



THE CPA PARLIAMENTARY ACADEMY

A Centre of Excellence for Commonwealth Parliamentarians

**Online Parliamentary Professional
Development Courses**

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About the CPA

The Commonwealth Parliamentary Association (CPA) **promotes democracy, good governance and human rights** throughout the Commonwealth. For over 110 years, the CPA has established a global reputation for excellence in parliamentary development and good governance. Today, the CPA brings together a network of over **180 parliaments** and over **17,000 parliamentarians** to collaborate and exchange ideas collectively and through engagement with experts in various fields. We continue to work to identify and promote benchmarks of good practice on institutional strengthening and parliamentary professional development. As a community of practice and action, we strive to achieve effective, valuable and sustainable impact for all.

We deliver an extensive range of programmes, projects, and activities. We use a number of approaches which are specifically tailored and targeted at parliamentarians and parliamentary officials. Some of which are: **online courses, workshops, webinars, conferences, the development of toolkits, handbooks and other publications, undertaking research and various outreach activities.** Although parliamentarians and parliamentary officials remain a primary beneficiary, we engage with an audience of international and regional organisations, academia, governments, civil society and non-governmental organisations to achieve mutually beneficial goals. Although our work is heavily focused around parliamentary practice, processes and procedures, we also engage on a number of cross-cutting themes, ranging from sustainable development to gender equality. Our values are strongly Commonwealth-centred and seek to uphold the highest values and principles as the parliamentary arm of the Commonwealth.

The CPA also includes three parliamentary networks. Our largest is the **Commonwealth Women Parliamentarians (CWP)** network. CWP seeks to promote the representation of women and women's full and equal participation in all political and parliamentary leadership. For over 40 years, the **CPA Small Branches** network has worked to represent the smallest jurisdictions of the Commonwealth, both national and sub-national. Finally, the **Commonwealth Parliamentarians with Disabilities (CPwD)** network which seeks to encourage Commonwealth Parliaments to enable effective and full participation of persons with disabilities at all levels. These networks and our strong emphasis on youth engagement are supported by the CPA.



About the CPA Parliamentary Academy

Learning and striving for excellence should be a lifelong objective. With this in mind, the CPA established the **The CPA Parliamentary Academy: A Centre of Excellence for Commonwealth Parliamentarians**. Initially intended as a learning hub for parliamentarians, clerks and parliamentary officials. Today, that purpose has been extended to anyone who wishes to learn about parliaments and key thematic topics.

The Academy consists of four pillars. The Academy's curriculum of online courses, three annual in-person residency courses, a comprehensive online resource library and a number of courses externally delivered by leading international universities and professional development institutions.

In May 2021, the Academy launched its first set of nine online courses. Each course includes approximately ten modules consisting of video briefings, lessons, reading materials and tests. These self-directed courses can be completed in a number of hours and can be undertaken at any time with no time limits for completion imposed on the student.

Today approx. 1,500 individuals have taken up these unique and impactful courses.

The Academy offers participants the opportunity to learn directly from people who are shaping the way parliaments act and operate today. More than 150 MPs, clerks and international experts contributed video lessons, resources and case studies, offering their personal insights on subjects ranging from gender-sensitive budgeting to codes of conduct.

The CPA is a Member of the Continuous Professional Development (CPD) Certification Service. CPD was established in 1996 as the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice and recognised independent CPD accreditation compatible with global CPD principles.



What do we offer?

FLEXIBILITY

Our online courses can be taken at any point throughout the year and can be completed whenever there is time to do so. There are no scheduled lessons and so busy professionals can undertake the training whenever and where-ever they wish. Courses, modules and lessons are short and sweet and easily digestible. No essays, no long exams, no uncomfortable exercises. The only challenges students face, are the ones they impose upon themselves. Whether students consider themselves beginners or experts, our courses are tailored for all.

ACCESSIBILITY & ADAPTABILITY

Our online courses can be undertaken on the go. Hosted on the CPA website and developed to be accessed on laptops, tablets and even mobile/smartphones, our courses are designed to be available no matter what application is used. Our courses have also been designed for those with differing learning approaches, like reading, listening or through action.

RELEVANCE & REALITY

In designing the content of our courses, we chose not to take the overly theoretical and academic route. Instead, we wanted to uphold the core premise behind the CPA, which is that the only people who really know what it is like to be a parliamentarian, are other parliamentarians. As such, the content provides real life perspectives, case studies and practical advice.

