



# Self-evaluation: Readiness to register for CD(SA)<sup>®</sup>

This document is aimed at assisting an individual in determining whether s/he qualifies and / or is ready to register for the CD(SA)<sup>®</sup>.

**The Institute of Directors in Southern Africa (IoDSA)**



## Introduction

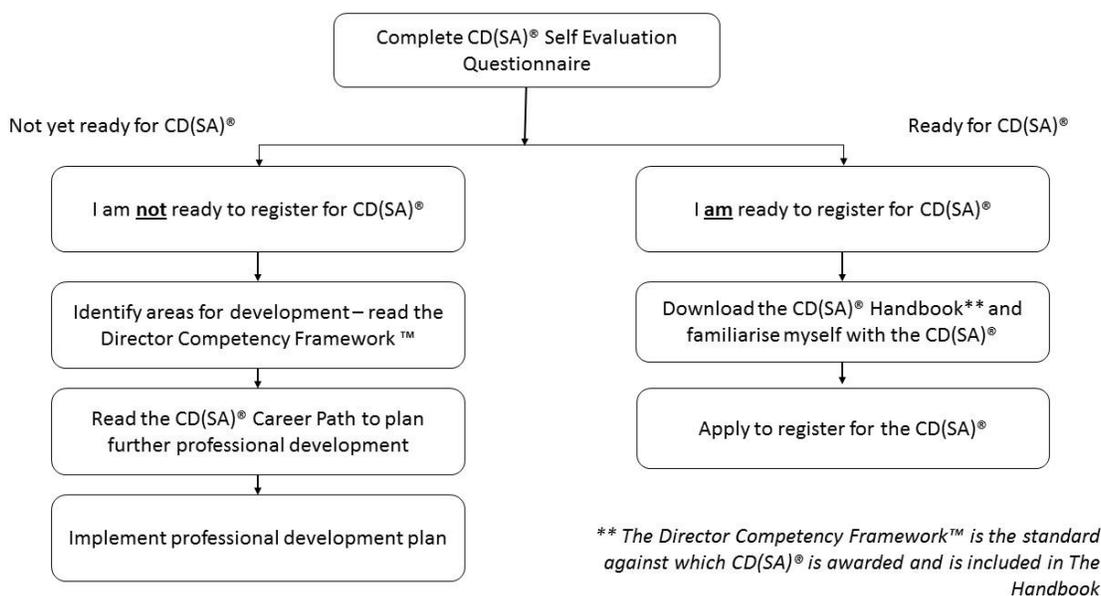
This document has been designed to assist you as experienced director to determine whether you qualify and are ready to participate in the Chartered Director (SA)<sup>®</sup> offered by the IoDSA. It is a self-evaluation questionnaire that we have collated from our experience in evaluating applications for registration on the programme.

The document is divided into two sections:

- Section A: Qualifying for CD(SA)<sup>®</sup>
- Section B: Readiness to complete the CD(SA)<sup>®</sup>

The questions are aimed at assisting you in determining whether (a) you qualify for registration (Section A); and, (b) whether you are 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:



## Background

Two key factors should inform your decision about registering for CD(SA)<sup>®</sup>:

- **Purpose of the CD(SA)<sup>®</sup>** – the aim of the CD(SA)<sup>®</sup> is to assess proficient and experienced directors against the 20 competencies in the Director Competence Framework™. The CD(SA)<sup>®</sup> is a professional designation awarded to candidates that successfully complete the assessment process.

The CD(SA)<sup>®</sup> is NOT a training programme. Training and Development is part of the CD(SA)<sup>®</sup> career path and aims to prepare experienced directors to register for CD(SA)<sup>®</sup>.

- **Experience of a Director** – the IoDSA describes an experienced director as someone who has gained their experience on boards of companies of substance. These companies 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)<sup>®</sup>

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

	Questions	Yes	No
1	Have you practiced as a director** for at least 3 years?		
2	Has your experience as director been gained in the past 5 years?		
3	Are you 30 years old or older?		
4	Do you have an NQF level 7 qualification or at least 10 years' experience as a director?		
5	Do you have two people that you can approach to be proposer and seconder supporting your registration for the CD(SA) <sup>®</sup> ?		
6	Are you currently a member of the IoDSA?		

\*\* This definition includes a role that is not a directorship but that can be equated to this office.

If you answered “**No**” to more than two of the questions 1 – 6 above, then you currently do not qualify for the CD(SA)<sup>®</sup> certification programme.

If you have answered “**No**” to question 6, 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?](https://iodsa.site-ym.com/general/register_member_type.asp?)

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)<sup>®</sup>.

