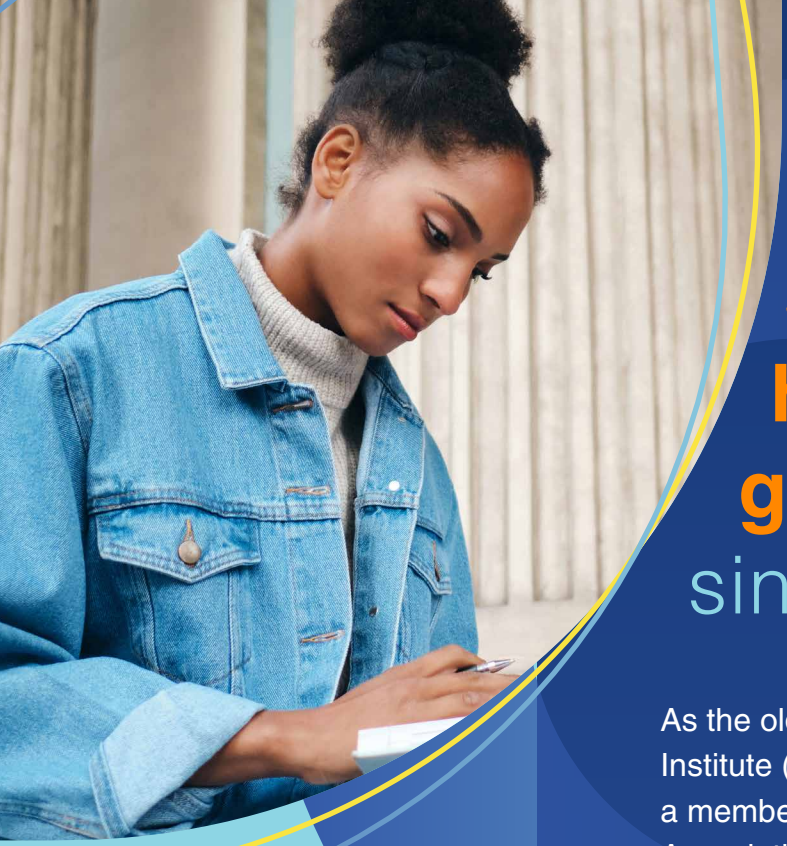
Chartered Governance Institute of Southern Africa

Become a student

– let's governance together!

Accountability. Sustainability. *Transparency.*



Southern Africa's home of good governance since 1909

As the oldest division of the Chartered Governance Institute (CGI) Global, founded in 1891 in London, and a member of the Corporate Secretaries International Association (CSIA), the CGISA provides a premium, internationally accepted qualification recognised in 75+ countries.

Our specialised, industry-recognised qualification validates your knowledge, practical skills and competency for a specific career, including company secretaries and governance professionals. Unlike an academic degree, a professional qualification is awarded by a professional body like the CGISA, with focus on career-specific training.

At the CGISA, we work with skills development providers (SDPs) accredited by the Quality Council for Trades and Occupations (QCTO). Our SDPs go through robust processes to ensure we bring the best knowledge and skills to students.

Students can also opt to complete the qualification through self-study. We make the curriculum and textbook requirements available for students to take control of their learning at their own pace.

After your studies, as a member of the CGISA, you join a bigger, supportive community and access a comprehensive suite of benefits to assist you along your professional journey, including industry recognised professional designations.

The Chartered Governance Institute of Southern Africa (CGISA) is the chartered membership and qualifying body for professionals in company secretaryship and corporate governance.

Aspiring to win in governance and company secretaryship?

At CGISA, we are dedicated to nurturing professionals who possess the critical qualities needed for success.

If the attributes on the right reflect you, then a career as a company secretary or governance professional may suit you.

