strategies
  - outline ways of ensuring management reporting is effective and enables delivery of the organisation’s strategy
  - understand the key factors around funding requirements and funding options

#### Benefits

This course will give you what you need to assess the financial health of your organisation. It will enable you to understand financial terminology, use financial ratios and interpret accounts.

This course can be combined with other modules to qualify for the Certificate in Company Direction.



**Taking the Chartered Director Qualification gave me the tools I needed to be the best director I could be. It changed the way I wrote my board reports, the way I interacted with my fellow directors and gave me greater confidence in my decision making as I had a much better understanding of the potential consequences.**

Victoria Clarke Brown CDir  
Chief Financial Officer, Custom Solar Ltd, Yorkshire

### Routes to chartered director status

All four modules must be completed to gain the Certificate in Company Direction. Course learning experiences are flexible – choose from in-person, virtual and accelerated.

Fast track your development with our Accelerated Certificate in Company Direction, a five-day residential course. As well as offering time-poor directors a faster way to upskill, it is a great solution for leadership teams to develop a shared approach to governance, strategy and leadership.



#### Want to book?

The certificate courses can be undertaken in-person and virtually – see the course calendar in the training section of [iod.com](http://iod.com) for more details.



# Diploma in Company Direction

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I loved every minute of the programme. It gave me confidence knowing that I had a background of knowledge from the IoD to sit alongside my education and experience. When I step into a board meeting now, I know I am valuable in that room.

**Sara Schroter CDir**  
General Counsel, Meritus Trust Company Ltd, Bermuda

The second stage on the path to becoming a chartered director is accredited at Masters level (four credits) on the Scottish Credit and Qualifications Framework (SCQF). The diploma is made up of three days of practical, simulated boardroom challenges in a safe environment.



## Diploma in Company Direction

### Objectives

The diploma assesses your ability to apply the skills and knowledge gained through your certificate courses and your real-life board room experience to boost your expertise and confidence as a director. Completing the Developing Board Performance course is essential before you take the diploma examination. Not only will it prepare you for the examination, it will have an immediate impact on your performance as a director.

The diploma will give you:

- an understanding of your board's role, its dynamic, power, influence and conflicts
- insight into key topics such as risk and crisis management, decision making and mergers and acquisitions
- access to techniques and tools to improve your own competencies and evaluate the performance of your board and its members

Course content is designed by directors for directors and will prepare you for the diploma exam allowing you to move on to the final stage of the Chartered Director Programme.

### Developing Board Performance module

The course covers the essential aspects of the board's role in corporate governance and risk management, and an introduction to the duties and legal responsibilities of a director. The course contributes to the 30 total learning hours required by the diploma and is compulsory.

### Benefits

With a focus on real-world situations, you'll gain an in-depth, practical understanding of the board's role in corporate governance and feel empowered to manage stakeholders effectively while acting in your organisation's best interests.

You'll also benefit from the experience of learning with your peers. Course participants come from all sorts of backgrounds, with varying levels of experience, and their own unique personalities. They represent a wide range of industries and sectors, board types, national and multi-national organisations, and from SMEs to large enterprise.

You'll leave with renewed confidence to tackle the challenges of the boardroom and take your career to the next level.

### Want to book?

The Developing Board Performance course must be completed in order to gain the Diploma in Company Direction. The course learning experience is flexible – choose from in-person or virtual.

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**The skills I acquired through the Diploma in Company Direction were invaluable to me in providing a toolset I could use to strategically appraise and navigate the organisational challenges.**

**Jayne Brady**  
Head of the Civil Service, Northern Ireland



# Chartered Director Qualification



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**I would always encourage someone to do the Chartered Director Qualification. It gives you an in-depth understanding of the individual roles in your business. Knowledge of how they should be done allows you to form clear expectations of your team.**

**Guy Tullberg CDir**  
Managing Director, The Tricklement Company Ltd, Wiltshire

The final stage in our Chartered Director Programme is an experience-based assessment of the way you work within the context of your organisation. This can only be done once you have completed the Certificate and Diploma in Company Direction.



## Chartered Director Qualification

### Objectives

As the final step in our Chartered Director Programme, this qualification recognises the high standards and capabilities needed to be a director in today's world.

### Benefits

Chartered director status signals that you're committed to your role and the contribution you make as director of your organisation. It enables you to demonstrate your commitment to CPD by giving you access to special events that will broaden your network and keep you informed of the latest insights and best practice. You will also have access to IoD Academy for the rest of your career, ensuring that you keep up with changing business practices and policies.

### Eligibility

To apply for the Chartered Director Qualification, you must:

- be a full member or Fellow of the IoD
- have obtained a pass or above in the Certificate in Company Direction in the last 10 years
- have obtained a pass or above in the Diploma in Company Direction in the last 10 years

The role(s) you detail in your application should include at least one that has been held in the last five years. You will need to have served a minimum of three years in one of the roles you list in your application.

### Process

The Chartered Director Qualification assesses your practical director experience in three stages:

- application
- overview of experience
- formal interview conducted by two chartered director interviewers

The assessment is based on five areas central to organisational direction and governance:

- vision, purpose, values and ethics
- strategic thinking and stakeholder management
- delegation to management
- discharging your duties as a director and as a competent member of a collective and responsible body
- exercising effective and accountable leadership

Full details can be found in the relevant section of [iod.com](http://iod.com) or contact [chartered.director@iod.com](mailto:chartered.director@iod.com).



# Examinations

IoD awards, certificate and diploma level qualifications are internationally recognised and credit rated under the Scottish Credit and Qualifications Framework (SCQF).

Exams are flexible and can be taken at various dates throughout the year at a time which works best for you. They are completed using a computer-based testing system and are remotely invigilated allowing you to choose when and where you take them. Full details of exam dates are listed on [iod.com](http://iod.com) and can be booked via the website.

## **Certificate**

You will need to pass an exam at the end of each of the four certificate modules. Each exam is made up of 16 multiple choice questions and lasts 45 minutes. You'll receive your results within a few weeks.

All information regarding our exams including terms and conditions, regulations and policies and exemptions, can be found in the examinations section on [iod.com](http://iod.com).

## **Diploma**

To obtain the diploma, you'll need to complete the Developing Board Performance module and pass a three-hour exam. We publish a standard exam question beforehand, which you'll need to answer in relation to a case study released on the day of the exam.

## **Registration**

Browse dates online to book an exam directly or visit IoD Academy. Please email the exams team if you have any questions at [examinations@iod.com](mailto:examinations@iod.com).





# Better directors for a better world

We're a growing community of directors and leaders with a commitment to professionalism, good governance and inclusion and diversity. Our professional development and insight make the IoD the authority on what today's and tomorrow's directors and leaders need to know. Representing their diverse voices and ambitions, we are also a movement, shaping the agenda and influencing government.

[iod.com](https://iod.com)

## Next steps

### Book a course today

- Go to 'Training' on our website
- Browse dates and prices for all courses
- Click to book

Although you don't have to be a member to take our courses, some courses are free to members or offered at a discount.

### Become a member in five easy steps

- Visit our website and click 'Join'
- Submit your details
- We get in touch for a conversation about your current and previous roles and experience
- We carry out some simple checks
- We contact you within a week about the success of your application

Please get in touch if you would like to speak with one of our team.

Email: [development@iod.com](mailto:development@iod.com)

Telephone: 020 7766 2601



**Never stop learning. The IoD specialises in supporting directors and leaders to be the best they can be, through world class professional development. Come and learn, come and connect with directors like you, and come and have a voice to government.**

**Jonathan Geldart**  
Director General, IoD

