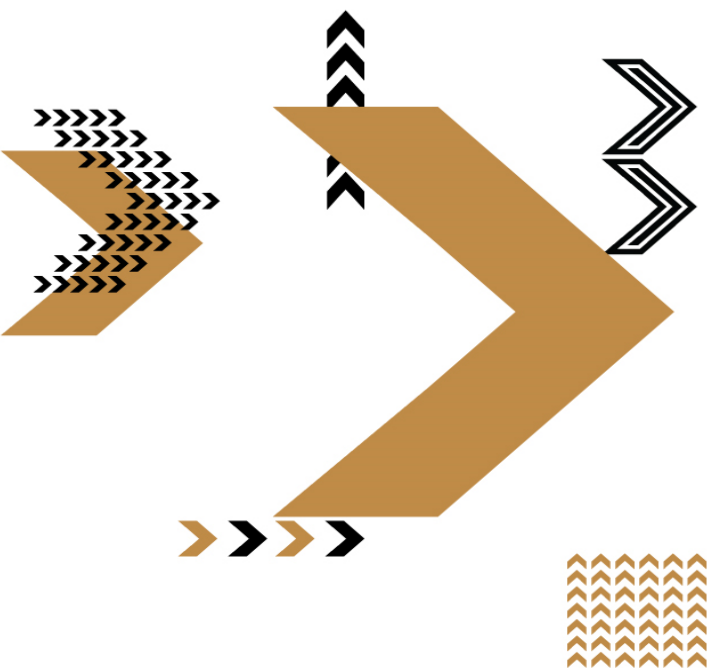


Director Certification

Guide to completing your online CD(SA)® application



**BETTER DIRECTORS.
BETTER BOARDS.
BETTER BUSINESS.**

www.iodsa.co.za



Introduction

This document provides all the information required for the completion of an application for CD(SA). It is therefore critical that this guide be read carefully so that all the documentation required for completion of the online application is ready for upload when completing the form. **Please note:** Only online applications will be processed.

Before applying, ensure that you comply with the entrance criteria and requirements detailed in the [CD\(SA\) Handbook](#). After consulting the handbook and considering your own experience as a director you should be able to confidently affirm the following:

- I have updated my membership profile as per Step 1 below and understand what is required of me to (1) submit an Online Application and (2) successfully complete the assessment phases **if** my application is successful
- I have read through the CD(SA) Handbook
- I have read through the [Director Competency Framework™](#)
- As a practicing director, I am able to present sufficient evidence of my competence against each of the 30 competencies contained in the Director Competency Framework™
- I have been an appointed and voting member of a minimum of two governing bodies for at least 5 years during the 8 years prior to application, of which one **MUST** be in a NED capacity and achieve a minimum of 30 points on the CD(SA) calculator; or 3 years directorship experience if a person is a Certified Director, with a minimum of two board positions of which one **MUST** be in a NED capacity and achieve a minimum of 30 points on the CD(SA) calculator
- I have served on one or more board committees or if not, I understand the oversight role of the board in terms of the work completed by a board committee
- I can describe myself as a competent director who can be recognised for mastery against the 30 competencies contained in the Director Competency Framework™
- I am orientated to the CD(SA) Assessment Calendar and Schedule of Fees and can plan accordingly

Step 1: Update your membership information

- I have updated my member profile as comprehensively as possible by following the steps below:

1. Log in to my member profile
2. On the 'Manage Profile' page, under 'Information and Settings' select 'Edit Bio'

The screenshot shows the 'Manage Profile' page of the Institute of Directors South Africa. The header includes contact information (+27 11 035 3000, info@iodsa.co.za) and navigation links (My Profile, Manage Profile, Sign Out). The main navigation bar lists various services. The 'Manage Profile' section includes a breadcrumb trail (Membership » Manage my profile » Update my details) and a list of options under 'Information & Settings'. The 'Edit Bio' option, which allows updating information and choosing privacy settings, is highlighted with a red rectangular box. Other options include 'Preferences' and 'Membership Card'.

3. Edit detail as comprehensively as possible

The screenshot shows the 'Edit My Member Profile' page. It includes a 'Please Note' section explaining the visibility of information entered. Below this, the 'Account Information' section contains several fields: 'New Membership No.', 'Your Personalized URL' (with a link to create a personalized URL), 'Username' (thabethel), and 'Password'. The 'Username' and 'Password' fields have '(change)' links next to them. The right sidebar shows 'My Profile' and 'Latest News' sections.

4. Accept the Terms of Use and save changes

The screenshot shows the 'Terms of Use' page. It includes a 'Code of Professional Conduct' section and a 'DEFINITIONS' section. At the bottom, there is a checkbox labeled 'I Accept the Terms of Use', which is highlighted with a red rectangular box. Below the checkbox are two buttons: 'SAVE CHANGES' and 'CANCEL'.