A GLOBAL PERSPECTIVE

Some courses have a tendency to be focused around one country or one system or approach. But we have strived throughout all our courses to offer a broad Commonwealth-wide approach. We offer examples and case studies from a vast variety of national and sub-national, large and small country perspectives, harnessing our global network. No other courses can provide so rich a learning experience.

EXPERIENCE & EXPERT

For all of our courses, we have sourced experienced global experts to provide and offer their insights and advice. From Speakers, Ministers, long-serving clerks and officials, parliamentary development consultants and even a former President, all have given their time and support. We have utilised the latest research and studies and incorporated them into our course curriculum. Our courses are structured to be engaging, instructive and have been tested and developed in broad consultation. We seek to continuously improve our courses by taking on-board the invaluable feedback of our students.

AFFORDABILITY

We appreciate that professional development and learning can be overlooked due to personal and organisational resource limitations. Whereas we seek to recover our costs, we have worked hard to ensure our courses are affordable. Because learning is so important to us, we have even created a number of discounted rates to ensure as many people as possible can utilise our resources.

What are the benefits?

1. The obvious - a better understanding of parliaments, parliamentarians and key thematic topics.
2. A clearer understanding of best-practice and how to utilise real-life examples to help attain it.
3. Being part of a leading global network of parliamentarians and parliamentary officials.
4. Although the value is in the learning, participants will gain a certificate from a leading international inter-parliamentary organisation.
5. Utilising what you have learnt to strengthen parliamentary democracy and good governance.

Our Courses and Programmes

CPA PARLIAMENTARY PROFESSIONAL DEVELOPMENT CERTIFICATE

The courses collectively cover the roles and responsibilities of a parliamentarian in the 21st Century. Although these courses were initially designed for parliamentarians, they are equally valuable for those preparing to work in parliament, learning how to engage with parliament, being qualified to run for parliament or are studying more broader political subjects that seek complementary practical insight.

To be awarded the CPA Parliamentary Professional Development Certificate, students have to complete and pass the following listed online courses. Although these courses don't have to be taken in a particular order, it is highly recommended that **Induction for New Parliamentarians - 101** is taken first.

Once all the courses have been completed, a programme certificate can be issued by the CPA Headquarters Secretariat to the student.



Induction for New Parliamentarians - 101

This introductory online course is designed for newly elected or appointed parliamentarians. It is also valuable for candidates running in elections, who are keen to get ahead of the curve should they be elected. It is equally valuable for parliamentarians' staff who are new to the parliamentary scene. The course provides a useful overview of the key components of being a parliamentarian. Modules cover topics on legislating, scrutinising and holding the executive to account. There are a range of practical sections covering managing an office, maintaining a healthy work-life balance, constituency engagement, personal safety, ethics, communication and working with external stakeholders.

Course Level: Beginner
Course Length: 12 modules
Course Time (approx.): 4-5 hours



Legislative Process - 102

Or everything you wanted to know about legislating, but were afraid to ask! This online course looks in detail at the legislative process in a step-by-step way. The course looks at the various stages of a Bill and how to amend and scrutinise legislation. It covers all types of legislation, including Public, Private, Hybrid and even Money Bills. The course also looks at current trends around emergency legislation, and post-legislative scrutiny. Whether you are in parliament or not, it is a valuable resource in gaining an expertise in how to draft, amend or repeal laws.

Course Level: Beginner
Course Length: 9 modules
Course Time (approx.): 3-4 hours





Scrutiny, Accountability and Oversight - 103

This course covers the many varied ways that scrutiny is conducted within parliaments, committees, and oversight bodies. From Public Accounts Committees to Audit Institutions, this course gives a detailed look at the types of scrutiny and accountability available to parliaments. This course also examines the role of scrutiny and accountability in the chamber by advising how to hold the government accountable through questions and debates. By the end of this course, students will have a clear understanding of the benefits and best practices of scrutiny within varied parliamentary and non-parliamentary settings.

Course Level: Beginner
Course Length: 8 modules
Course Time (approx.): 3-4 hours



Representation, Advocacy and Education - 104

This course looks at the advocacy role of a parliamentarian and how to best champion constituency interests, from gathering expert advice, to asking questions, and delivering rousing speeches. Furthermore, this course looks closely at community engagement, such as working with higher education institutions and the benefits of public outreach and education. By the end of this course, students will have an understanding of various engagement channels and how to best utilise them.

