



Guidelines for Unemployed Learners to Complete a Portfolio of Evidence – Company Secretaryship

Unemployed learners can still complete their portfolio of evidence by engaging in simulated exercises and using hypothetical or "dummy" documents to fulfill the requirements of each module. Below are detailed guidelines for how unemployed learners can achieve this:

Module 1: File Statutory Returns and/or Complete and Lodge Forms with the CIPC

- **Work Products:** Create a completed set of COR forms and relevant supporting documentation such as company registration documents, registration of directors, change of name applications, and changes to Memorandum of Incorporation (MoI).
- **Note:** Use dummy documents to simulate these forms.
- **Action:** Research and familiarize yourself with the CIPC forms and statutory requirements. Fill out these forms based on hypothetical scenarios.

Module 2: Prepare Advice for Directors and Officers

- **Work Products:** Provide evidence of advice given in the form of emails, letters, memos, or reports. At least three examples should be included.
- **Action:** Create hypothetical scenarios where directors or officers require advice on their duties under the Companies Act, 2008, common law, the organisation's MoI, stock exchange listing requirements, and other regulatory and statutory requirements. Draft the necessary correspondence or reports as if advising real clients. Use past papers found on the CGISA student portal and Moodle for examples. If you use these, state which paper you are using. Please do not copy memoranda. Your work must be original and your own work.

Module 3: Assist with Preparation and Dissemination of Notices, Agendas, and Reports

- **Work Products:** Produce meeting notices, agendas, and reports. Provide at least three examples of each.
- **Action:** Simulate the preparation for various meetings (e.g., board meetings, annual general meetings, audit committees). Draft and organize these documents as though you are preparing for real meetings. Use past papers found on the CGISA student portal and Moodle for examples. Please do not copy memoranda. Your work must be original and your own work.

Module 4: Draft Correspondence in Response to Simulated Queries

- **Work Products:** Draft correspondence related to director confirmations, shareholding information, trademark approvals, insurance-related matters, contract renewals, facilities management, or labour matters. Choose any two categories relevant to your hypothetical organization.

- **Action:** Create scenarios where you need to respond to queries from directors, shareholders, employees, or other stakeholders. Draft appropriate and professional responses for each scenario. Use past papers found on the CGISA student portal and Moodle for examples. Please do not copy memoranda. Your work must be original and your own work.

Module 5: Prepare Company Meeting Minutes

- **Work Products:** Prepare at least three sets of minutes for different types of meetings.
- **Action:** Conduct simulated meetings with peers or mentors, or imagine hypothetical meetings. Record detailed minutes for these meetings, ensuring they are comprehensive and professional. Use past papers found on the CGISA student portal and Moodle for examples. Please do not copy memoranda. Your work must be original and your own work.

Module 6: Ensure Compliance with Legal and Statutory Requirements

- **Work Products:** Provide evidence of monitoring and reporting compliance through emails, reports, letters, and checklists. At least three examples should be included.
- **Action:** Research the compliance requirements of the Companies Act, 2008, and the King Report on Corporate Governance. Draft reports and checklists based on hypothetical compliance scenarios. Use past papers found on the CGISA student portal and Moodle for examples. Please do not copy memoranda. Your work must be original and your own work.

Module 7: Interpret Financial Statements

- **Work Products:** Provide interpretation of a set of financial statements, focusing on company performance, solvency, and liquidity. Include evidence such as resolutions on payment of dividends and intercompany loans. A completed CIPC compliance checklist may also be used.
- **Note:** Use dummy financial statements.
- **Action:** Obtain sample financial statements and analyse them. E.g. from financial statements published in newspapers such as Business Day. Prepare reports that demonstrate your understanding and interpretation of these statements, making hypothetical business decisions based on your analysis.

Module 8: Demonstrate a Range of Soft Skills

- **Work Products:** Extracts from a self-reflective journal focusing on personal growth and development in areas such as responsibility, accountability, decision-making, conflict resolution, negotiation, communication, diplomacy, emotional intelligence, and creativity.
- **Action:** Keep a reflective journal where you document experiences from simulations, studies, or volunteer work. Reflect on how these experiences have helped you develop relevant soft skills.