



**Chartered
Governance
Institute of
Southern Africa**

**SPECIALISED OCCUPATIONAL DIPLOMA:
GOVERNANCE PROFESSIONAL**

**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 4 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: Prepare advice for the board or governing body on corporate governance principles and the implementation of governance programmes		
Example(s) of work products:	Evidence of advice given such as emails, letters, memos, reports etc.	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 2: 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; and/or (vii) facilities management such as lease renewals/negotiations, facilities (water, electricity and cleaning services)* <i>*any two of the above</i>	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 3: 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	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 4: Develop, communicate and maintain governance, risk and compliance policies, processes and procedures as appropriate to the governance professional's role		
Example(s) of work products:	Copies of documents setting out policies, processes and procedures, communications with stakeholders such as emails, reports, letters, checklists etc.	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 5: Develop, communicate and maintain policies, processes and procedures as appropriate to the procurement function		
Example(s) of work products:	Any one of the following: preparation of a tender bid; evaluation of tenders; tender contracts	
Supervisor sign off:	Name:	
	Position:	
	Date:	
	Signature:	
	Competent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Module 6: Interpret the financial statements of a business entity		

Example(s) of work products:	<p>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.</p> <p>Note: Dummy financial statements may be used.</p>		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No
Module 7: Demonstrate a range of soft skills relevant to the workplace			
Example(s) of work products:	<p>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.</p>		
Location of work product(s) in portfolio of evidence (section number):			
Supervisor sign off:	Name:		
	Date:		
	Signature:		
	Completed:	Yes	No