



Chartered Secretaries Southern Africa
Good governance across the Board – Accounting with Accountability
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Australia | Canada | China | Malaysia | New Zealand | Singapore | Southern Africa | United Kingdom | Zimbabwe

CIS LEVEL 7 LEARNERSHIP: PRACTICAL TRAINING LOGBOOK

| SAQA ID | Learnership Title | Level | Registration No. |
|---------|---|-------|------------------|
| 60654 | CIS Professional Post – Graduate Qualification: Company Secretarial and Governance Practice | 7 | 01Q010030001207 |

| | |
|---|--|
| Name of Learner | |
| IBS Student Number | |
| Name of Workplace Provider and Accreditation Number | |
| Name of Training Provider and Accreditation Number | |

Logbook Guidelines

1. Purpose of the Practical Training Logbook:

To make the assessment process more manageable for both Learner and Assessor, the logbook is divided into modules each with its own specific outcomes and component assessment criteria, have been included in this Logbook. It is to be completed by the Learner and is vital to the assessment process as it indicates the progress that the learner is making towards meeting all assessment criteria. After completing each module of this Logbook, the Learner will be ready to be assessed against all the outcomes for that module. On successful completion of both the practical experience element as well as the summative assessment (the examinations), the Learner will be deemed competent (C) or not yet competent (NYC) by the Assessor.

This blank Logbook must be split up and filed in the front of every section of the learner's Portfolio of Evidence. Then (in stages during the year) the Learner must complete the 'Evidence' column, fill in the timing and completion dates in the 'Completed' column and then file the supporting evidence for each section. The Learner and his/her Mentor/Supervisor should then confirm the assessment date/s and venue/s with the Institute.

Portfolio of Evidence (Training Record):

The Learner's Training Record (Portfolio of Evidence) will therefore consist of several files and will include the following:

1. Learner's Quarterly Reports – four formal reports in MS Word format produced by the employer/mentor
2. Practical Training Logbook – split into 3 sections - one per module
It should be noted that the module: Corporate Financial Management is assessed by means of a summative assessment (examination) only.
3. Documentary evidence for each module – e.g. reports, print-outs, statements, summaries, letters, memos, projects, etc.

It could also include the following:

4. Courses and Seminars Attended
5. Employment Record form/s
6. Review form/s – alternatively the company's own performance appraisal form can be used.

Responsibilities:

- The Learner is responsible for completing and filing all aspects of his/her Portfolio of Evidence (Training Record).
- The Supervisor/Mentor is responsible for completing the Review form and providing the learner with a copy.
- The Assessor is responsible for completing the Assessment Record and providing the Learner and Employer with an assessment report.

2. Experience Requirements assumed to be in place

It is assumed that learners will have successfully completed the CIS Professional Advanced Qualification: Governance and Administration Level 6 or have been exempted from these requirements. Learners will have to provide proof of this completion.

**CIS Professional Post – Graduate Qualification: Company Secretarial and Governance Practice
Experience Verification Form**

The Proposer and Seconder must be people for whom the learner has worked in the past, or currently. The time period being endorsed must be one during which the learner was in a more junior role than the signatories and, preferably, reporting directly to the signatories.

The Proposer and Seconder do not need to be members of Chartered Secretaries Southern Africa, nor do they need to be qualified Chartered Secretaries. Relatives of the learner must not verify the learner’s practical experience.

LEARNER

| | | |
|------------------------------------|-------------------------|--|
| CIS Registration Number | | |
| Surname | | |
| First name | | |
| Second name(s): | | |
| Identity number: | | |
| Date of birth | | |
| Correspondence address | | |
| Postal code | | |
| Daytime telephone number: | Area code | |
| | Telephone number | |
| Date completed examinations | | |

Declaration by the learner (please read carefully):

I hereby make an application to complete my CIS Professional Post – Graduate Qualification: Company Secretarial and Governance Practice Level 7 Learnership. I confirm that I am aware of the Bye Laws, Regulations and Code of Conduct of Chartered Secretaries Southern Africa and agree to be governed by these, as now constituted, or as they may hereafter be amended, and that I will advance the objectives of Chartered Secretaries Southern Africa in so far as I am able.

