



# THE SOUTH AFRICAN LAW SCHOOL

## Board Exams 2023

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

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### **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.

### **Why should I belong to an international institute?**

The CGISA is an integral part of the Chartered Governance Institute, which was founded in London in 1891. Southern Africa is the oldest division, which was established in 1909. There are eight other divisions: Australia, Canada, China, Malaysia, New Zealand, Singapore, UKRIAT and Zimbabwe. The CGISA is also a member of Corporate Secretaries International Association ("CSIA"), which is a global federation of corporate secretaries and governance professionals. Member organisations include six of the divisions above and the United States, India, Kenya and Nigeria. All share a common interest in the promotion of good governance. CSIA represents approximately 100 000 governance professionals.

### **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 directors.

### **What career choices are there?**

#### **Some possible careers that can be pursued:**

- Company secretary
- Risk and compliance manager
- Governance professional
- Finance manager
- Legal counsel
- Non-executive director
- Auditor



### **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.



### What are the current tangible benefits of membership?

- Weekly emails – you'll continuously be updated with the latest thinking in the profession.
- Quarterly e-zine.
- Quarterly boardroom magazine.
- Discounts on conferences, webinars and CPD seminars.
- A guarantee to employers regarding the member's character, integrity and accountability.
- Adherence to a code of ethics and conduct.
- Up-to-date technical support.
- Networking opportunities.
- Access to Chartered Placements should you be in need of a job or career guidance.
- Commissioner of Oaths status (ACG & FCG).
- 1 free CPD seminar per annum.

### 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.

Route 1: Learners who have passed the 11 modules as presented in the Governance Practitioner (NQF 7) qualification.

Route 2: Submission of completed degree to obtain credits.

Note: all degrees for which exemption is sought must be issued by a public university or Private Higher Education Institution (PHEI) accredited by the Council of Higher Education. Please refer to the website for further information on exemptions.

### Qualification

#### Requirements for qualification:

Route 1: Learners who have passed the 11 modules as presented in the Governance Practitioner (NQF 7) qualification.

Route 2: Submission of completed degree to obtain credits.

Note: all degrees for which exemption is sought must be issued by a public university or Private Higher Education Institution (PHEI) accredited by the Council of Higher Education

**Part-time** - Saturday classes 09:00 - 12:00 and one evening class from 17:00 - 19:00 (Zoom webinar classes)

**Duration:** 18 months depending on the outcome of the exams

**2023 Course fees are structured for the four compulsory subjects (Tuition only)**

**Cash:** Payment in full **R37 000,00 (excl course material)**

**Payment Plan:** Deposit + instalments **R43 950,00 (excl course material)**

Option 1: Deposit **R9 000** + nine consecutive monthly instalments of R3 884.00

**\*Course fees exclude stationery, course manuals and CGISA fees**

**All single subjects R9 250 each**

**CGISA Fees:**

Additional fees are not included in our Tuition fees. Please request to be added to quotation if necessary

Program	NQF	Subjects
Board	8	Corporate Law Applied Governance Finance for Decision Making Risk and Compliance

**Elective modules:**

**Fees: R9 250 per module excl books**

Board Program	NQF	Subjects
Company Secretary	8	Company Secretarial Practice Development of Strategy
Governance Professional		Enterprise Risk Management Public Sector Governance

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.**