Course Level: Beginner
Course Length: 7 modules
Course Time (approx.): 3-4 hours



“IT WAS A GOOD REFRESHER FOR THE BASICS OF SCRUTINY, ACCOUNTABILITY AND OVERSIGHT. EXAMPLES FROM DIFFERENT LEGISLATURES AND BEST PRACTICES WERE MOST USEFUL.”

Scrutiny, Accountability and Oversight Course

“I LIKE ITS ONLINE FORMAT AND ITS FLEXIBILITY, HOW YOU CAN COME BACK TO IT LATER IF NOT COMPLETED IN ONE SESSION. I LIKE THE VIDEOS, HEARING FROM THE EXPERTS.”

Building Relationships Course



Advanced Course - Speakers and Presiding Officers of the Commonwealth - 201

The primary objective of this unique course is to provide Speakers and Presiding Officers of Parliaments with the knowledge and skills on how to perform their functions as the leaders within their parliamentary institutions. The course is intended for new or experienced Speakers and Presiding Officers. It is also beneficial to Deputy Speakers who wish to gain more understanding in their support role. The course will also be of value to Private Secretaries and support staff within Speaker offices. It will examine the procedural, administrative, ceremonial and outreach roles of Speakers and Presiding Officers.

Course Level: Advanced

Course Length: 13 modules

Course Time (approx.): 6 hours



Advanced Course - Chairing Parliamentary Committees - 202

One of the most challenging positions held within a parliament is that of Committee Chair. Arguably, a Chair has to be almost super-human; juggling multifaceted responsibilities and displaying an array of characteristics. A Chair requires the attributes of an umpire, diplomat, rigorous interrogator, strategist and planner, whilst at the same time maintaining a balancing act of being a backbench Member, constituency representative and campaigner on local issues. This course has been designed to assist new and experienced Chairs in fulfilling their mandate to the best of their ability. It has been structured by breaking down the many responsibilities that a Chair might have and how such roles can be mastered.

Course Level: Advanced

Course Length: 10 modules

Course Time: 4.5 hours

CPA PUBLIC FINANCIAL MANAGEMENT CERTIFICATE

This programme has been specifically designed for Chairs, Members, Clerks and other parliamentary and external officials who want to develop a greater understanding of scrutiny of public financial management.

To be awarded the Certificate, students have to complete and pass the following listed online courses. Once all the courses have been completed, a programme certificate can be issued by the CPA Headquarters Secretariat to the student.



Public Accounts Committees - 701

A great accompaniment to *The Committee System* course, this course specifically focuses on the Public Accounts Committee, which is a bastion of most parliaments. The course uses exercises, case studies and a series of snapshots (practice, procedural and research) drawn from across the nine CPA regions to highlight aspects of history, practice, research and procedure relevant to the work of public accounts committees. The course covers topics including: origin and history of the Public Accounts Committee, role and remit of the Public Accounts Committee, roles and responsibilities of the Auditor-General and Supreme Audit Institution, the work of a Public Accounts Committee, and effective questioning.

Course Level: Beginner
Course Length: 8 modules
Course Time (approx.): 3-4 hours



COMMONWEALTH
PARLIAMENTARY
ASSOCIATION UK



Foreign,
Commonwealth
& Development Office

Developed in partnership with CPA UK
and the UK Foreign, Commonwealth and
Development Office (FCDO).

“I FOUND THE COURSES WITH A STRONG HUMAN RELATIONS COMPONENT MOST MEANINGFUL, AS I AM PARTICULARLY INTERESTED IN BUILDING THIS SKILL SET. ESPECIALLY MEMORABLE WAS A STATEMENT FROM THE SEGMENT ON GIVING PROCEDURAL ADVICE: “MEMBERS ARE NOT USUALLY VERY INTERESTED IN PROCEDURE – EXCEPT AS A MEANS TO AN END.” I HAD ALREADY LEARNT THAT THE HARD WAY, I.E., THROUGH EXPERIENCE, BUT WAS AMAZED TO DISCOVER THAT IT WAS NOT UNIQUE TO THE CULTURE OF MY COUNTRY’S PARLIAMENT.”

CPA Parliamentary Professional Development Certificate

CPA PARLIAMENTARY SERVICE PROFESSIONAL DEVELOPMENT CERTIFICATE

This programme is themed around the needs of parliamentary clerks and officials. The online courses that make up the Certificate will be equally beneficial to new parliamentarians, parliamentarians' staff, academics, consultants or anyone who works within or alongside parliaments.

