

QUALIFICATION: **CHARTERED SECRETARY (CSSA)**

Let us help you qualify as an internationally recognised, CSSA accredited Chartered Secretary (or specialise as an Accountant, Accounting Officer, Administrator or Manager). 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 or business, 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, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

WHAT IS A COMPANY SECRETARY?

Despite the name, the role is not a clerical or secretarial one in the usual sense. Company Secretaries oversee the efficient administration and compliance of a company. Every successful, well-run organisation needs a governance professional who, as part of the senior management team, can instill a culture of sound governance and act as a trusted adviser on key issues. Company Secretaries are the primary source of advice on the conduct of business and this can span everything from legal advice, through accounting advice on financial reports, to the development of strategy and corporate planning.

In many countries, companies have traditionally been required by law to appoint one person as a Company Secretary, and this person will also usually be a senior board member.

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.

WHAT DOES A COMPANY SECRETARY DO?

Company Secretaries occupy senior roles within organisations and have high level responsibilities. They have to ensure compliance in the following areas: corporate governance and conduct, compliance with legal, regulatory and listing requirements, training and induction of non-executives and trustees and contact with regulatory and external bodies. Additionally they oversee reports and circulars of shareholders/trustees and ensure employee benefits are well managed – including employee share schemes, insurance administration and negotiation of contracts. Other priority areas include risk management, property administration and the organisation and interpretation of financial accounts.

Company Secretaries are the company's named representative on legal documents, and it is their responsibility to ensure that the company and its directors operate within the law.



CAREER PROSPECTS

Chartered Secretaries are in demand for their range of skills, knowledge, work experience and values (especially integrity, professional discipline and the willingness to maintain knowledge currency through continuing professional development).

Southern Africa is in a period of dynamic change and growth and opportunities in the rest of Africa and Asia become more apparent every day. In this climate, qualified and experienced Chartered Secretaries are in very short supply. Chartered Secretaries command excellent salaries, but the key to getting these top jobs is the appropriate work experience and the maintenance of records of personal integrity and ability through membership of the Institute.

Membership is vital as it provides the proof of integrity and personal good standing that the modern employer demands – a portfolio of work evidence, supported by a record of unbroken membership, provides a job applicant with the edge that is needed in any competitive environment. Membership provides a record of accountability, which is priceless if you are working in the modern Corporate Governance environment. No other degree or academic qualification can perform the same accountability function as a professional relationship with an international, prestigious professional body such as Chartered Secretaries International.

COURSE OUTLINE

The course is structured around four programmes, and each serves as an independent qualification. It is a tough and rigorous course, preparing students for the demanding career of a Chartered Secretary.

The CSSA programmes are registered as professional qualifications on the NQF as follows:

| Course | SAQA ID | Title of Qualification | NQF Level | Credits |
|--------|---------|--|-----------|---------|
| CSSA 1 | 60651 | Professional Qualification: Management and Administration | 6 | 129 |
| CSSA 2 | 60653 | Professional Qualification: Governance and Administration | 6 | 130 |
| CSSA 3 | 60655 | Professional Advanced Qualification: Governance and Administration | 7 | 120 |
| Board | 60654 | Professional Post-Graduate Qualification: Company Secretarial and Governance Practice | 8 | 120 |

CSSA 1:

- Communications
- Financial Accounting 1
- Economics
- General Principles of Commercial Law

CSSA 2:

- Management Information Systems
- Management Principles
- Taxation
- Financial Accounting 2
- Advanced Commercial Law

CSSA 3:

- Financial Accounting 3
- Strategic and Operations Management/ Auditing and Management (optional)
- Cost and Management Accounting
- Corporate Law

Our life-long career support package will help ensure that you become a highly qualified specialist – whether in the public, private or non-profit sectors.

CSSA ACCREDITATION

The school is **accredited** by the **Chartered Secretaries Southern Africa (CSSA)** to provide training for the CSSA programme. CSSA is the only body dedicated to the advancement and recognition of professional administration. The Company Secretary is qualified by examination and membership of CSSA. Only a person thus qualified is entitled to be designated a “Chartered Secretary”.