Step 2: Submit the online application form

The online application form covers three(3) aspects, namely:

- Personal details required by IoDSA and for SAQA reporting
- Directorship and governance experience details
- Candidate declaration

Eleven (11) documents need to be ready for upload **before** initiating the completion of the online form, namely:

- Full CV
- Certified copy of ID
- Certified copy of highest qualification
- Certified copy of relevant professional certification(s) – optional
- [Form 1](#): Governance Experience Summary
 - **Supporting evidence: Appointment verification letters**
 - Governing body appointment verification (e.g. Appointment letters) for positions included in the application
 - **Supporting evidence: Reference letters**
 - Minimum 2x reference Letters from either the Chair of governing body, Chair of committee or Company Secretary containing the following:
 - Confirmation of appointment periods
 - Commentary on attendance at meetings
 - Commentary on candidate's preparation for meetings as well as participation and quality of participation at meetings
- [Motivation Letter](#) on why I am applying for the designation
- [MIE Consent Form](#)
- [Form 2](#): Candidate Declaration and Code of Conduct

The requirements for completion of each of these are discussed under the relevant heading below. For access to the CD(SA)

Application forms please visit: <https://www.iodsa.co.za/page/documents-cdsa>

Personal details required for IoDSA & SAQA reporting

Various fields need to be completed Most of the fields are compulsory. However, a few of the fields are optional, including:

- A certified copy of relevant professional certifications - the document needs to be certified in the last 3 months; only include professional certifications that are relevant to your application.

Documents required

There are three (3) documents that are required to be uploaded (compulsory field):

- Your full CV. Ensure that your experience as director including your board committee experience, is provided.
- A certified copy of your ID. The document needs to be certified in the last 3 months.
- A certified copy of your highest qualification. The document needs to be certified in the last 3 months. For foreign qualifications please provide your SAQA Certificate of Evaluation of Foreign Qualification
- A completed and signed [MIE Consent Form](#)

As a recognized professional body, the IoDSA is required to annually upload the details of every CD(SA) member that has been certified. This section includes specific information (over and above the personal details required by the IoDSA) required by the South African Qualifications Authority (SAQA). All fields are compulsory, except the field about

“Qualification(s) currently enrolled for” – you might not be enrolled for another qualification and therefore do not need to complete the field.

Directorship and governance experience details

This section requires that you:

- Use the [governance experience template](#) to capture a summary of your directorship and governance experience to date. This is explained further below
- Provide supporting evidence by verifying your appointment (e.g. Appointment letters) for positions included in the application
- Provide supporting evidence of two (2) reference letters from Chair of governing body, Chair of committee or Company Secretary containing the following:
 - Confirmation of appointment periods
 - Commentary on attendance at meetings
 - Commentary on candidate’s preparation for meetings as well as participation and quality of participation at meetings
- Provide supporting evidence in the form of a [Motivation letter](#) on reason for the designation application

The requirements of the governance experience summary are provided below

GOVERNANCE EXPERIENCE SUMMARY

The purpose of this [template](#) is to create a summary of **all** of your governance experience to date, as aligned to the CD(SA)® entrance criteria. To complete this document please refer to the guidelines and keys below. In the header of the document please include your name as noted in your identity document and list all dates as month and year.

SECTION 1: DIRECTORSHIPS

In this section provide details (in chronological order) of any and all directorships you have held as a voting and appointed member of the governing body. All of the fields are self-explanatory and key to types of organisations that can be listed is provided below:

KEY - Type of Organisation

- | | |
|---|---|
| <ul style="list-style-type: none">• Large listed company – JSE listed company with market cap value greater than R10 billion• Small to medium listed – JSE listed company with market cap value smaller than R10 billion• Public Institutions –Schedule 1 – Public entities included on Schedule 1 of the PMFA schedules• Public Institutions –Schedule 2 - Public entities included on Schedule 2 of the PMFA schedules• Public Institutions –Schedule 3 – Public entities included on Schedule 3 of the PMFA schedules• Other SoE’s – any other State owned companies not appearing on the schedules 1, 2 or 3• Municipal entities• Municipalities | <ul style="list-style-type: none">• Large private company – Greater than R127 million turnover per annum• Medium private company – Annual turnover between R43 million and R127 million• Small private company – Smaller than R43 million annual turnover• Pension funds or complex trusts• Simple trust• Tertiary education institution – University or FET college council• Primary or secondary education institution – Primary and secondary school governing body• Large NPO• Medium NPO• Small NPO |
|---|---|

SECTION 2: BOARD COMMITTEES

In this section provide details (in chronological order) of any and all board committees you have served and your role on those committees. All fields are self-explanatory

SECTION 3: OTHER GOVERNANCE RELATED EXPERIENCE

In this section provide details (in chronological order) of any and all governance-related experience you have held or currently hold. Most fields are self-explanatory and a key to the types of activities that are applicable are provided below

KEY: Type of activities

- Member of international committee
- Chairperson of international committee
- Chairperson of local committee
- Member of local committee
- National advisor / lecturer / facilitator / consultant
- International advisor / lecturer / facilitator / consultant

Candidate Declaration

The form for the [CD\(SA\) Candidate Declaration](#) needs to be complete and signed, scanned and uploaded.

Step 3: Submit proof of payment

Once you have submitted your application you will automatically be issued with an invoice. Submit proof of payment to certification@iodsa.co.za

Please note: Your application will not be evaluated until this proof of payment is received and confirmed.

Step 4: Application outcome

Once your application is evaluated against the entry criteria and outcome will be communicated to you by email. Outcomes are one of the following:

1. Registration for assessment
Your application for registration is successful and you will move on to the assessment phase
2. Not yet registered for assessment
Further information is required to determine whether you meet the entry criteria
3. Not registered for assessment
You do not meet the entry criteria and recommendations for how best to proceed

Questions or queries? Contact us

Please feel free to contact the Director Certification team by emailing certification@iodsa.co.za should you have any questions regarding the completion of the CD(SA) Application Form.