

Annexure E: Self-Evaluation: Readiness to register for the CD(SA) assessment process



Introduction

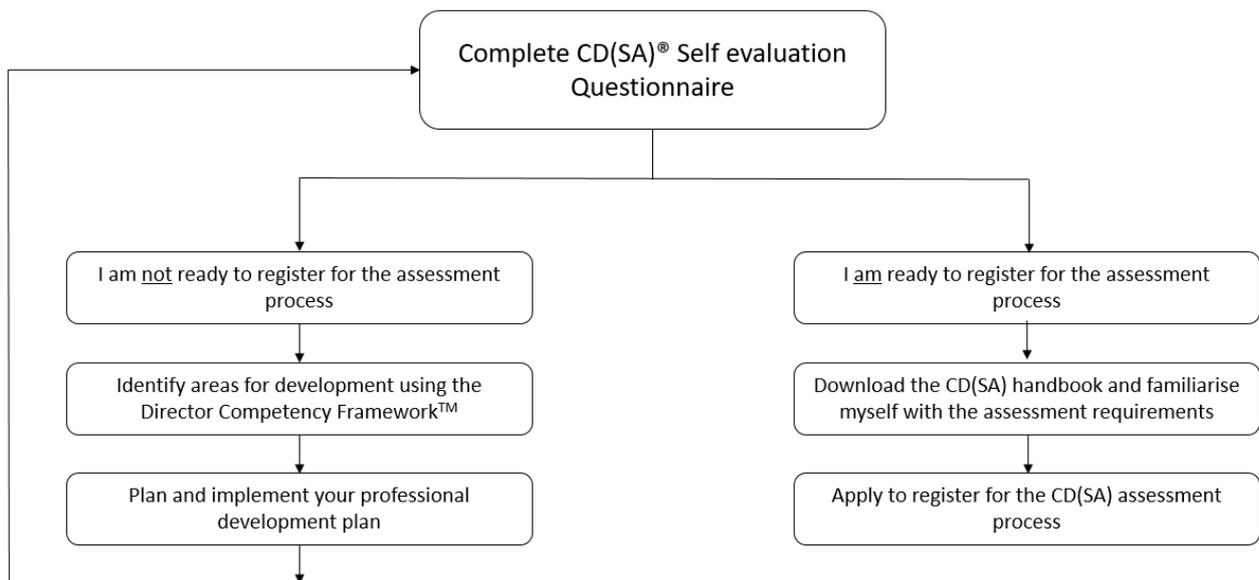
This document has been designed to assist experienced directors to determine whether they qualify and are ready to participate in the Chartered Director (SA) assessment process administered by the IoDSA. It is a self-evaluation questionnaire that have been collated from experience in evaluating applications for registration on the programme.

The document is divided into two sections:

- Section A: Qualifying for CD(SA) application
- Section B: Readiness to complete the CD(SA) assessment process

The questions are aimed at assisting the applicant in determining whether (a) he/she qualify for registration (Section A); and, (b) whether he/she is ready to be assessed against each of the 20 competences in the Director Competence Framework™ (Section B).

The diagram below summarises the possible outcomes of completing this questionnaire:



**The Director Competency Framework™ is the standard against which CD(SA) applicants are evaluated

Background

Two key factors should inform your decision about registering for CD(SA):

- **Purpose of the CD(SA) designation** – the designation recognises mastery (application of knowledge, skill and attributes) against a track record of experience as a director. The CD(SA) designation is a professional designation awarded to candidates that successfully complete the assessment process.

The CD(SA) assessment process is NOT a training programme. Training and development is part of the CD(SA) career path and should prepare directors for the assessments included in the CD(SA) certification programme.

- **Experience of a Director** – the IoDSA describes an experienced director as someone who has gained their experience on boards of organisations of substance¹. These organisations can include small to large listed Companies; National, Provincial or Local Government Departments; medium to large Private Companies; medium to large Trusts; medium to large Not for Profit Organisations (NPOs & NPCs).