To be awarded the Certificate, students have to complete and pass the following listed online courses. Once all the courses have been completed, a programme certificate can be issued by the CPA Headquarters Secretariat to the student.



Administration and Management of Parliament - 01

In this course, students will learn about the complex systems of administration and management that make parliaments effective institutions, but also effective employers. This course covers the importance of Human Resources as well as ethics and standards within parliament. It also explores the topic of financial management such as parliamentary budgets and financial accountability. By the end of this course, students will possess a clear understanding of the administrative and financial aspects of working within a parliament.

Course Level: Beginner
Course Length: 11 modules
Course Time (approx.): 4-5 hours



The Committee System - 02

This course will provide an overview of the committee system within a parliamentary context. The course includes information on the various types of committees and their remits, the role of committee Chairs, Members and staff. The course provides an opportunity to learn about the ways in which committees can be most effective especially around conducting inquiries, engaging with witnesses, how to ask effective questions and much more. The course features a range of case studies and resources taken from across the Commonwealth, providing a unique breadth of knowledge on the various types of committee and their function in different jurisdictions. Although the course has been tailored for newly appointed clerks and officials, the course is suitable for anyone new to the committee system.

Course Level: Beginner
Course Length: 10 modules
Course Time (approx.): 4-5 hours





Parliamentary Procedure: The Basics - 03

This can be one of the more intimidating aspects of parliamentary processes. Therefore, having an online course on parliamentary practice, procedure and privileges can be invaluable. This course offers expert advice and guidance from former and current clerks and parliamentary staff, who explore key concepts within parliamentary procedure, including parliamentary privileges, powers, and immunity. Students will also learn about the separation of powers and the role of the Latimer House Principles, which are essential reading for any new parliamentary officer. By the end of this course, students will have a firm understanding of the complex nature of parliamentary processes and will have more confidence in interpreting Standing Orders and the rules of the game.

Course Level: Beginner
Course Length: 8 modules
Course Time (approx.): 3-4 hours



Building Relationships - 04

This course covers a crucial aspect of any parliamentary staff member's role and that is navigating, managing, and cultivating relationships. Students will learn how to build effective relationships with Members, Presiding Officers as well as Ministers and Government Officials. This course will also provide guidance and tips on working with and engaging young people in the parliamentary process. Upon completing this course, students will have the knowledge and skills to work effectively with a range of internal and external stakeholders, while also exploring the importance of building relationships with colleagues and other parliamentary staff.

Course Level: Beginner
Course Length: 8 modules
Course Time (approx.): 3-4 hours



Strategy, Business Planning and Monitoring and Evaluation - 05

This course offers a better understanding of corporate governance through a contemporary lens that gives a detailed explanation and guidance on the role of monitoring and evaluation, creating business plans and the importance of risk management. This course gives clear and accessible definitions for concepts that play a vital role in the everyday workings of a parliament. By the end of this course students will be familiar and comfortable with these topics and possess the knowledge to put forward business plans and monitoring and evaluation strategies.

Course Level: Beginner
Course Length: 5 modules
Course Time (approx.): 2-3 hours



GENERAL THEMATIC COURSES

This programme has been specifically designed for parliamentary clerks and officials. The online courses that make up the Certificate will be equally beneficial to new parliamentarians, parliamentarian's staff, academics, consultants or anyone who works within or alongside parliaments.



Climate Change and Parliamentary Action in Small Jurisdictions - 301

Through their oversight, lawmaking and representative responsibilities, parliamentarians can ensure that climate change is being prioritised by the executive, support coordination and dialogue among stakeholders and even drive change directly themselves.

The aim of this course is to help legislators in small jurisdictions, and those that work with them, gain a greater understanding in how to use their position effectively to help advance climate action. The course explores topics including the basics of climate change science, the international climate change regime and domestication of international climate change commitments, the role of legislation, budgeting and government oversight in parliamentary action on climate change, the financial and budgetary implications of climate action, and sources of climate finance the different local stakeholders involved in climate action.

Course Level: Beginner
Course Length: 8 modules
Course Time (approx.): 3-4 hours



Developed on behalf of the CPA Small Branches network.

"I REALLY ENJOYED THE VIDEOS AND HOW EVERYTHING GETS EXPLAINED... IT IS REALLY SOMETHING WONDERFUL...NOW I ALSO UNDERSTAND DIFFERENT TERMINOLOGY WHICH HELPS A LOT. THIS IS A GOOD COURSE FOR ANY FUTURE OFFICIAL STARTING AT A LEGISLATURE OR PARLIAMENT."

