



## Chartered Secretaries Southern Africa

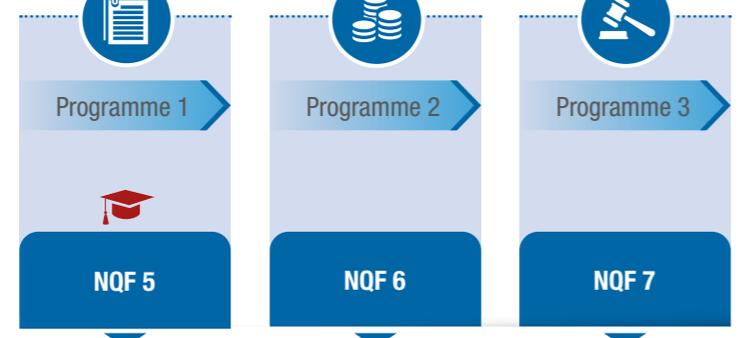
is the chartered membership and qualifying body for people working in company secretaryship, governance, risk, compliance and legal.

over 110 years' experience in Southern Africa.

develops the skills, knowledge and experience through our qualification, training, high-quality guidance and technical know-how.

represents Botswana, Lesotho, Namibia, South Africa and eSwatini.

### Governance Practitioner



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|---|---|---|
| <ul style="list-style-type: none"> <li>Communication</li> <li>Intro to Financial Accounting</li> <li>Intro to Law</li> <li>Intro to Corporate Governance</li> </ul> | <ul style="list-style-type: none"> <li>Managing Information Systems</li> <li>Principles of Business Law</li> <li>Advanced Financial Accounting</li> <li>Principles of Corporate Governance</li> </ul> | <ul style="list-style-type: none"> <li>Management Principles</li> <li>Advanced Business Law</li> <li>Advanced Corporate Governance</li> </ul> |
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### Exemptions Entry to board exams via other qualifications



- Applied Governance
  - Finance for Decision-making
  - Corporate Law (after three board exams you can be an Affiliated Member)
  - Risk and Compliance
- |  |   |
|--|---|
| <b>Company Secretary</b> <ul style="list-style-type: none"> <li>Company Secretarial Practice</li> <li>Development of Strategy</li> </ul> | <b>Governance Professional</b> <ul style="list-style-type: none"> <li>Enterprise Risk Management</li> <li>Public Sector Governance</li> </ul> |
|--|---|



## Chartered Secretary or Chartered Governance Professional

### Why should I belong to an international institute?

CSSA is an integral part of the international Institute of Chartered Secretaries and Administrators, which was founded in London in 1891. Southern Africa is the oldest division, which was established in 1909. There are eight other divisions: Australia, Canada, China, Malaysia, New Zealand, Singapore, UKRIAT and Zimbabwe.

CSSA is also a member of Corporate Secretaries International Association ("CSIA"), which is a global federation of corporate secretaries and governance professionals. Member organisations include six of the divisions above and the United States, India, Kenya and Nigeria. All share a common interest in the promotion of good governance. CSIA represents approximately 100 000 governance professionals.

### What are the entry requirements?

**Governance Practitioner (NQF 7)**  
The following learners are eligible to enter the programme at NQF 5:

- Learners who have passed the National Senior Certificate Examinations with an NQF 4 pass in English and Mathematics/Science/Mathematical Literacy;
- Learners who achieved another registered NQF 4 with English and Mathematics;
- Learners who have passed the age of 23 years of age and who have been working in a related field for at least two years should apply for special entry;
- Foreign learners who have equivalent qualifications. These must be accompanied by a SAQA Foreign Evaluation letter.

**Company Secretary or Governance Professional (NQF 8)**  
Access to the Board Examination is via two main routes:

- Route 1: Learners who have passed the 11 modules as presented in the Governance Practitioner (NQF 7) qualification.
- Route 2: Submission of completed degree to obtain credits.

*Note: all degrees for which exemption is sought must be issued by a public university or Private Higher Education Institution (PHEI) accredited by the Council of Higher Education. Please refer to the website for further information on exemptions.*

CSSA is the home of good governance and has a premier qualification recognised in more than 80 countries.

## What

### is a Chartered Secretary and a Chartered Governance Professional?

Chartered secretaries are senior professionals trained in law, finance, governance and strategy. They principally work as company secretaries. Highly valued by employers for their training, chartered secretaries are the primary source of advice on governance to their board.

Chartered governance professionals have a deep understanding of governance usually across the listed company, public and/or not-for-profit sectors. They also have a deep understanding of risk management and how to apply it across their organisation. Chartered governance professionals are also skilled in public sector governance. Chartered governance professionals often have roles as risk managers, compliance managers, legal counsel or non-executive directors.