Section A: Qualifying for CD(SA)

Answer the following questions to determine whether you currently comply with the criteria for registration on the CD(SA) certification programme:

| | Questions | Ye s | No |
|--------------------|--|---------|----|
| 1 | Are you currently a member of the IoDSA? | | |
| 2 | Have you practiced as a director** for at least 3 years? | | |
| 3 | Has your experience as director been gained in the past 5 years? | | |
| 4 | Are you 30 years old or older? | | |
| 5 | Do the boards or governing bodies on which you've served or are serving, meet the criteria of an organisation of substance? | | |
| 6 | Do you have an NQF level 7 qualification or at least 10 years' experience as a director? | | |
| 7 | Do you have 2 people that you can approach to be proposer and seconder supporting your registration for the CD(SA) evaluation process? | | |
| Total (Yes vs. No) | | | |

** This definition includes a role that is equivalent of that of a director and can be equated to this office.

¹ Refer to the Glossary of terms for Organisation of Substance criteria

If you have answered “**No**” to question 1, then this can be remedied by applying for membership with the IoDSA. You are able to register online at https://iodsa.site-ym.com/general/register_member_type.asp?.

If you answered “**No**” to any of the questions 2 – 7 above, then you currently do not qualify for the CD(SA) certification programme.

If you answered “**Yes**” to all the questions above, then proceed to the next section to determine whether you are currently ready, in terms of your knowledge, skills and experience, to participate in the CD(SA) assessment process.

Section B: Readiness to complete the CD(SA) assessment process

This section is aimed at assisting you to determine whether, once you have been approved to participate in the CD(SA) assessment process, you are ready to participate in the 3 phase assessment process, namely the preparation of a Portfolio of Qualifications and Experience (PQE), writing of the Examination and participation in the Peer Review Interview.

This section will give insight into whether your experience and development as a director is sufficient to demonstrate evidence of competence in each of the phases of the assessment process.

Only you will see the results of this assessment. It is therefore important that you are honest with yourself and that you use the outcome of this section of the self-evaluation to decide whether you apply to participate or not.

B.1 Experience as Director

This section is focused on the type and length of experience you have as a director. To register for the CD(SA) assessment process you need three or more years directorship experience on the board or governing body of an organisation of substance. The more experience you have, the easier it will be to produce evidence of your competence as director.

| Question | Answer Yes or No |
|--|-----------------------------|
| Do you have more than 3 years' experience as a director? | |
| Has any of these years been as a non-executive director? | |
| Have you served as chairman of a board? | |
| Have you served as chairman of a board committee? | |
| Have you served on the board of a listed organisation? | |
| Have you served on an Audit and Risk committee? | |
| Have you served on a Social and Ethics committee? | |
| Have you served on a Remuneration committee? | |
| Have you served on an Audit and Risk committee? | |

B.2 Other experience gained in the field of Corporate Governance

This section simply offers additional evidence that can be used to demonstrate your competence against the 20 competencies in the Director Competency Framework. If you are able to generate a **score of 10 or more** in this section, then you need to mention these activities in your application for registration.

| Question | Answer Yes or No |
|---|---------------------|
| Have you participated in an advisory committee of a regulator within your industry? | |
| Are you a member of an active committee at the IoDSA or other professional bodies or associations? | |
| Have you represented South Africa or your organisation or client on a national or international forum or committee? | |
| Have you chaired a local or international forum or committee? | |
| Have you facilitated, presented or lectured on a governance related topic at local institutions or conferences? | |
| Have you published articles or presented papers on a governance related topic at international institution or conference? | |

If you have answered in the majority of the above questions “yes” you could have sufficient experience to demonstrate your competence against the 20 competences included in the Director Competency Framework.

However, if you have never served as a non-executive director and have no board committee experience or in-depth knowledge of how board committees report into the Board, then it is unlikely that you will be able to generate the evidence of competence required in the PQE. In this case it is advised that you plan to gain more experience that will enable you to prove competence in each of the 20 competences.

Outcome of self evaluation (for your own records):

| | |
|--|--|
| I am ready to apply for registration on the CD(SA) certification programme (Y/N) | |
| I am not yet ready to apply for registration on the CD(SA) certification programme (Y/N) | |

Should you NOT currently qualify for the CD(SA) assessment process, it is suggested that you identify which areas you are falling short of and include that in your Professional Development Plan.

Conclusion

This document aims to assist you to determine whether (a) you qualify to register for the CD(SA) certification programme and / or (b) whether you are able to provide sufficient evidence of competence required during the assessment process.

Those that are ready to participate should complete and submit the application for registration forms – please see <https://iodsa.site-ym.com/?page=CDSA1>.