CPA Parliamentary Professional Development Certificate



Effective Women's Parliamentary Caucuses (WPCs) - 401

This course introduces the main methods used to establish women parliamentary caucuses, based on experiences from parliaments across the Commonwealth and beyond. It explores how institutions have garnered support, challenged resistance and taken advantage of a window of opportunity to successfully establish their women parliamentary caucus. Modules cover issues such as; bipartisanship, the organisation of a caucus, internal communication, focus and objectives, soft power and outreach, funding and durability and the value of male allies.

Course Level: Beginner
Course Length: 9 modules
Course Time (approx.): 3-4 hours



Developed on behalf of the Commonwealth Women Parliamentarians (CWP) network



Accessibility of Commonwealth Parliaments to Persons with Disabilities - 501

This course provides parliamentarians and parliamentary staff with knowledge of how an effective parliament can adjust facilities and processes to be as accessible as possible for persons with disabilities. The course highlights the importance of considering accessibility for persons with disabilities in the criteria by which parliamentary effectiveness and inclusivity are measured. The course covers the following topics; the importance of accessibility for an inclusive world, what does it mean for a parliament to be accessible, making parliamentary buildings accessible, accessible communication strategies, and 'from a parliament to a country: scaling-up accessibility'.

Course Level: Beginner
Course Length: 5 modules
Course Time (approx.): 3-4 hours



Developed on behalf of the Commonwealth Parliamentarians with Disabilities (CPwD) network



Sustainable Development Goals: A Parliament's Role - 601

The objective of this course is to provide parliamentarians and parliamentary staff with knowledge of the Sustainable Development Goals (SDGs) and the crucial role of parliaments, as institutions, in implementing the SDGs. The core course will examine parliamentary action on three levels of implementation: local/constituency implementation, national implementation and international implementation. It will also seek to highlight key methods of engagement and financing, drawing on case studies and positive examples throughout.

Course Level: Beginner

Course Length: 6 modules

Course Time (approx.): 3-4 hours



Human Rights: A Parliament's Role - 701

This course will offer an in-depth look at what Human Rights are from an international legal framework, the evolution of Human Rights as a concept, and what are key elements of the current discourse around international Human Rights especially on tackling discrimination and strengthening equality. The course will focus on the role of parliaments and parliamentarians to implement, scrutinise and uphold standards, principles and commitments nationally and internationally. The course will look at the important role played by Human Rights Committees, independent Human Rights Commissions and civil society.

Course Level: Beginner

Course Length: 6 modules

Course Time (approx.): 3-4 hours

“THIS COURSE WAS INDEED VERY HELPFUL ON AREAS LIKE PROCEDURE AND CONDUCT... THIS COURSE ENCOURAGED TO ME TO DO MORE CPA COURSES TO GAIN MORE KNOWLEDGE.”

Induction for New Parliamentarians course

“AS A COMMITTEE SECRETARY I FOUND THE COURSE VERY USEFUL AS AN INDICATOR AS TO HOW MY COMMITTEES COMPARE TO THE REST OF OTHER COMMONWEALTH JURISDICTIONS.”

The Committee System course

Our Experts

The following individuals developed and contributed to our online courses:

- Hon. Bridgid Annissette-George, Speaker of the House of Representatives, Republic of Trinidad & Tobago
- Hon. Alban Sumana Kingsford Bagbin MP, Speaker of the Parliament of Ghana
- Hon. Azhar bin Azizan Harun, Former Speaker of the Dewan Rakyat, Malaysia
- Hon. Marisa Dalrymple-Philibert MP, Speaker of the House of Representatives, Jamaica
- Hon. Juan Watterson SHK, Speaker of the House of Keys, Isle of Man
- The Rt Hon. Baroness Hayman GBE, Former Lord Speaker, UK
- The Rt Hon. Baroness D'Souza CMG, Former Lord Speaker, UK
- Hon. Ted Arnott, Speaker of the Ontario Legislative Assembly, Canada
- Hon. Dennis Lister JP MP, Speaker of the House of Assembly, Bermuda
- Hon. Jonathan O'Dea MP, Speaker of the Legislative Assembly, New South Wales
- Hon. Sharie De Castro MHA, Minister, British Virgin Islands
- Mr Stephen Twigg, CPA Secretary-General
- Hon. Kate Doust MLC, Former President of the Legislative Council, Western Australia
- Hon Beverley Schäfer MPP, Deputy Speaker, Western Cape Provincial Parliament
- Hon. Dr Shirin Sharmin Chaudhury MP, Speaker of the Bangladesh Parliament, Bangladesh
- Hon. Nathan Cooper MLA, Speaker of the Legislative Assembly of Alberta, Canada
- Hon. Dr Zanetor Agyeman-Rawlings MP, Member of Parliament, Ghana
- Louisa Wall MP, Former Member of Parliament, House of Representatives, New Zealand
- Mr Darren Jones MP, Member of Parliament, House of Commons, United Kingdom
- Ms Lillian Greenwood MP, Member of Parliament, House of Commons, United Kingdom
- Hon. Nontembeko Nothemba Boyce MPL, Speaker of the KwaZulu-Natal Provincial Legislature
- Hon. Mohamed Nasheed MP, Speaker of the People's Majlis, Maldives
- Hon. Lord Fakafuna, Speaker of the Parliament of Tonga
- Sen. Yuen Pau Woo, Senate of Canada
- Ms Zena Merrin-Chin, Clerk of Parliament, Cayman Islands
- Mr Siow Peng Han, Deputy Clerk, Parliament of Singapore
- Mr Vernon Titus, Director of Institutional Enablement, Western Cape Provincial Parliament
- Mr Tom Duncan, Clerk of the Legislative Assembly, Australian Capital Territory
- Ms Awongiwe Mtimkulu, Researcher, Western Cape Provincial Parliament
- Mr Mark Egan, Former Greffier of the States Assembly, Jersey
- Mr David Wilson, Clerk of the House of Representatives, New Zealand
- Hon. Jeremiah Norbert, Deputy Speaker Parliament of St Lucia
- Hon. Viam Pillay MP, Member of the Fiji Parliament and CPwD Pacific Regional Champion
- Ann Moghaddami, Senior Diversity and Inclusion Manager, House of Commons, UK
- Mr James Scott, Manager, Department of Parliamentary Services, Parliament of Victoria, Australia
- Senator Datuk Ras Adiba Radzi PMW, Member of the Senate of Malaysia
- Dr Lisa Cameron MP, Member of the House of Commons, UK
- Hon. Cedric Frolick MP, Chair of Committees, National Assembly of the Republic of South Africa
- Hon. Zill-E-Huma MNA, Member of the National Assembly of Pakistan
- Mr Blair Armitage, Clerk Assistant, Senate of Canada, Canada
- Mr Jeffrey LeBlanc, Principal Clerk, House of Commons, Canada
- Ms Libby Kurien, Head of the Centre of Excellence of Procedural Practice, House of Commons, UK
- Ms Jo Corkish, Third Clerk, Tynwald, Parliament of the Isle of Man
- Shri Chitra Velmurugan, Secretary, Delhi Legislative Assembly, India
- Dr Jonathan King, Clerk of the Tynwald, Parliament of Isle of Man
- Mr Qamar Sohail Lodhi, Special Secretary, National Assembly of Pakistan
- Mr Richard Ward, Clerk (Journal Office), House of Commons, UK Parliament
- Lord Lisvane KCB, Member of the House of Lords and Former Clerk of the House of Commons, UK
- Shri Desh Deepak Verma, Secretary-General of the Rajya Sabha, India
- Ms Nenele Mwiambi, Director of The Chamber Office, Parliament of Tanzania
- Mr David Kusilifu, Clerk of Parliament, Solomon Islands
- Ms Suze Jones, Deputy Clerk of the House of Representatives, New Zealand
- Mr James Picker, Clerk Assistant, House of Representatives, New Zealand
- Nerusha Naidoo, Secretary of the KwaZulu-Natal Provincial Legislature
- Mr Simon Ross, Greffier of the States of Deliberation, Guernsey
- Mr Alasdair Rendall, Head of Media Relations, House of Commons, UK Parliament
- Mr Mark Jenner, Head of Internal Communications (Operations), House of Commons, UK Parliament
- Mr David Christopherson, former Member of Parliament, Canada
- Hon. Patricia Gordon-Pamplin, former Member of Parliament, Bermuda
- Ms Philippa Helm, former Clerk of Committees, House of Commons, UK
- Mr Ravindra Garmella, former Clerk, Lok Sabha, India

For a full list, please go to: <https://www.cpahq.org/parliamentary-academy/acknowledgements/>

Course Fees and Discounts

For a full list of fees per course, see opposite page. As indicated, certain groups are entitled to a discounted rate to access the online courses. These groups are listed below:

CPA Member (Discount Rate 3 - 100%)

All current parliamentarians and parliamentary officials based within Commonwealth Parliamentary Association Parliaments and Legislatures (CPA Branches) are entitled to access the courses for free (100% discount). Members of this group must contact the CPA providing proof of membership, namely a designated parliamentary email address (suspended CPA Branches are only able to access Discount Rate 2 - see below).