Signature: _____

Date: _____

PROPOSER

| | | |
|---|-------------------------|-----------|
| Name of Proposer | | |
| ID Number | | |
| Qualifications / designatory letters | | |
| Current job title | | |
| Company / organisation name and address | | |
| Current daytime contact telephone number: | Area code | |
| | Telephone number | |
| Employment period during which you acquired direct knowledge of the learner's work experience (name of company /organisation): | From | To |
| | | |
| Any other comments | | |
| | | |
| | | |

Declaration:

I certify that the learner named overleaf was responsible to me from (date) _____ to (date) _____ during the whole period, that the content of their job(s) was as stated in the Chartered Secretaries Southern Africa Level 7 Learnership Logbook, attached, and that their work performance was satisfactory during that period. I hereby testify to the general good character of the learner. I can confirm that I am not a relative of the learner.

Signed: _____ **Date:** _____

SECONDER

| | | |
|---|-------------------------|-----------|
| Name of Seconder | | |
| ID Number | | |
| Qualifications / designatory letters | | |
| Current job title | | |
| Company / organisation name and address | | |
| Current daytime contact telephone number: | Area code | |
| | Telephone number | |
| Employment period during which you acquired direct knowledge of the learner's work experience (name of company /organisation): | From | To |
| Any other comments | | |
| | | |
| | | |

Declaration:

I certify that the learner named overleaf was responsible to me from (date) _____ to (date) _____ during the whole period, that the content of their job(s) was as stated in the Chartered Secretaries Southern Africa Level 7 Learnership Logbook, attached, and that their work performance was satisfactory during that period. I hereby testify to the general good character of the learner. I can confirm that I am not a relative of the learner.

Signed: _____ **Date:** _____

LEARNER'S EVIDENCE FILE

Learners need to be able to demonstrate the following:

| Specific Outcome | Evidence | Assessor check and comments |
|--|---|-----------------------------|
| Understand the relationship between the secretary, the board and members as well as the concepts, "compliance", "law and practice of meetings" and "share registration" and apply this knowledge to the duties of a company secretary within a corporate or public organisation environment. | Attendance at Board meetings e.g. meetings registers | |
| | Preparation of documentation for meetings (before and after – notices, agendas and minutes) | |
| | Compliance with requirements of the Companies Act | |
| | Completion and lodging of all relevant forms with CIPRO | |
| | Registration of shares and maintenance of share registers | |
| | Filing of statutory returns | |
| Understand and apply the concepts of corporate governance and best governance practice within a corporate and public environment. | Attendance at Board meetings | |
| | Preparation of documentation for meetings (before and after – notices, agendas and minutes) | |
| | Compliance with requirements of the Companies Act | |
| | Filing of statutory returns | |
| | Drafting of a risk management plan | |
| | Publication and communication of Annual report to shareholders/members | |
| Understand the importance of strategic and functional administration and apply it within a corporate/public environment. | Drafting of job descriptions for CEO, executive directors, senior managers | |
| | Drafting of company policies – e.g. email and internet usage policy; recruitment and selection policy; disciplinary and grievance policies, etc. | |
| | Compliance checklist | |
| | Maintenance of assets register | |
| | Assessment of risks and drafting of recommendations for managing those risks (including insurance) | |
| | Compiling a staff handbook in which details of company benefits are provided / or checking compliance of existing staff handbook with relevant legislation | |
| Explain legislation as applied to corporate and public bodies and apply such knowledge in practical situations. | Ensuring company compliance with each of the following Acts as applicable to the company where they are employed: Companies Act Close Corporations Act Insider Trading Act Promotion of Access to Information Act Electronic Communications Act Financial Intelligence Centre Act Public Financial Management Act Insolvency Act. | |
| | Drafting of appropriate policies | |
| | Completion of applicable forms | |

3. The Procedure

Learners must provide details, in chronological order of the work they have carried out that will demonstrate that they have acquired the necessary experience, as detailed in the above requirements. The details should include:

- A brief description of the organisation in which the learner is employed
- A description of the learner's duties
- Learner's responsibilities
- Learner's degree of involvement
- To whom the learner reported
- The general format should be that of a detailed CV

4. Verification

A Proposer and Secunder are required to verify the practical experience the learner has gained. These need to be people that have direct knowledge of the experience, which the learner is submitting. The Proposer and Secunder must complete the Experience Verification form. This must be attached to the logbook that is being submitted.

Each page of the logbook must be initialled by the student, the Proposer and the Secunder.