

# Certified CEO Program



## Program Overview



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Certified CEO Program

Published 20 April 2020

Program Overview developed by UNE Partnerships

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# Overview

## Welcome

Welcome to the *Certified CEO Program*. **The CEO Institute and UNE Partnerships**, the Education and Training Company of the University of New England are proud to offer the Certified CEO Program, a certification course for current and aspiring business leaders that is without peer, delivered online, and available globally.

## Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

## Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: (02) 6773 0000  
Email: [business@unep.edu.au](mailto:business@unep.edu.au)  
Mail: UNE Partnerships Pty Ltd  
PO Box U199  
University of New England NSW 2351

## Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

## Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell  
Director of Education  
02 6773 0000  
[meg.michell@unep.edu.au](mailto:meg.michell@unep.edu.au)

# Certified CEO Program

## Aim of the program

The certified CEO Program is designed for CEO's, senior managers and aspiring business leaders who are looking to build upon existing qualifications and experience.

Subject to your work experience, successful program completion leads to Full or Provisional Certification as a Certified CEO and entitles you to use the post nominal CCEO or CCEO(prov).

## Eligibility

There are no pre-requisites for enrolment.

The program is designed for business leaders globally (CEOs and senior managers).

CEO's are defined as Chief Executives or their equivalent, from medium and large organisations. Senior managers are defined as any manager from a medium and large organisation, or the Chief Executive or their equivalent from a small organisation.

Organisations include: Government, Government enterprises, Private Companies, Public Listed Companies, Partnerships, Sole Traders, Not-for-profit Organisations, Charities etc.

## Structure of the program

There are five (5) modules in this program and all must be successfully completed in order to achieve the *Certified CEO Program* and attain Certification through the CEO Institute. For candidates that enrol in selected modules from the program under the CEO Institute's MBA+2 criteria, successful completion of 2 self-directed study modules would lead to the issuing of a record of results for those modules completed.

The program is offered through online study, and an outline of the structure for delivery is provided below.

1. Enrolment Full Program:

Candidates enrol in all 5 modules and achieve a Certificate of Completion on successful completion of all modules. Enrolment period is 12 months up to a maximum of 24 months. Extensions of time beyond 24 months will be at a cost of \$50 per month of extension requested.

2. Enrolment by Module:

Candidates may enrol in one module at a time and receive a record of results stating module/s completed. Enrolment period is 3 months up to a maximum of 5 months per module. Extensions of time beyond 5 months will be at a cost of \$50 per month of extension requested.

Details of the modules in which you may be enrolled are available below.

Module/Course	Summary
CCEO01 Strategy and agility in for the 21 <sup>st</sup> Century	<p>Develop personal and strategic insights to effectively craft appropriate strategy, evaluate strategic options and make informed decisions.</p> <p>This module will demonstrate the importance of business values, ethics, sustainable and socially responsible behaviour to strategic and operational success. An important theme underpinning the module will be enhancing creativity and innovation to foster organisational agility.</p>
CCEO02 Value creation and value management	<p>This module focuses on thinking strategically to create a value-based culture. Sustaining competitive advantage is about capturing and creating value.</p>
CCEO03 Critical problem solving in progressive enterprises	<p>This module presents a number of strategies and tools to facilitate effective problem solving. The module will enable reflection on the role of individual personality, values, perceptions, creativity and cognition in problem solving.</p>
CCEO04 Executive leadership in dynamic environments	<p>A focus on the processes of articulating and communicating 'the vision' of change and innovation. An important theme running through the module will be the question of rising complexity and the ways in which it might best be handled.</p>
CCEO05 Capstone Project	<p>This Capstone unit is designed to draw together the theoretical strands of the Certified CEO Program to enable the student to demonstrate their understanding during the program, provide an opportunity to demonstrate creative thinking and complex problem-solving, and reflect on professional and ethical practice relevant to the project.</p>

Modules are achieved as candidates progress through self-directed lessons and complete Fast track and Checkpoint quizzes for each lesson.

**Fast Track Quizzes:** Candidates that attempt the Fast Track quiz at commencement of a lesson and achieve a result of 100% are allowed access to the next lesson with no requirement to undertake the staged learning sections in that lesson. The Fast track quiz tests candidate's knowledge of a subject area prior to doing their learning. The Fast Track quiz may only be attempted once for each lesson.

**Checkpoint Quizzes:** Checkpoint Quizzes must be completed at the end of each lesson. Candidates must achieve a result of more than 70% in the Checkpoint quiz at the end of each lesson in order to pass through to the next lesson. Five attempts may be made for the Checkpoint quizzes.

Suggestions for managing your study is available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact the student support team.

## Certification and recognition

The CEO Institute is a global certification body for Chief Executives and senior managers, recognising excellence in business leadership.

Full or Provisional Certification is determined by the CEO Institute.

After successfully completing the Certified CEO program, and subscribing to IIDM, there are two levels of certification available for Certified CEOs:

1. Full Certification – this is granted to Chief Executive Officers or equivalent position, with five or more years' experience. This confers the right to be called a Certified CEO and use the post-nominal CCEO.
2. Provisional Certification – this is granted to managers with a minimum of three years' senior management experience. Recipients are entitled to use the post-nominal CCEO(prov).
3. Certified Manager Certification – This is granted to managers not able to meet requirements of 1 and 2 above. Completion of Module 1 & 3. Recipients are entitled to use the post-nominal CertM.

Candidates who don't meet the above requirements for certification, can still undertake the Certified CEO program to improve employment-related skills for career enhancement, and be assessed for certification at a future date.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the full Certified CEO Program (four modules plus the Capstone project module) receives advanced standing into awards at the University of New England (UNE), subject to eligibility.

- **Full Certification** from The CEO Institute and successful completion of the Certified CEO program may provide graduates with credit for up to four units (24 credit points) towards a suitable MBA program with the University of New England.
- **Provisional Certification** from The CEO Institute and successful completion of the Certified CEO program may provide graduates with credit for up to two units (12 credit points) towards a suitable MBA program with the University of New England.

## Study workload

The nominal duration of your enrolment in the Certified CEO Program is 12 months. The time it takes you to achieve the modules required will depend on the amount of relevant learning and experience you have. Candidates with a moderate level of relevant learning and experience should be able to complete the program requirements in about 5 hours a week of self-directed workplace and individual study over the 12 month period.

You have 12 to 24 months from enrolment to complete the Certified CEO Program. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

## **Third party arrangements**

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this program.