



HOW TO ATTAIN THE CERTIFIED DIRECTOR (Cert.Dir.)

What is the Certified Director (Cert.Dir.)?

The Certified Director (Cert.Dir.) is a professional designation conferred by the Institute of Directors in Southern Africa (IoDSA).

The designation is awarded to individuals who have successfully completed the training, online multiple choice questions (MCQs) and written assessment. The entire programme is aligned to the knowledge components of the IoDSA's Director Competency Framework™.

An individual wanting to attain this designation does not need to have any experience as a director.

The Certified Director (Cert.Dir.) is attained in two distinct parts:

- **Part 1: Training and MCQs** – offered by the IoDSA through Director Development Programmes;
- **Part 2: Assessment** – managed by the Director Certification.

Part 2 cannot be initiated until a Letter of Completion is issued by the IoDSA's Director Development department.

What are the benefits of the Certified Director (Cert.Dir.)?

Anyone can be appointed as a director of a company. The Certified Director (Cert.Dir.) is aimed at signaling to the market place that individuals who attain the designation have the knowledge to serve as a director. However, it does not indicate that the individual is an experienced director.

The main benefits of attaining the designation are therefore:

- **Commitment** – by volunteering to participate in the assessments required to attain the designation, individuals are signaling their commitment to the professionalization of directorship in South Africa;
- **Compliance** – individuals attaining the Certified Director (Cert.Dir.) also signal their compliance with the requirements of the King IV Report on Corporate Governance™ in South Africa, 2016;
- **Competence** – the successful completion of the MCQs, as well as the examination demonstrate an in-depth understanding of the knowledge underpinning a director's roles and responsibilities and corporate governance in general;
- **Code** – all individuals who attain the designation are required to sign the Code of Conduct and can be disciplined in terms of this code; and,

- **Continuing Professional Development (CPD)** – designated individuals retain their status through a compulsory CPD programme.

PART 1: TRAINING AND MCQs

The IoDSA's Director Development department offers the training and multiple choice questions (MCQs) that are required to qualify to write the Certified Director (Cert.Dir.) assessment.

The **training** that needs to be completed includes:

- Being a Director Part 1 – 4 (4 days of training);
- Being a Director Part 5 – Boardroom theory into practice (1 day of training);
- Finance for non-financial directors (1 day) or equivalent; and,
- Governance of Ethics or equivalent (1/2 day).

Exemption: Individuals can apply for exemption from the Financial insights for non-financial directors and Governance of ethics training and MCQ modules should they meet the following criteria:

Finance module – individuals that already have a financial background or have completed a qualification at NQF 6 or higher that includes a finance module, are able to apply for exemption from this training and MCQ's.

Ethics module – individuals that have completed the Ethics Officer Certification Programme (EOCP) through The Ethics Institute can apply for exemption from this training and MCQ's.

Please note:

- Individuals that completed all or some of the Being a Director Part 1 – 4 series since 2013, need not do this training again. These individuals can already apply to do the MCQs for the programmes that they have already completed.
- The IoDSA will need to verify that the individual attended the programme.
- Individuals cannot write the MCQs without having attended the training.

Once the training is complete, individuals are then required to complete the **multiple choice questions (MCQs)** for the following training programmes:

- Being a Director Part 1 – 4 (4 days of training);

- Finance for non-financial directors (1 day); and,
- Governance of Ethics (1/2 day).

Please note:

- Individuals who are granted exemption from the “Finance for non-financial directors” or “Governance of Ethics” need **not** write the MCQ for this programme.
- The MCQs are completed online. Once payment is made, a password and login details are provided and log in can be effected through the internet from any location.
- A pass mark of 70% is required for each set of MCQs.
- There is no limit to how many times an individual can rewrite the MCQs.
- A candidate has 2 chances to write the MCQs for each MCQ login issued.
- The MCQ results are immediate and automated by the online MCQ portal. The results received are final and no discussion or correspondence will be entered into regarding the results.
- Candidates who do not pass on the second attempt, need to apply and pay for another MCQ login.

What do the training and MCQs cost?

Training is offered at the normal Director Development rates for members, non-members and fellows.

Each MCQ will cost R302 (Inc. VAT) (non-members) or R252 (Inc. VAT) (members). There are 6 different MCQs that need to be completed.

An individual that has completed both the training and the MCQs then needs to request a Letter of Completion from Director Development in order to apply for Part 2: Assessment.

Who do I contact for more information about the Training and MCQs?

For more information please contact Director Development:

Ntombi Mcoyi
Manager: Director Development
Ntombim@iodsa.co.za

PART 2: ASSESSMENT

Once Director Development has issued the Letter of Completion, the individual is able to apply for the second part of the Certified Director (Cert.Dir.), namely Part 2: Assessment.