CGISA is a registered professional body with the South African Qualifications Authority (SAQA). This indicates that your qualification meets national standards for the level of learning, credits earned and equivalence to other qualifications for employment or further study. The CGISA is also accredited by the CGI Global, **http://www.cgiglobal.org/.**

Attributes that set our members apart and enable them to flourish

- **independent and critical thinking**
- **current knowledge regarding important global trends**
- **intellectual maturity**
- **excellent communication skills**
- **computer literacy**
- **a proactive approach to solutions**

YOUR CGISA-POWERED CAREER PROGRESSION

	Governance practitioner	Company secretary / Governance professional	GradCG	ACG	FCG
STUDENTS + MEMBERS	When you successfully complete CGISA's three programmes for NQF 5-7, you receive a governance practitioner qualification.	You become a graduate of CGISA upon passing the required board NQF 8 exams for company secretary and/ or governance professional	You can now apply for membership and upon acceptance use the designation GradCG.	With 3-6 years of working experience, you can apply for associate status and become a chartered secretary and/or a chartered governance professional. You can use the designation ACG.	With 5-8 years of working experience, you can apply for fellow status and use the designation FCG.
SUBJECTS + EXAMS HOSTED THROUGHOUT SOUTHERN AFRICA	**NQF level 5** Communication Intro to Financial Accounting Intro to Law Intro to Corporate Governance **NQF level 6** Managing Information Systems Principles of Business Law Advanced Financial Accounting Principles of Corporate Governance **NQF level 7** Management Principles Advanced Business Law Advanced Corporate Governance You can apply for student membership of the Chartered Institute of Business Management (CIBM)	**Board NQF level 8** Applied Governance Finance for Decision-Making Corporate Law Risk + Compliance **Company Secretary** Company Secretarial Practice Development of Strategy **Governance Professional** Enterprise Risk Management Public Sector Governance	CPD Post-graduation placement assistance Other CGISA services and benefits		

CAREER PROSPECTS

Qualified and experienced chartered secretaries and chartered governance professionals are in demand for their range of skills, knowledge, work experience and values. They embody legitimacy, professional discipline and the willingness to maintain knowledge currency through continuing professional development. Chartered secretaries and chartered governance professionals command excellent salaries, but the key to getting these top jobs is appropriate work experience and strong personal credentials of integrity and ability, which are underscored by CGISA membership.

Usually reporting to and advising the organisation's board, governance professionals work across public, private and non-profit sectors and include:

- **Company secretaries**
- **Governance advisors**
- **Risk managers**
- **Legal counsel**
- **Compliance officers**
- **Chief executive officers**
- **Non-executive directors**
- **Finance managers**

A WINNING PROPOSITION: YOUR CGISA QUALIFICATION + MEMBERSHIP

The CGISA qualification is the gold standard credential for company secretaries and governance professionals. No other qualification can provide the same accountability as a professional relationship with an accredited, prestigious and professional body such as the Institute. Our chartered designation embodies the highest degree of professional competence, expertise and personal traits that are respected by employers, regulators and stakeholders alike.

As a CGISA graduate, you can join the ranks of the Institute's members who are esteemed for their professional qualifications as well as their ability to drive accountability, responsibility and transparency across organisations in pursuit of corporate purpose, strategic objectives and long-term success.

Our ACG and FCG members can be recognised as:

- Tax practitioners by the South African Revenue Service (SARS)
- Commissioners of Oaths by the Department of Justice (DoJ).

Key attributes of a chartered secretary or chartered governance professional

ONGOING PROFESSIONAL DEVELOPMENT AND NETWORKING

Because we are serious about providing lifelong study and professional support, as a student, you have access to seminars, webinars and to networking events once you are a member. These initiatives facilitate industry mentorship and continuous professional development (CPD). Once you complete the qualification, you can apply to become a member of the CGISA – **a status that unlocks holistic benefits and access to a community of peers.**

Pathways to studying CGISA

"I completed BCom law, LLB and a master's degree in International Commercial Law. In 2019, I was appointed group company secretary at a union investment company. A few years into this role, I decided to enrol with CGISA to deepen my governance knowledge and strengthen my professional skills."