STUDY OPTIONS

- **PART-TIME:** One year

PROCEDURE TOWARDS COMPETENCY

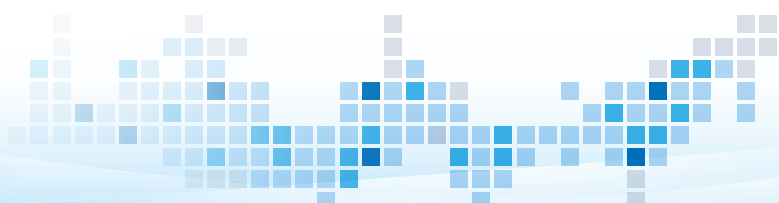
- Facilitated training by qualified and experienced professionals, with continuous, in-house assessments throughout the programme to monitor each student’s progress (extra assistance is given as needed).
- Students are examined and finally assessed by CSSA – the examining body for this course.
- CSSA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



QUALIFICATION

Requirements for qualification:

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



ENTRANCE REQUIREMENTS

Senior Certificate or IBS NQF Level 4 or equivalent qualification with English and a numeracy subject (e.g. Mathematics, accountancy or science) – D symbol on Standard Grade or E symbol on Higher Grade.

Mature entry: Subject to approval. Applicants who have not fully satisfied the above requirements may apply for entrance if they are at least 23 years of age and have obtained a qualification comparable with those mentioned above or have satisfied a substantial part of the normal educational requirements i.e. if they have passed 4 modules at Grade 12 level, or Senior Certificate or GCE “O” Level. The four modules must include:

- English.
- One of either Mathematics, Accountancy, Physics, Chemistry or a Physical Science subject.
- The remaining two modules must be of either an academic or commercial nature.

2016 COURSE FEES: (FULL-TIME AND PART-TIME)*

Cash: Payment in full **R16 508**

Payment Plan: Deposit + instalments **R18 164**

Option 1: Deposit R6 500 + eight consecutive monthly instalments of R1 458

Option 2: Deposit R8 500 + eight consecutive monthly instalments of R1 208

***Course Fees exclude stationery and course manuals.**

CSSA FEES: (payable directly to CSSA)

| | |
|---|---------------|
| Registration | R1 130 |
| Examination (per module excluding study material) | R1 210 |
| Postponement | R 630 |
| Script review | R 510 |
| Individual Feedback Report | R 515 |
| Appeal | R 520 |

CONTACT US

The course is offered at our campuses shown below. For more information and assistance with fees & application forms please contact:

STUDENT ENROLMENT OFFICER

Aleeza Baker
 joburg@lawschool.co.za
 0861 111 556 / 011 326 2991

CAPE TOWN CAMPUS: 1st Floor Anreith Corner, Hans Strijdom Avenue, CBD

JOHANNESBURG CAMPUS: Level 6, Suite 250, Randburg Square, Corner Oak & Hill Road, Ferndale, Randburg

PRETORIA CAMPUS: Office XX01014, 1st Floor Domus Building, Corner Glenwood & Kasteel Road, Lynwood Glen

For more information regarding CSSA and for full particulars of CSSA membership, code of conduct etc. please visit the CSSA website: www.icsa.co.za

Your future in law starts here.



www.lawschool.co.za

South African Law School

@SALawschool1



IBS PROFESSIONAL QUALIFICATION: MANAGEMENT AND ADMINISTRATION

Let us help you launch your career with a 1-year Administration and Business course. Qualification also leads to automatic entry level for those who wish to complete the Chartered Secretary (CSSA) course but do not qualify.

COURSE OUTLINE

This qualification is designed for students who want to be employed in business administration in the fields of:

- Governance and Administration,
- Human Resources, and
- Finance in private and public practice.

The wide range of skills included in this qualification give learners a holistic understanding of the business environment in which governance and administration staff work, as well as a variety of clerical skills. It provides the industry and its clients with competent professionals.



Modules covered in the course include:

- Business English
- Mathematics for Business
- Accounting
- Governance
- Office Administration and Information

| Level | SAQA ID | Professional Learning Programme ID | Title of Qualification | Credit Value |
|-------|---------|------------------------------------|---|--------------|
| NQF4 | 60650 | 60152 | IBS Professional Qualification: Management and Administration | 140 |

| MODULES | Credits |
|---|---------|
| Fundamentals of Business English | 25 |
| Fundamentals of Mathematics for Business | 25 |
| Fundamentals of Accounting | 30 |
| Fundamentals of Governance | 30 |
| Fundamentals of Office Administration and Information | 30 |

ACCREDITATION

The Institute of Business Studies (IBS) is registered as a Quality Assurance Partner with FASSET (The Financial Services SETA).