Alumni, Partner Organisations, Candidates and Youth Parliamentarians (Discount Rate 2 - 50%)

All former parliamentarians and parliamentary officials based within CPA Parliaments and Legislatures are entitled to access the 50% discount. CPA Branches may be asked to verify that those claiming the discount are applicable to access this discount. The rate is also available to parliamentary electoral candidates in Commonwealth countries and youth parliamentarians.

The discount is also available to CPA partner organisations. These will be Commonwealth Accredited and Associated organisations, UN agencies, secretariats of international, regional and national organisations working in the Commonwealth alongside the CPA, in particular NGOs and certain CSOs. To enquire if the organisation you work for is entitled to this rate, please contact the CPA Headquarters Secretariat.

As stated above, Commonwealth Parliaments that are suspended, in abeyance or awaiting membership ratification are also entitled to access this rate.

Non-Commonwealth Parliaments and Academia (Discount Rate 1 - 25%)

Parliamentarians and parliamentary officials from national or sub-national parliaments outside of the Commonwealth can access this discounted rate.

This rate is also open to academics and students studying politics or related subjects who are based in Commonwealth universities, colleges or other educational institutions. Those wishing to access this discounted rate will be asked to show proof of study (student cards, etc.).

Negotiated Group Discount Rates

Membership-based organisations or academic Institutions that cannot access the above discounts, organisations who wish to negotiate a larger group discount or those that wish to have access to all courses can contact the CPA Headquarters Secretariat to discuss rates.

Payment Process

Payments can be made via credit and debit cards or a PayPal Account via the Academy Dashboard. Once access to the Dashboard has been granted, all individual courses can be accessed at the relevant discount rate.

Payments can also be accepted via bank transfer on request. *Academy All Access and combined Programme Certificate courses can only be purchased in this manner.

Our Terms and Conditions on refunds, permissions and our Privacy Policy can be accessed via the CPA website at www.cpahq.org.

Programme and Course Title	Course Ref.	Full Price	Discount Rate 1	Discount Rate 2	Discount Rate 3
CPA Parliamentary Professional Development Certificate*					
Induction for New Parliamentarians	101	GBP £250	GBP £187	GBP £125	GBP £0
Legislative Process	102	GBP £150	GBP £112	GBP £75	GBP £0
Scrutiny, Accountability and Oversight	103	GBP £150	GBP £112	GBP £75	GBP £0
Representation, Advocacy and Education	104	GBP £150	GBP £112	GBP £75	GBP £0
Advanced Course - Speakers and Presiding Officers of the Commonwealth	201	GBP £250	GBP £187	GBP £125	GBP £0
Advanced Course - Chaiing Parliamentary Committees - <i>Coming in Mid-2023</i>	202	GBP £250	GBP £187	GBP £125	GBP £0

CPA Public Financial Management Certificate

Public Accounts Committees	701	GBP £0	GBP £0	GBP £0	GBP £0
CPA Parliamentary Service Professional Development Certificate*					
Administration and Management of Parliaments	01	GBP £150	GBP £112	GBP £75	GBP £0
Committee System	02	GBP £150	GBP £112	GBP £75	GBP £0
Basic Principles of Parliamentary Procedure	03	GBP £150	GBP £112	GBP £75	GBP £0
Building Relationships	04	GBP £150	GBP £112	GBP £75	GBP £0
Strategy, Business Planning and Monitoring and Evaluation	05	GBP £150	GBP £112	GBP £75	GBP £0

Coming in Mid-2022

General Thematic Courses

Climate Change and Parliamentary Action in Small Jurisdictions	301	GBP £150	GBP £112	GBP £75	GBP £0
Effective Women's Parliamentary Caucuses (WPCs)	401	GBP £150	GBP £112	GBP £75	GBP £0
Accessibility of Commonwealth Parliaments to Persons with Disabilities	501	GBP £150	GBP £112	GBP £75	GBP £0
Sustainable Development Goals: Parliaments' Role in their Implementation	601	GBP £150	GBP £112	GBP £75	GBP £0

Academy - All Access Discount (unlimited courses)*

GBP £2,000	GBP £1,500	GBP £1,000
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McGill Course Advanced Standing Credits

Those students who complete eight online courses within the CPA Parliamentary Academy are entitled to receive advanced standing credit towards McGill's YCBS 250 **Introduction to Parliamentary Governance course** (3 Continuing Education Units).