AMANDA RAMAROTHOLE
CGISA Student, Consultant
Ngcayiya Consulting

"I come from Cape Town. Upon matriculation, I enlisted in the navy, where I served for seven years, following which I joined the city of Cape Town as a law enforcement officer. My duties entail enforcing city by-laws in Mitchells Plain, an area I know well as it is also my home. In 2024, I completed my CGISA qualification and promptly took up membership."

KARL FRANTZ
GradCG, Law Enforcement Officer
City of Cape Town

"I hold LLB and LLM degrees. My career that began as a junior legal and company secretary saw me progress into governance leadership positions across complex, regulated sectors. I completed my CGISA qualification in 2020 and became a member in 2021."

CHARMAINE MANZINI
ACG, Executive: Governance and Stakeholder Management
Telkom

"I hold B.Iuris, LLB, LLM and MBA degrees. completed my CGISA qualification in 2024, after which I became a fellow (FCG) of the Institute."

ADV RINA ERASMUS
FCG, Company Secretary
VKB Group

As corroborated by our diverse student testimonials, there are various pathways to studying with the CGISA, and equally diverse professional journeys that our students pursue after completing their studies.

A BEGINNER'S GUIDE TO APPLYING TO STUDY WITH THE CGISA

Applicants who wish to study with the CGISA must submit the enquiry form along with the required supporting documents. Once your enquiry has been reviewed and approved, you may proceed with the registration process. Upon completion, you will receive a system-generated confirmation email from the Institute.

Our student department is there to guide you through the process. Admission is not automatic and applicants should not assume that they have been admitted until they have received a formal acceptance letter and paid the required fees.

It is incumbent upon students to comply with our policies, including the code of ethics that governs professional conduct and the code of conduct which is applicable to examinations.

STANDARD ROUTE

You would be eligible for the CGISA qualification (NQF 5-7) if you completed your National Senior Certificate or equivalent NQF Level 4 qualification with English and mathematics / science / mathematical literacy.

RECOGNITION OF PRIOR LEARNING (RPL) ROUTE

Individuals with National Senior Certificate or equivalent NQF Level 4 qualification and relevant work experience are eligible to register for the CGISA qualification (NQF 5-7) and may receive exemptions for certain subjects based on their experience.

RECOGNITION OF PRIOR LEARNING MATURE ROUTE

If you completed your National Senior Certificate or equivalent NQF Level 4 qualification without mathematics / accountancy, are 23 years or older and have at least two years of relevant work experience, you are eligible to register for the CGISA qualification (NQF 5-7) and may receive exemptions for certain subjects based on your experience.

EXEMPTIONS ROUTE

You may be eligible for exemption from several of our NQF 5-8 modules if you completed or part completed an undergraduate or postgraduate degree or diploma.

Foreign qualifications may also qualify students for exemption, with SAQA certificates of evaluation possibly being required. In limited cases where extensive relevant work experience is evident, short courses may qualify students for exemption.

All degrees for which exemption is sought must be issued by a public university or a private higher education institution (PHEI) accredited by the Council on Higher Education.

Admissions are at the discretion of the Institute, which also consider the applicant's character; criminal record; civil judgments; pending litigation or investigations into the applicant's professional conduct; and any other information which may affect the integrity of the professional standards required of a company secretary, governance professional or governance practitioner.

The exemptions policy is detailed in the student handbook, which along with other useful information can be accessed on our website.

REGISTRATION THROUGH ONE OF CGISA SKILLS DEVELOPMENT PROVIDERS

If the first-time student is registering through an accredited skills development provider (SDP), the SDP must send all necessary documentation to the CGISA.

WitsPlus is an accredited skills development provider (SDP) and offers classes and exams for our NQF 7 Governance Practitioner Course and classes for our NQF 8 Board level course. If you wish to study through WitsPlus, CGISA only facilitates registration for Board examination.

