



**Chartered
Governance
Institute of
Southern Africa**

**ADVANCED OCCUPATIONAL DIPLOMA:
GOVERNANCE PRACTITIONER**

**SUPERVISOR LOGBOOK: WORK EXPERIENCE
MODULES**

GUIDELINES TO THIS DOCUMENT

These guidelines relate only to this document. For a broader understanding of work experience modules, please refer to the Work Experience Modules FAQs.

- Section A:
 - Section A1 of this document deals with supervisor and workplace details and must be completed by the **supervisor**.
 - Section A2 sets out the minimum requirements which the workplace and supervisor must meet. The **supervisor** must indicate whether these requirements are met by ticking “Yes” or “No”. *All* workplace and supervisor requirements must be met in order for the student to receive the credits for the work experience modules.
- Section B:
 - Section B to this document describes each work experience module.
 - There are 8 work experience modules for this qualification and *all* of them must be completed by the **student**.
 - Under each work experience module, examples are given of the types of work products which may be submitted for that module.
 - The work products must be collated, indexed and submitted by the student to the Institute as a portfolio of evidence, together with this document.
 - A supervisor who has a minimum of three years relevant experience as a company secretary or governance professional, in a supervisory role, must sign off on each work experience module. A governance professional can include a risk officer, compliance manager, legal counsel, finance manager, accountant or governance officer.
 - Provision is made in Section B for **supervisor** sign off. The supervisor must sign off on each work experience module. For each work experience module, the **supervisor** must provide their name, their position, the date and their signature. The **supervisor** must indicate whether the student is competent or not in relation to the particular work experience module. The **supervisor** must do so by ticking “Yes” or “No” in the relevant blocks.

The portfolio should not exceed 150 pages.

NOTE: This portfolio must be submitted no later than 6 months after the student has written and passed their final subject. They may submit it at any time before that.

SECTION A: SUPERVISOR AND WORKPLACE DETAILS

Supervisor to complete sections A1 and A2 below.

Section A1: Workplace details		
Company name:		
Supervisor name:		
Supervisor position:		
Supervisor telephone number:		
Supervisor email address:		
Second Supervisor (if applicable)		
Second Supervisor name:		
Second supervisor position:		
Second Supervisor telephone number:		
Second Supervisor email address:		
Section A2: Workplace requirements:	Yes	No
Access to physical resources that enable learner to complete necessary tasks (computer, email, internet, telephone etc)		
Access to human resources – supervisor who is a governance professional or company secretary with at least 3 years' relevant experience, including experience in a supervisory capacity		
Compliant with all relevant labour laws and other relevant statutory requirements		

SECTION B: SUPERVISOR LOGBOOK

Module 1: Complete procedures relating to the registration of small companies		
Example(s) of work products:	Copies of documents produced to register a private company, including completed COR forms and all relevant supporting documentation. Examples include: company registration documents, registration of directors; change of name applications; changes to Mol Note: Dummy documents may be used (i.e. documents completed but not submitted to CIPC)	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 2: Communicate with peers, superiors, subordinates, customers and service providers using a range of business communication methods		
Example(s) of work products:	Evidence of effective communication with internal and external stakeholders of an organisation, such as emails, letters and/or oral presentations. Note: Evidence of a <i>range</i> of communication methods must be submitted – submit at least three documents.	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 3: Interpret financial statements of a business entity		
Example(s) of work products:	Summaries and analyses of financial data; reports for management purposes. Use ratio analysis to assess the financial health of an organisation. Note: Dummy financial statements may be used.	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 4: Apply the concepts of corporate governance with regard to risk management and compliance		
Example(s) of work products:	Two examples of a risk and/ or compliance report	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 5: Adapt standardised contracts for a variety of contexts including sales, leases, insurance and credit agreements		
Example(s) of work products:	Copy of any commercial contract such as contract of sale, lease, insurance or credit agreement, adapted for a specific context	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 6: Evaluate company business practices to determine compliance with legislation relating to intellectual property, insolvency, competition, consumer protection, banking, trusts, and dispute resolution		
Example(s) of work products:	At least three reports and checklists on the organisation's compliance with various aspects of business legislation	

Supervisor sign off:	Name:		
	Position:		
	Date:		
	Signature:		
	Competent:	Yes	No
Module 7: Provide stakeholders with an analysis of corporate governance problems and suggest solutions and advice as to how the problems might be resolved according to best practice			
Example(s) of work products:	Evidence of critical assessment of existing corporate governance structures and practices, with a view to providing solutions to governance problems that may arise in a corporate entity, such as reports or communications with internal or external stakeholders		
Supervisor sign off:	Name:		
	Position:		
	Date:		
	Signature:		
	Competent:	Yes	No
Module 8: Carry out various management activities, such as planning, organising, leading and controlling, within a business organisation			
Example(s) of work products:	Provide management reports, a personal performance appraisal, and/or evidence of communication with stakeholders Note: At least three examples must be provided.		
Supervisor sign off:	Name:		
	Position:		
	Date:		
	Signature:		
	Competent:	Yes	No
Module 9: Demonstrate a range of soft skills relevant to the workplace			
Example(s) of work products:	Extracts from a self-reflective journal on personal growth and development. Emphasis should be on skills like taking responsibility, accountability, decision-making, resolution of ethical dilemmas, relationship management, e.g. conflict resolution, negotiation, communication. For guidance, please refer to the guidelines on preparation of a reflective statement.		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No