



**Chartered
Governance
Institute of
Southern Africa**

WORK EXPERIENCE MODULES: FAQs

Note: These FAQs apply to all qualifications.

What are work experience modules?

Pursuant to the requirements of the Quality Council for Trades and Occupations (QCTO), CGISA is introducing a new assessment component in terms of which students must gain workplace experience in order to receive the qualification.

The requirement for work experience is broken down into various modules which must be completed by the student in the workplace.

Why must I do these work experience modules?

It is a requirement of the Quality Council on Trades and Occupations (QCTO), the regulatory body that oversees the issuing of qualifications. The CGISA needs to comply with their regulations.

Where will I find the requirements for work experience modules?

You will find these on your CGISA student login page. A description of each work experience module and the types of work products to be submitted are set out in the logbook for the relevant qualification. Each qualification has two logbooks – one to be completed by the student (student logbook) and one to be completed by the supervisor (supervisor logbook). Please refer to the guidelines in the logbooks in this regard (see page 3 of each logbook).

Who must sign off on my work products?

Your supervisor must sign off on your work products by completing the supervisor logbook.

What if I have more than one supervisor?

It is permitted for different supervisors to sign off on different modules, i.e. a particular supervisor may sign off on one module, while a different supervisor may sign off on another module.

What must I submit to CGISA once I have completed my work experience modules?

Each student must submit a portfolio of evidence (POE) of the work produced for each work experience module, which must include the logbook completed by the student.

The POE must be collated, paginated (pages must be numbered) and there must be an index at the beginning.

Where must I submit my portfolio of evidence?

The POE must be uploaded to Moodle as a PDF.

How is the portfolio of evidence assessed?

Once submitted on Moodle, your POE will be sent for assessment by an assessor appointed by CGISA. The assessor will contact the supervisor(s) to check that the student did in fact complete each relevant work experience module, and request feedback on the student's competency.

You will not receive a mark for work experience modules. Rather, the assessor will determine whether your POE meets all the requirements and if it does, you will receive the relevant credits. This is recorded as Competent (C) or Not Yet Competent (NYC). If you receive an NYC result, you will be given the opportunity to resubmit the POE.

If the assessor determines that the POE or an aspect thereof is not satisfactory, it will be returned to you with feedback as to where improvement is needed.

Should the work experience modules only be completed when one has completed the exams?

You can submit your portfolio at any time. In other words, you do not have to have written all the modules before you upload your portfolio. You will not have completed the qualification until the portfolio of evidence has been assessed and been deemed competent by the work experience assessor.

You can complete your POE over time and gather your evidence slowly as long as it is all completed by the time you finish your qualification and want your certificate. Note: The work-experience modules are not related to each subject but are related to each qualification as a whole.

The POE results are then combined with the examination results before you can be issued with a certificate.

When must I submit my portfolio?

The POE can be submitted at any time before the CGISA applies for the certificates i.e. approximately **2 months after the exam results are released**. However, **PLEASE** do not leave this until the last minute as we need to update the database and we need time to do the administration. If you do not submit in time, the issuing of your certificate may be delayed.

How long do I have to complete work experience modules?

Work experience modules cannot be completed over a period shorter than 3 months.

What if my employer has concerns about confidentiality of portfolios of evidence?

CGISA undertakes to treat all submitted POEs with the utmost confidentiality. CGISA will not share anything contained in the POE with any third party and the POE will be referred to solely for purposes of assessment thereof and for no other reason whatsoever.

Students are entitled to submit work in redacted form (sensitive information blacked out).

Can I rely on prior experience for purposes of the work experience modules?

Work products (i.e., evidence of work done for purposes of work experience modules) completed up to three years prior to registration with CGISA may be submitted as part of the POE if they meet the requirements of each relevant work experience module and are signed off by a supervisor.

If I am self-employed, how do I get the portfolio signed off?

You would need to complete the POE and make an affidavit to the effect that the work is your authentic work. The CGISA assessor will then assess the portfolio.

If I am unemployed, what should I do?

If you are unemployed and need assistance with how to meet the requirements of the portfolio, please email assessments@chartgov.co.za

Will CGISA assist me in obtaining employment to complete the work experience modules?

CGISA cannot assist students in obtaining employment.

If I do not have access to a supervisor who is a governance professional or company secretary, including experience in a supervisory capacity, what should I do?

You need to discuss this with your HR or manager at first instance to see how they can assist. Your CEO or finance manager can also sign off.

If you have no such person available to assist you, you may **submit your portfolio with a sworn affidavit** stating that the portfolio is your own work, and the CGISA assessor will then evaluate it.

What if I am working in a foreign country?

The rules apply, irrespective. If you want a South Africa qualification , you need to comply with the rules laid down by the regulatory authorities.

What if I am not working in the governance field? Does it mean that we will no longer get the qualification?

- You are not excluded from earning the qualification.
- The skills are relevant to the qualification irrespective of which field you work in.
- The completion of work experience modules is useful for career preparation e.g. if you intend moving into the relevant field in the future.

If I have been exempted from some subjects, must I complete the work experience modules?

Exemptions do not apply to the work experience modules. You do not register separately for the Work Experience Modules. They are not subject-specific but are related to the qualification as a whole.

Do the work experience modules replace the exams and assignments?

The work experience modules are an additional requirement. They do not replace the exams or assignments.

Can I start working on the WEM's even though I am only on NQF Level 6 at present?

You can start on the POE at any time – you do not have to be registered for NQF7 or NQF8 subjects before you start. It's good to be proactive.