

Fasset Learnerships: CIS Professional Advanced Qualification: Governance and Administration



Professional Body:	Chartered Secretaries Southern Africa
Learnership Title:	CIS Professional Advanced Qualification: Governance and Administration (60655 CIS PROGRAMME 3)
Learnership Code:	01/Q010033/00/120/6
NQF Level:	6

The purpose of the qualification is to equip senior managers and administrators in the public and private sectors with the theory relating to administration, management and corporate governance underpinning their work. This will enable them to acquire the practical skills to perform competently within an organisation.

The learning in the qualification is broad-based, with the emphasis on financial, legal and strategic issues. This covers the requirements of both the public and private sectors.

Given the need for appropriately trained and skilled managers and administrators in the public and private sectors in South Africa, successful learners will be able to contribute substantially to social and economic transformation. This is particularly relevant in the context of the need for appropriate governance in our developing democracy.

Successful learners who attain the qualification are eligible to apply to become an Associate Member of the Chartered Institute of Business Management which is the third level of qualification required for membership of Chartered Secretaries International, via the Southern African Division.

Rationale:

The Professional Advanced Qualification in Governance and Administration (NQF level 6) is the third qualification in a set of four qualifications in a learning pathway in Governance and Administration.

The range of learners is identified as being people who have advanced from middle management and administration into senior management roles.

This qualification is focused on governance at a corporate and public management level and includes advanced administration, financial and cost accounting, strategic and operations management, and corporate law.

The successful learner will find employment opportunities with this qualification at a senior level in private organisations and public entities. Successful learners will be able to undertake leadership roles with confidence, be able to motivate their staff, understand and advise on legal and accounting matters as well as being able to contribute to corporate strategic planning.

Syllabus

The registered Chartered Secretaries Southern Africa Learnership is based on academic studies as well as practical experience.

The aim of the learnership is to provide an opportunity to gain the practical experience required of candidates wishing to become members of this Institute. The learnership provides practical experience in a range of essential business skills.

In order to be accepted into the learnership you need to comply with two requirements, namely academic and employment with an Accredited Workplace Provider (AWP).

1. Academic requirement

It is assumed that learners will have successfully completed the CIS Professional Qualification: Governance and Administration Level 5 or have been exempted from these requirements. Learners will have to provide proof of this completion.

2. Employment

You need to contact an AWP close to where you are with regards to employment as a trainee company secretary. The AWP will register you on a Chartered Secretaries Southern Africa Learnership, usually after a trial period. You are expected to sign and forward a Learnership Agreement and all other Learnership application documents through to Chartered Secretaries Southern Africa, for further registration with FASSET. In order to find an AWP close to where you are, please visit our website www.icsa.co.za and select the Learners page. Click on Approved Workplace Providers.

Duration of the Learnership

The duration of the Learnership is one year. During this time a logbook must be kept and a portfolio of evidence must be assembled. At the end of the one year period, and after the successful completion of the written examinations, learners will be issued with a FASSET certificate and registered on the National Learner Records Database.

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