

COMMUNIQUE: WORK EXPERIENCE MODULES FOR BOARD QUALIFICATIONS

Dear Students

With the introduction of the new qualifications for company secretaries and governance professionals, a new component for assessment has been introduced. These are called “work experience modules” and must be completed before a certificate can be issued to you.

Students studying for the **NQF8** (Company Secretary/ Governance Professional) qualifications will need to complete these modules if they want to qualify. You will need to compile a portfolio of evidence for assessment.

The information relating to these modules can be accessed via your login on the [CGISA student portal](#).

You need to download the following:

- Portfolio Assessment Form: complete and pay the relevant fee
- The relevant student logbook (either for NQF8 Company Secretary OR NQF8 Governance Professional)
- The relevant supervisor’s logbook (either for NQF8 Company Secretary OR NQF8 Governance Professional)
- Guidelines for contract evaluation
- Guidelines for the preparation of a reflective statement
- Frequently asked questions

These modules should be completed **at your workplace**. Your employer will need to provide you with the facilities and support to complete these modules

Portfolios must be uploaded to [Moodle](#).

Please see attached: How to submit your workplace experience portfolio.

A pre-recorded webinar is also available on the Moodle system regarding the preparation of the portfolios.

For queries in this regard, please email assessment@chartgov.co.za