To be entitled to receive these credits, any of the following eight courses should be completed and passed:

- **101. Induction for New Parliamentarians**
- **102. Legislative Process**
- **103. Scrutiny, Accountability and Oversight**
- **104. Representation, Advocacy, and Education**
- **201. Advanced Course for Speakers and Presiding Officers**
- **01. Administration and Management of Parliament**
- **02. Committee System**
- **03. Parliamentary Procedure: The Basics**
- **04. Building Relationships**
- **05. Strategy, Business Planning Monitoring and Evaluation**
- **401. Effective Women's Parliamentary Caucuses**
- **601. The Sustainable Development Goals: A Parliament's Role**

In addition, students must complete a final essay assignment for YCBS 250 describing their parliament drawing upon what they have learned in the CPA Parliamentary Academy courses. A pass grade of a minimum of grade B-(65%) must be achieved.

The objective is to provide an opportunity to learners, who are interested in applying to McGill's Professional Development Certificates in Parliamentary Management and/or Parliamentary Governance, to accelerate completion of the McGill programmes (see opposite).

Application Procedure

To request advanced standing, when applying for admission to McGill Professional Development Certificates in Parliamentary Management and/or Parliamentary Governance the applicant must e-mail the McGill Admissions office and provide the required supporting documents (a proof of completion of the above-mentioned courses offered by the CPA within the last 5 years). CPA learners should send the e-mail and supporting documents to admissions.scs@mcgill.ca.

About the McGill Courses

McGill Professional Development Certificates in Parliamentary Management

The Professional Development Certificate in Parliamentary Management provides parliamentary staff with a unique skill-building opportunity where learning can be personalised based on the role they carry out in parliament. Combining contemporary theory and global good practice, this 5-course programme integrates findings from cutting-edge parliamentary research projects into the curriculum.

Required Courses:

- YCBS 250: Introduction to Parliamentary Governance
- YCBS 244: Current Trends in Parliamentary Management

Complementary courses

Three of the following:

- YCBS 245: Corporate Management of Parliament
- YCBS 247: Parliamentary Committees
- YCBS 248: Public Financial Management
- YCBS 249: Parliamentary Research
- YCBS 252: Advanced Parliamentary Governance

The programme is delivered online, but participants have the option to do one course in-person during a one-week intensive residency.

Type: Professional Development Certificate

Courses: 5

Credits: 15 CEUs (Continuing Education Units)

Schedule: Part-time

Delivery: Online, (option to do one course in-person)

Unit: Administration and Governance

Questions? parl.scs@mcgill.ca

McGill Professional Development Certificates in Parliamentary Governance

Combining contemporary theory and global good practice, this programme integrates findings from cutting-edge parliamentary research projects into the curriculum. It is designed to empower elected and appointed Members of Parliament and Senators to learn and apply international good practices in the context of their parliament and constituencies. Participants have a unique opportunity to learn from and comment on research findings, and turn them into actionable knowledge.

Required Courses:

- YCBS 250: Introduction to Parliamentary Governance
- YCBS 251: Contemporary Issues in Parliamentary Governance

Complementary courses

Three of the following:

- YCBS 253: Parliamentary Communications
- YCBS 247: Parliamentary Committees
- YCBS 248: Public Financial Management
- YCBS 249: Parliamentary Research
- YCBS 252: Advanced Parliamentary Governance

Type: Professional Development Certificate

Courses: 4

Credits: 13 CEUs (Continuing Education Units)

Schedule: Part-time

Delivery: Online (optional 1-week in-person residency)

Unit: Administration and Governance

Questions? parl.scs@mcgill.ca

About McGill

McGill University, also known as the Royal Institution for the Advancement of Learning is one of Canada's best-known institutions of higher learning and one of the leading universities in the world. International students from more than 150 countries make up nearly 30% of McGill's student body - the highest proportion of any Canadian research university.

Find out more here. <https://www.mcgill.ca/>

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