MODULE OVERVIEW

Fundamentals of Business English

After completing this module you should be able to:

- Accommodate audience and context needs in oral communication.
- Read and view for understanding, to evaluate critically, and respond to a wide range of texts.
- Write and present for a wide range of purposes and audiences using conventions and formats appropriate to a business context.
- Use language structures and conventions appropriately and effectively.

Fundamentals of Mathematics

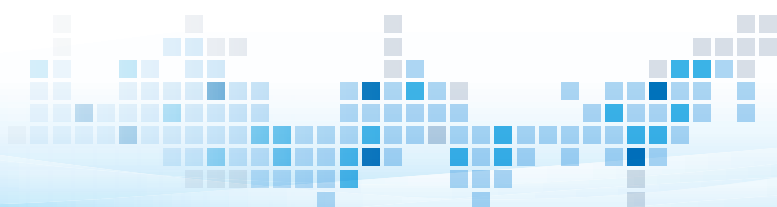
After completing this module you should be able to:

- Use knowledge of numbers and their relationships to investigate a range of different contexts which include financial aspects of personal, business and national issues.
- Recognise, interpret, describe and represent various functional relationships to solve problems in real and simulated contexts.
- Collect, summarise, display and analyse data and apply knowledge of statistics and probability to communicate, justify, predict and critically interrogate findings and draw conclusions.
- Measure using appropriate instruments, to estimate and calculate physical quantities, and to interpret, describe and represent properties of and relationships between 2-dimensional shapes and 3-dimensional objects in a variety of orientations and positions.

Fundamentals of Accounting

After completing this module you should be able to:

- Demonstrate knowledge, understanding and the application of financial information according to generally accepted accounting practice and concepts.
- Demonstrate knowledge and understanding of managerial accounting as well as its application.
- Demonstrate knowledge and an understanding of the use of different financial and managerial control tools and strategies to manage resources in a responsible manner.



Fundamentals of Governance

After completing this module you should be able to:

- Demonstrate an understanding of the sources and history of South African Law.
- Demonstrate an understanding of the various aspects of common law.
- Demonstrate an understanding of the law of partnership.
- Demonstrate an understanding of Insolvency Law.
- Demonstrate an understanding of labour legislation in South Africa.
- Demonstrate an understanding of risk management as an essential part of the governance of a business organisation.

Fundamentals of Office Administration

After completing this module you should be able to:

- Describe the management functions in running a successful business.
- Demonstrate an understanding of the administrative systems, policies and procedures required in an organisation.
- Receive, distribute and dispatch mail in accordance with defined organisational procedures.
- Demonstrate an understanding of reception duties as a support service in an organisation.
- Assess, establish, and maintain data management systems to ensure organised electronic and paper records for the workplace.
- Manage the use of time and other resources to attain personal and/or project-related goals.

STUDY OPTIONS

- **FULL-TIME OR PART-TIME:** One year

PROCEDURE TOWARDS COMPETENCY

- Classes are lecture based with students writing ongoing assessments.
- IBS conducts external examinations for the programme in May and October each year.

QUALIFICATION

Requirements for qualification:

- ✓ Examined and assessed by IBS.
- ✓ All fees must be paid up.

ADMISSION REQUIREMENTS

Grade 11 with a pass in English and Mathematics or Mathematical Literacy OR Equivalent (to be checked with IBS).

2016 COURSE FEES: (FULL-TIME AND PART-TIME)*

Cash: Payment in full **R13 750**

Payment Plan: Deposit + instalments **R15 125**

Option 1: Deposit R6 125 + eight consecutive monthly instalments of R1 125

Option 2: Deposit R8 125 + eight consecutive monthly instalments of R875

***Course Fees exclude stationery and course manuals.**

IBS COSTS*

Registration: **R650**

Examination (per module excluding study material and tuition fees): **R570**

***Registration and examination fees are payable directly to IBS and may not be paid via your tuition provider.**

CONTACT US

The course is offered at our campuses shown below. For more information and assistance with fees & application forms please contact:

STUDENT ENROLMENT OFFICER

Aleeza Baker
joburg@lawschool.co.za
0861 111 556 / 011 326 2991

CAPE TOWN CAMPUS: 1st Floor Anreith Corner, Hans Strijdom Avenue, CBD

JOHANNESBURG CAMPUS: Level 6, Suite 250, Randburg Square, Corner Oak & Hill Road, Ferndale, Randburg

PRETORIA CAMPUS: Office XX01014, 1st Floor Domus Building, Corner Glenwood & Kasteel Road, Lynwood Glen

Your future in law starts here.



www.lawschool.co.za

 South African Law School

 @SALawschool1