## What

### skills do I need?

- a keen interest in business and the legal and regulatory environment within which it operates;
- strong strategic instincts;
- an ability to absorb and digest technical knowledge;
- highly developed numeracy and literacy skills;
- the confidence to communicate with and influence stakeholders at all levels, including board members and shareholders;
- impeccable organisational skills;
- ability to focus on detail and work to a high level of accuracy while balancing competing priorities; and
- well-developed integrity and a belief in the importance of transparency.

## Why

### become a Chartered Secretary or Chartered Governance Professional?

Becoming a Chartered Secretary or Chartered Governance Professional represents a sound achievement and opens doors to a variety of career opportunities.

- You'll stand out from the competition with an enhanced professional identity – those with professional qualifications instantly stand out to prospective employers.
- It gives instant recognition of your professional and academic achievement – being Chartered shows that you have reached a level of academic achievement and professional experience.
- The qualification is recognised around the globe and CSSA members in good standing are welcome anywhere in the world should they decide to emigrate.
- There is currently a shortage of qualified and experienced Chartered Secretaries and Chartered Governance Professionals, with demand on the increase in light of the Companies Act and the King code. This means that members can command competitive remuneration packages.
- If you are studying or starting out in your career, belonging to a professional body will give you a good head start and support structure.
- The benefits of belonging to a professional organisation can enhance your professional life and far outweigh the disadvantages of an annual fee.
- CSSA is:
  - a registered professional body with SAQA;
  - a recognised controlling body for tax practitioners with SARS;
  - an accredited quality assurance partner of QCTO;
  - represented on the King Committee;
  - recognised by the CIPC for accounting officers; and
  - recognised by the FSCA for financial advisors and compliance officers.

## How

### do I become a member of Chartered Secretaries Southern Africa and what are the different levels of membership?

Membership of CSSA evidences not only academic qualifications but also practical experience, character, integrity and responsibility. Membership also ensures remaining at the forefront of global developments and best practice in governance. It involves a career-long relationship with the Institute – from a professional qualification and beyond via Continuing Professional Development (“CPD”) and ongoing technical support.

To become a full member of CSSA and a Chartered Secretary or Chartered Governance Professional you need to demonstrate a certain level of professional experience. Many students study while they work and are able to gain their professional experience at the same time as studying.

Once you have successfully completed the exams and paid your first graduate fee you will be given the designation GradCISA, which you can use after your name.

There are three levels of membership – **Affiliated Member (CIS (Affiliated))**, **Associate (ACIS)** and **Fellow (FCIS)**.

Upon gaining the necessary practical experience and if deemed to be of appropriate upstanding character, graduates are admitted as **Associates** and are entitled to use the post-nominal ACIS.

Upon admission as a **Fellow**, the most senior grade of membership granted on more extensive experience, a member may include the prestigious FCIS designation after his/her title.

Individuals studying to become **Affiliated** members study three board subjects and may use the post-nominal of CIS (Affiliated).

Membership offers employers ‘watchdog’ accountability with recourse to the Institute’s disciplinary proceedings in the case of misconduct and/or breach by a member of the Institute’s Code of Professional Ethics and Conduct.

As CSSA is a professional body, membership is not automatic and is granted on the basis of academic achievements, personal and professional ethics, working experience and CPD.

## What

### are the current tangible benefits of membership?

- Weekly emails – you’ll continuously be updated with the latest thinking in the profession.
- Quarterly e-zine.
- Quarterly *boardroom* magazine.
- Discounts on conferences, webinars and CPD seminars.
- A guarantee to employers regarding the member’s character, integrity and accountability.
- Adherence to a code of ethics and conduct.
- Up-to-date technical support.
- Networking opportunities.
- Access to Chartered Secretaries Placements should you be in need of a job or career guidance.
- Commissioner of Oaths status (ACIS & FCIS).
- 1 free CPD seminar per annum.

## What

### career choices are there?

Some possible careers that can be pursued:

Company secretary

Governance professional

Risk and compliance manager

Legal counsel

Finance manager

Non-executive director

Auditor



[www.chartsec.co.za](http://www.chartsec.co.za)  
Tel: 011 551 4000



Student enquiries:  
[students@chartsec.co.za](mailto:students@chartsec.co.za)

Membership enquiries:  
[membership@chartsec.co.za](mailto:membership@chartsec.co.za)

Exemption enquiries:  
[exemptions@chartsec.co.za](mailto:exemptions@chartsec.co.za)