

Fasset Learnerships: CIS Professional Qualification: Governance and Administration



Professional Body:	Chartered Secretaries Southern Africa
Learnership Title:	CIS Professional Qualification: Governance and Administration (60653 CIS PROGRAMME)
Learnership Code:	01Q/010032/00/130/5
NQF Level:	5

The qualification provides the learner with a level of knowledge and competence that can be applied in a practical workplace environment, involving elements of management, administration and governance. The learner will be equipped with the primary skills to handle a variety of administrative functions within the scope of management, management information systems, taxation and financial accounting.

It also provides a step to a higher level of learning in governance, administration and finance, and widens the learner's opportunities for advancement.

Rationale:

The Certificate addresses the needs of staff from supervisory to junior managerial level (for example, assistant manager) the qualification remains broadly focused but it introduces elements of management.

It is aimed at providing a relevant qualification at a junior management level. Since there is a dearth of qualified people at this level, there is a definite demand for this qualification from the formal sector of the economy. It also aims to provide recognition to staff with relevant experience but without a recognised qualification by giving them a registered qualification which can be obtained in a number of ways including through the RPL process.

The qualification offers a planned combination of learning outcomes, which have a defined purpose, which includes reading a balance sheet, completing a tax return and understanding legal and Information and Communication Technology issues.

There is a large demand for qualified staff and the qualification goes some way in addressing this shortfall. Qualified learners will be able to enter the market as entrepreneurs, doing their own tax returns and books of account. In the government, NGO and business world, the successful learner will become more confident, given the acquisition of further theoretical knowledge which will prepare him/her for potential promotion.

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 preferable for learners to first have completed a qualification in management and/or administration at level 5 or equivalent before accessing this qualification.

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, after the successful completion of the written examinations, learners will be issued with a FASSET certificate and registered on the National Learner Records Database.

Contact Details:

Professional Body:	Chartered Secretaries Southern Africa
Contact Person:	Jacqui Baumgardt
Tel:	(031) 708 3971
Fax:	0866277756
E-mail:	jacqui@icsa.co.za
Web:	www.icsa.co.za