NAME	PROGRAMMES	TYPE OF TUITION
GLOBAL PROSPECTUS DEVELOPMENT INSTITUTE 355 Vine Avenue, Ferndale Randburg, 2194 Tel: 011 781 6222 Website: http://gptrainingsa.com/ Email: Mel Andrews mel@gptrainingsa.com	Governance Practitioner NQF5-7 modules	Online learning
SOUTH AFRICAN COLLEGE OF BUSINESS 33 Belvedere Road Claremont, 7708 Tel: 08610 72262 / 08610 SACOB Email: info@sacob.com Website: www.sacob.com	Governance Practitioner NQF5-7 Company Secretary NQF8 Governance Professional NQF8	Online learning
SOUTH AFRICAN LAW SCHOOL (Cape Town) 1st Floor Anreith Corner Hans Strijdom Avenue Cape Town Tel: 021 418 4355 Fax: 021 418 4363 Email: info@lawschool.co.za Website: www.lawschool.co.za	Governance Practitioner NQF5-7 Company Secretary NQF8 Governance Professional NQF8	Classes
WITSPLUS Wits Plus Building Yale Road, Braamfontein, 2050 Tel: 011 717 9502 Email: cgisa.witsplus@wits.ac.za Website: https://www.wits.ac.za/part-time/	Governance Practitioner NQF5-7 Company Secretary NQF8 Governance Professional NQF8	Classes

TUITION, FEES AND EXAMINATIONS

The Institute develops the curriculum and assessments but does not provide tuition, as it is not a skills development provider (SDP) under the NQF Act (2008). Tuition is delivered by accredited SDPs. Students should ensure they enrol with an accredited provider, as the Institute cannot be responsible for learners registered with unaccredited providers.

1 SDP RESPONSIBILITIES

- Providing course materials aligned with the syllabus
- Conducting continuous assessment to support exam preparation
- Offering tutorial support and academic guidance

2 STUDENT RESPONSIBILITIES

- Ensuring subject registrations do not clash
- Keeping contact details accurate and up to date

3 FEES

Once enrolment has been submitted and confirmed, the student is responsible for any outstanding fees. The Institute is not an accredited financial services provider and therefore cannot provide any form of credit or payment plan. All fees must be paid in full before delivery of a service can take place. The current fees are available on the CGISA website.

4 EXAMINATIONS

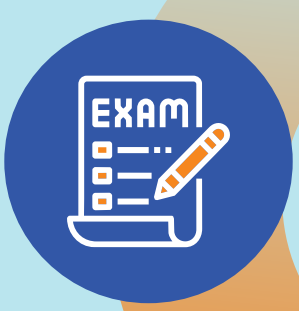
Examinations are held twice a year, typically in May and October, with the timetable available on the CGISA website. Each module is assessed through a written, paper-based examination covering the required knowledge and practical components. Students must also complete the workplace experience component, which must be signed off by an employer or authorised skills development provider.

Examinations are administered, marked and moderated by the Institute, with assessments conducted by a team of qualified professionals, including accredited examiners and moderators.

Continuous assessments are conducted by the SDPs and do not contribute to the final examination mark. Their purpose is to help students prepare effectively for the examinations.

5 EXAM PREPARATION SUPPORT

In addition to providing the list of prescribed textbooks, the Institute offers live and pre-recorded pre-exam webinars to help students prepare for and succeed in their examinations.



Together for governance and ethics

Corporate governance is a critical enabler for accountability, compliance and meaningful stakeholder engagement. At the CGISA, we drive an ethical culture, adequate and effective control, performance and value creation, and trust, good reputation and legitimacy.

The CGISA's own robust governance structure ensures transparency, accountability and strategic leadership. In the spirit of shared accountability, all staff, members and students are responsible for upholding the good name and reputation of the CGISA, and these responsibilities have a direct impact on the admission and registration processes.

Chartered Governance Institute of Southern Africa

Enabling essential corporate governance practices across Botswana, Eswatini, Lesotho, Namibia and South Africa.

START YOUR CAREER WITH CGISA

Tel +27 11 551 4000
Email students@chartgov.co.za
Website www.chartgov.co.za

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The CGISA is on-profit company acting as a professional body
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