



# **Guideline to completing the CD(SA)<sup>®</sup> Application 2019**

The Institute of Directors in Southern Africa NPC (IoDSA)

## Introduction

This document provides all the information required for the completion of the online application for CD(SA). Only online applications will be processed. 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.

Before applying, ensure that you comply with the entrance requirements. The entrance criteria for the CD(SA) assessment requires that the candidate:

- be a paid up member of the IoDSA;
- be at least 30 years old;
- hold an NQF registered qualification at an NQF level 7 or higher or equivalent; or be able to demonstrate substantial and appropriate experience of at least 10 years as a director or equivalent position;
- has been a practicing director of an organisation of substance or has held an equivalent office, for at least 3 years during the 5 years prior to application; and
- be sponsored by two (2) individuals who are preferably members of the IoDSA, acting as proposer and seconder respectively.

Before registering for the CD(SA), an individual needs to have considered the following questions:

- Have I read through the CD(SA) Handbook 2019?
- Have I read through the Director Competency Framework™
- As a practicing director, am I able to present sufficient evidence of my competence against each of the 20 competencies contained in the Director Competency Framework?
- Do I have at least 3 years of directorship experience on a board of an organisation of substance?
- Have I served on one or more board committees? If not, do I understand the oversight role of the board in terms of the work completed by a board committee?
- Can I describe myself as a competent director who can be recognised for mastery against the 20 competencies contained in the Director Competency Framework?

If your answers to all these questions are positive and you are convinced that you are ready, then we would be pleased to receive your application.

## The CD(SA) Application form

There are seven (7) sections to the online application form, namely:

- Section A – Personal details required by IoDSA
- Section B – Personal details required for SAQA reporting
- Section C – Payment details
- Section D – Nominations
- Section E – Role of director or equivalent position
- Section F – Candidate declaration
- Section G – Final checklist

Please make sure that you are aware of the CD(SA) Assessment Dates 2019 before registering:

- Intake 1: Registration closes 3 December 2018
- Intake 2: Registration closes 11 March 2019
- Intake 3: Registration closes 10 June 2019

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
- Proof of payment
- **Form D.1:** Letter of Nomination – Proposer
- **Form D.2:** Letter of Nomination – Seconder
- **Form E.1:** Directorship Experience
- Board Appointment Verification ( E.g. Appointment letters)
- **Form E.2:** Organisation of Substance Checklist
- Board Charters of each organization listed on form E.2
- **Form F:** Candidate Declaration
- **Form G:** Final Checklist

Templates for each of the six (6) CD(SA) forms are available on the website and need to be downloaded, completed and scanned.

The requirements for completion of each of these sections is discussed under the relevant heading in the next section.

### **Section A – Personal details required by IoDSA**

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

- Middle name – only complete this if you have one or more middle names.
- VAT no. – only complete this field if a company is paying for your application.
- Postal address / Address Line 1 / Address Line 2 / City / country – only complete the address if it differs from the home address.

3 Documents need to be uploaded (compulsory field) in this section:

- 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.

1 Document(s) can be uploaded to support your application (optional field):

- 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.

### **Section B – Personal details required for SAQA reporting**

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.

### Section C – Payment details

The application needs to be accompanied by the non-refundable application fee. Invoices can be requested from Valencia Mavundla, Director Certification at [valenciam@iodsa.co.za](mailto:valenciam@iodsa.co.za). Your request should include the following information:

- Name of person the invoice should be made out to
- Company name
- VAT no.
- Billing address

Payments are made to:      IoDSA - First National Bank  
    Branch: Parktown  
    Code: 250455  
    Account: 58812613587

Reference no.:                 CD(SA) Account No. (as it appears on the invoice)

A copy of the proof of payment needs to be uploaded when completing the application form. Ensure that you have this copy available digitally when initiating completion of the application.

### Section D – Nominations

Two nominations are required to support your application for registration. Please complete the details below including the signature of the individuals.

It is important to note that the nominations are a character reference and should be made by individuals who have served with you as a director or equivalent position. It is preferable, but not essential, that the proposer and seconder are members of the IoDSA.

The two nominations are completed using the templates provided:

- Template for Nomination – Proposer (Form D.1)
- Template for Nomination – Seconder (Form D.2)

### Section E – Role of director or equivalent position

Two documents (Form E.1 and Form E.2) need to be completed and uploaded for this section:

*Also required for upload are documents to verify the appointments for directorships listed on Form E.1 as well as the organisations founding documents (board charters) to verify the company’s listed under Form E.2 as organisations of substance.*

### Form E.1: Directorship Experience

Please answer the following questions about the directorships or equivalent positions you are likely to include in your Portfolio of Qualifications and Experience (PQE). You are able to submit up to three directorships or equivalent positions.

There are 2 sections to this template:

- Section 1 – Directorships
- Section 2 – Board Committees or Governing Body Committees

Both sections need to be completed for at least one organisation of substance, given that your experience adds up to a minimum of 3 years.

### Form E.2: Organisation of Substance Checklist

At least one of the directorships listed must be of a governing body of an organisation of substance, where you have gained a minimum of 3 years over a period of the last 5 years. IoDSA might require you to provide the organisation's Board Charter (or equivalent) as supporting evidence.

### Section F – Candidate Declaration

The template (Form F) for the CD(SA) Candidate Declaration needs to be complete and signed, scanned and uploaded in this section.

### Section G – Final Checklist

The template (Form G) for the Final Checklist needs to be completed and uploaded before the online application can be submitted. It could be useful to print out the checklist when preparing for the initiation of the online application process.

### Contact us

Please feel free to contact Director Certification should you have any questions regarding the completion of the CD(SA) Application Form:

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