This takes the form of a 3 hour assessment that is written at the IoDSA offices in Sandton on set dates – see the Certified Director Assessment dates document.

Who qualifies to write the Certified Director Assessment?

Individuals who have successfully completed Part 1: Training with Director Development and have received their Letter of Completion, are legible to apply for Certified Director (Cert.Dir.).

An individual needs to also be a full member of the IoDSA before they can apply for the Certified Director Assessment.

How do I register for Part 2: Assessment?

Complete the Certified Director (Cert.Dir.) registration form, attaching the Director Development Letter of Completion, certified copy of your ID and signed copies of the candidate declaration and code of conduct. The registration form is

available on the IoDSA website at <http://www.iodsa.co.za/?page=CertifiedDirector>.

The individual applies for a specific assessment date. If, for some reason, the individual is not able to write on this date, then she/he needs to notify Director Certification in writing at least 7 days before the assessment. Terms and conditions (as set out in the registration form) apply.

Please note:

- The assessment can be hand-written or typed – this is communicated by the candidate to Director Certification before the date of the assessment.
- Candidates typing the assessment need to use their own computers.
- A pass mark of 50% is required to pass the assessment.
- The outcome of the exam is either pass (50% or more), fail (less than 50%), or distinction (75% or more).
- Candidates are not issued with a specific mark.
- Marked scripts are not shown to the candidates
- Candidates are not able to request a re-mark or appeal the outcome of the assessment.
- A briefing document will be issued to each candidate before the assessment date.

Once the candidate has passed the assessment, they attain the Certified Director (Cert.Dir.). Notice of the outcome of the exam is sent to each candidate via email.

When are the Certified Director (Cert.Dir.) certificates issued?

A certification ceremony will be held once a year. This usually coincides with the IoDSA Year End function.

However, certificates will be made available to the candidates once they have successfully completed the assessment.

Before a Certified Director (Cert.Dir.) is conferred, s/he has to

- sign a declaration undertaking to subscribe to the Code of Conduct; and,
- commit to comply with the IoDSAs continuing professional development (CPD) requirements.

What are the CPD requirements?

Certified Director (Cert.Dir.) designees need to:

- maintain their annual membership of the IoDSA;
- subscribe to and comply with the Code of Conduct; and,
- participate in and comply with the CPD requirements as set out by the IoDSA.

Details are available on the IoDSA website at:

<http://www.iodsa.co.za/?page=CertifiedDirector>.

Cost

The total cost of the Assessment Phase is R7,500.00 (Excl. VAT).

Who can I contact for more information about the Assessment?

For more information please contact Director Certification:

certifications@iodsa.co.za

Does the Certified Director contribute towards the CD(SA) career path?

Yes. The Certified Director (Cert.Dir.) is a stepping stone toward gaining Chartered Director (SA). In order to qualify for CD(SA) an individual will need to gain at least 3 years' experience on the board of a company of substance, be in good standing, be 30 years' old and have an NQF 7 qualification or 10 years' relevant directorship experience.

What is the difference between a Certified Director and a Chartered Director (SA)?

The Certified Director is aimed at assessing knowledge underpinning the Director Competency Framework.

The Chartered Director (SA) is aimed at recognising mastery of directorship and requires demonstration of a proven track record of directorship experience against all 20 competencies within the Director Competency Framework.

A Certified Director needs to attend training and successfully complete Part 1 and Part 2 of the Certified Director programme.

However, a Chartered Director (SA) needs to:

- be 30 years' old;
- be in good standing;
- have an NQF 7 qualification or 10 years' directorship experience;
- have a minimum of 3 years' experience on the board of a company of substance; and,
- have successfully completed the 3 part CD(SA) assessment process.



Checklist for application for Certified Director (Cert.Dir.)

Please indicate that you have completed all the following elements of Part 1: Training and MCQs:

	Description	Training or MCQ	Completed (Y/N)
1	Being a Director Part 1	Training	
2	Being a Director Part 2	Training	
3	Being a Director Part 3	Training	
4	Being a Director Part 4	Training	
5	Being a Director Part 5	Training	
6	Governance of Ethics	Training	
7	Finance for Non-Financial Directors or equivalent	Training	
8	Being a Director Part 1	MCQ	
9	Being a Director Part 2	MCQ	
10	Being a Director Part 3	MCQ	
11	Being a Director Part 4	MCQ	
12	Governance of Ethics	MCQ	
13	Finance for non-financial directors or equivalent	MCQ	

Please note:

- Director Development must provide you with a Letter of Completion indicating that Part 1: Training and MCQ is complete;
- Documentation required for your application are completed Certified Director (Cert.Dir.) application form; a certified copy of ID; proof of payment; and, DD Letter of Completion
- The application for registration is for a specific assessment date. Please note that any changes related to the assessment date must be communicated timeously to Director Certification.