



# THE SOUTH AFRICAN LAW SCHOOL

## **NQF Level 7 Qualification in: Governance Practitioner (CGISA) 2023**

**ACCREDITED BY CGISA AND SASSETA · EXCELLENT CAREER OPPORTUNITIES**

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**Let us help you qualify as an internationally recognised, CGISA accredited Company Secretary via the Chartered Secretary route or Governance Professional via Chartered Governance Professional route. Become a vital asset as a key adviser, communicator and administrator in the governance, ethics, accountability and good practice of your chosen organisation.**

### **Why train with the best?**

If you are looking to secure a career in law, finance or corporate governance, the South African Law School offers you the leading edge in accredited training. Established in 1996, the school has successfully delivered specialist courses focused on vocational expediency. Expertly facilitated by qualified attorneys and subject matter experts, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

### **CGISA accreditation**

The school is accredited by the Chartered Governance Institute of Southern Africa (CGISA) to provide training/tuition for the Governance Practitioners course. CGISA is the only body dedicated to the advancement and recognition of professional administration. The Company/Chartered Secretary CGISA. Only a person this qualified is entitled to be designated a "Chartered Secretary".

### **What is a Chartered Secretary and a Chartered Governance Professional?**

Chartered secretaries are senior professionals trained in law, finance, governance and strategy. They principally work as company secretaries. Highly valued by employers for their training, chartered secretaries are the primary source of advice on governance to their board. Chartered governance professionals have a deep understanding of governance usually across the listed company, public and/or not-for-profit sectors. They also have a deep understanding of risk management and how to apply it across their organisation. Chartered governance professionals are also skilled in public sector governance. Chartered governance professionals often have roles as risk managers, compliance managers, legal counsel or non-executive director. In a rapidly changing, increasingly complex business environment, employers and investors are demanding that those charged with governance responsibilities have the skills and expertise to promote excellence in corporate conduct and administration. This can only be achieved by a genuine governance professional.



### Why become a Chartered Secretary or Chartered Governance Professional?

Becoming a Chartered Secretary or Chartered Governance Professional represents a sound achievement and opens doors to a variety of career opportunities.

- You'll stand out from the competition with an enhanced professional identity those with professional qualifications instantly stand out to prospective employers.
- It gives instant recognition of your professional and academic achievement – being Chartered shows that you have reached a level of academic achievement and professional experience.
- The qualification is recognised around the globe and CGISA members in good standing are welcome anywhere in the world should they decide to emigrate.
- There is currently a shortage of qualified and experienced Chartered Secretaries and Chartered Governance Professionals, with demand on the increase in light of the Companies Act and the King code. This means that members can command competitive remuneration packages.
- If you are studying or starting out in your career, belonging to a professional body will give you a good head start and support structure.
- The benefits of belonging to a professional organisation can enhance your professional life and far outweigh the disadvantages of an annual fee.



### What skills do I need?

- a keen interest in business and the legal and regulatory environment within which it operates;
- strong strategic instincts;
- an ability to absorb and digest technical knowledge;
- highly developed numeracy and literacy skills;
- the confidence to communicate with and influence stakeholders at all levels, including board members and shareholders;
- impeccable organisational skills;
- ability to focus on detail and work to a high level of accuracy while balancing competing priorities; and
- well-developed integrity and a belief in the importance of transparency.

The CGISA programmes are registered as a professional qualification on the NQF level 7 as follows:

### Governance Practitioners Course

Course	NQF Level	Modules per program
Program 1	5	Communication Intro to Financial Accounting Intro to Law Intro to Corporate Governance
Program 2	6	Managing Information Systems Principles of Business Law Advanced Financial Accounting Principles of Corporate Governance
Program 3	7	Management Principles Advanced Business Law Advanced Corporate Governance

#### Study options: Online classes

**Part-time** - Saturday Classes: 09:00 - 11:00 and or weekly evening classes from 17:00 - 19:00

**Full time** - (depended on number of registered students): Weekday classes

**One year per program per level** (Students may apply to sit the May or October exams, subject to SA Law School schedule)





### What are the entry requirements? Governance Practitioner (NQF 7)

The following learners are eligible to enter the programme at NQF 5:

- Learners who have passed the National Senior Certificate Examinations with an NQF 4 pass in English and Mathematics/Science/Mathematical Literacy;
- Learners who achieved another registered NQF 4 qualification with English and Mathematics;
- Learners who have passed the age of 23 years of age and who have been working in a related field for at least two years should apply for special entry;
- Foreign learners who have equivalent qualifications. These must be accompanied by a SAQA Foreign Evaluation letter.

### Procedure towards competency

- Facilitated training by qualified and experienced professionals, with continuous, in-house assessments throughout the programme to monitor each student's progress (extra assistance is given as needed).
- Students are examined and finally assessed by CGISA – the examining body for this course.
- CGISA examinations are written in May and October each year.

### Qualification

Requirements for qualification:

- Examined and assessed by CGISA.
- Be a member of CGISA.
- All fees must be paid up.

### 2023 Course fees are structured for Programs 1, 2 & 3 only

**Cash:** Payment in full **R26 000 per program (excl course material)**

**Payment Plan:** Deposit + instalments **R30 600 per program (excl course material)**

Option 1: Deposit **R6 300** + nine consecutive monthly instalments of R2700

Option 2: Deposit **R7 300** + nine consecutive monthly instalments of R2 589

**\*Course fees exclude CGISA registration and Examination fees**

### 2022 Fees per module (programs 1- 3)

Financial Accounting modules	<b>R8 250</b>
Corporate Law / Governance	<b>R8 250</b>
Managing Information Systems	<b>R8 250</b>
All other CGISA 1, 2, 3 modules	<b>R8 000 each</b>

### CONTINUE THE LEARNING:

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep learners, and the public, safe and healthy so we can stop the spread and continue the learning.

The South African Law School continued to provide training throughout 2020, and the various lockdown levels, by rapidly adapting our teaching methods so that our students could complete their qualifications as planned. Our mission was to continue the learning. While the future of the virus is still uncertain the ability of South Africans to adapt to challenges and to overcome obstacles is strong.

The South African Law School will continue to offer quality training and education. We will do so in our training rooms, using virtual and online platforms, or a blend of in-person and online training – depending on the needs of our students and on the regulations. Please go to our website for a full list of protocols.

### Contact us

For more information and assistance with fees & application forms please contact the Student Enrolment Officer by phone or email.

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For more information regarding CGISA and for full particulars of CGISA membership, code of conduct etc. please visit the CGISA website: [www.chartsec.co.za](http://www.chartsec.co.za)

**Your future in law starts here.**