## Section B: Readiness to complete the CD(SA)<sup>®</sup>

This section is aimed at assisting you to determine whether, once you have qualified for the CD(SA)<sup>®</sup>, you are ready to participate in the three phase assessment process, namely the preparation of a Portfolio of Qualifications and Experience (PQE), writing of the Examination and participation in the Peer Review.

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 Qualifications

Question	Answer	Weighting	Your score
What is your highest qualification achieved?		PhD, MBA, Masters or Honours = 5 Bachelor Degree or Post Graduate Diploma = 3 Other = 0	
At which NQF level is this qualification registered?***		NQF 9 = 7                      NQF 7 = 3 NQF 8 = 5                      NQF 6 or lower = 0	
Have you completed any training at the IoDSA, or any other institution, in the past 5 years?  If yes, then allocate the number of points related to the courses you have attended. (Minimum 20)		No = 0 Yes –points per programme attended: Being a Director Part I = 3 Being a Director Part II = 3 Being a Director Part III = 3 Being a Director Part IV = 3 Chairman’s programme = 5 Audit Committee Effectiveness = 5 Responsible Remuneration = 3 Company Secretary = 3 Finance for non-financial Directors = 3 Intro to Corporate Governance = 3 Governance of Ethics = 3 Social & Ethics Committees = 3 Other = 1  <i>Use the same weighting where you have attended similar programmes at other institutions.</i>	
Total:			

\*\*\* determine the NQF level by visiting [www.saqa.org.za/qualifications](http://www.saqa.org.za/qualifications).

If your score is **less than 35**, then you require at least 10 years’ experience as director.

If you do not have this type of experience or training, then it is probable that you will not be able to present the evidence required in the Portfolio of Qualifications and Experience (PQE).



## B.2 Experience as Director

Question	Answer	Weighting	Your score										
How many years have you served as a director?		5 or more = 7 3 to 5 = 3 Less than 3 = 0											
Have the boards you have served on been for private or public sector, trusts or NPOs & NPCs <sup>1</sup> ?		Mostly Private Sector = 7 Mostly Public Sector = 5 Mostly medium to large Trusts = 3 Mostly medium to large Not for Profit Organisations (NPOs & NPCs) = 3											
How many of these years have you served as non-executive director?		7 or more = 7 3 to 5 = 3 Less than 3 = 0											
Have you served as chairman of a board?		Yes = 7 No = 5											
Have you served as chairman of a board committee?		Yes = 7 No = 5											
Have you served as director of an international or multinational company?		Yes = 7 No = 5											
Have you served on the board of a listed company?		Yes = 7 No = 5											
Have you served on a board committee?		Yes = 7 No = 1											
On which board committees have you served? (Min 6)		<table border="0"> <tr> <td>Audit = 5</td> <td>Remuneration = 3</td> </tr> <tr> <td>Risk = 5</td> <td>Nomination = 3</td> </tr> <tr> <td>Audit &amp; Risk = 7</td> <td>IT Governance = 3</td> </tr> <tr> <td>Social &amp; Ethics = 5</td> <td>Investment = 3</td> </tr> <tr> <td></td> <td>None = 0</td> </tr> </table>	Audit = 5	Remuneration = 3	Risk = 5	Nomination = 3	Audit & Risk = 7	IT Governance = 3	Social & Ethics = 5	Investment = 3		None = 0	
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<sup>1</sup> These companies 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).

If your score is **35 or more** then you should 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.

### B.3 Other experience gained in the field of Corporate Governance

Question	Answer	Weighting	Your score
Have you participated in an advisory committee of a regulator within your industry?		Yes = 3 No = 0	
Are you a member of an active committee at the IoDSA or other professional bodies or associations?		Yes = 3 No = 0	
Have you represented South Africa or your company or client on a national or international forum or committee?		Yes (international) = 7 Yes (national) = 5 No = 0	
Have you chaired a local or international forum or committee?		Yes (international) = 7 Yes (national) = 5 No = 0	
Have you facilitated, presented or lectured on a governance related topic at local institutions or conferences?		Yes = 3 No = 0	
Have you published articles or presented papers on a governance related topic at international institution or conference?		Yes = 3 No = 0	
Total			

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 in the table provided on the registration form.

Should you NOT currently qualify for the CD(SA)® accreditation process, then please read the document "**Launching my CD(SA)® Career Path**" (see <https://iodsa.site-ym.com/?page=CDSA>) for advise on how to plan your career path toward qualifying for CD(SA)®.

## Conclusion

This document aims to assist you to determine whether (a) you qualify for the CD(SA)<sup>®</sup> certification programme and / or (b) whether you are ready to participate in 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>.



INSTITUTE OF DIRECTORS  
SOUTHERN AFRICA



CHARTERED  
DIRECTOR