



**Chartered
Governance
Institute of
Southern Africa**

**SPECIALISED OCCUPATIONAL DIPLOMA:
COMPANY SECRETARY**

**SUPERVISOR'S 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 and A2 of this document deals with student, supervisor and workplace details and must be completed by the **student**.
 - Section A3 sets out the minimum requirements which the workplace and supervisor must meet. The **student** 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 is the student logbook and describes each work experience module.
 - There are 6 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, divided into clearly marked sections and submitted to the Institute as a portfolio of evidence, together with this document. Provision is made in Section B for the **student** to indicate where in the student’s portfolio of evidence the work product in question can be found.

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: STUDENT AND WORKPLACE DETAILS

Student to complete sections A1, A2 and A3 below.

Section A1: Student details		
Name:		
Student number:		
Section A2: 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 A3: 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 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: STUDENT LOGBOOK

Module 1: File statutory returns, and/or complete and lodge forms with the CIPC			
Example(s) of work products:	A completed set of 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)		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor's sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No
Module 2: Prepare advice for directors and officers regarding their duties in terms of the common law, the Companies Act 2008, the organisation's MOI, stock exchange listing requirements, and/or other regulatory and statutory requirements			
Example(s) of work products:	Evidence of advice given such as emails, letters, memos, reports etc. At least three examples must be provided.		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor's sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No
Module 3: Assist with preparation and dissemination of notices, agendas and reports for at least three meetings such as board meetings, annual general meetings, risk, audit, social and ethics, or other committees that are applicable in your work environment.			
Example(s) of work products:	Meeting notices, agendas, reports. At least three examples of each should be provided.		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor's sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No
Module 4: Draft correspondence in response to simulated or real queries from the directors of the company and other stakeholders (shareholders, employees, suppliers) on various matters relating to corporate governance and legislative and other regulatory requirements			
Example(s) of work products:	Correspondence/communication with directors/shareholders in relation to*: (i) director confirmations; (ii) information about shareholding; (iii) approvals to utilise trademarks in books/publications, (iv) trademarks (e.g. confirming or requesting renewals, prosecutions, etc), (v) insurance-related correspondence relating to renewals, public liability matters, claims (vehicles, assets etc); (vi) renewal or cancellation of contracts; (vii) facilities management such as lease renewals/negotiations, facilities (water, electricity and cleaning services); (viii) labour matters <i>*any two of the above as applicable to the organisation</i>		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor's sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No
Module 5: Prepare company meeting minutes for at least three meetings such as board meetings, annual general meetings, risk, audit, social and ethics, or other committees that are applicable in your work environment.			
Example(s) of work products:	At least three sets of minutes of meetings.		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor's sign off:	Name:		
	Date:		

	Signature:		
	Completed:	Yes	No
Module 6: Ensure compliance with the provisions of the Companies Act, 2008, Companies Regulations, 2011, the King Report on Corporate Governance and other legal and statutory requirements, and report accordingly to the board or governing body			
Example(s) of work products:	Evidence of monitoring and reporting on compliance such as emails, reports, letters, checklists etc. At least three examples must be provided.		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor's sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No
Module 7: Interpret the financial statements of a business entity			
Example(s) of work products:	Interpretation of a set of statements in terms of company performance or solvency and liquidity requirements with regard to distributions of any kind. Evidence can be provided in the form of resolutions on payment of dividends; intercompany loans. Completion of a CIPC compliance checklist for submission with the annual financial statements of a company. Note: Dummy financial statements may be used as a basis for the decision.		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor's sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No
Module 8: 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's sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No