

CIS LEVEL 5 LEARNERSHIP: PRACTICAL TRAINING LOGBOOK

SAQA ID	Learnership Title	Level	Registration No.
60653	CIS Professional Qualification: Management and Administration	5	01/Q010034/00/120/5

Name of Learner	
Student Number	
Name of Workplace Provider and Accreditation Number	
Name of Training Provider and Accreditation Number	

Logbook Guidelines

1. Purpose of the Practical Training Logbook:

To make the assessment process more manageable for both Learner and Assessor, the logbook is divided into modules each with its own specific outcomes and component assessment criteria, have been included in this Logbook. It is to be completed by the Learner and is vital to the assessment process as it indicates the progress that the learner is making towards meeting all assessment criteria. After completing each module of this Logbook, the Learner will be ready to be assessed against all the outcomes for that module. On successful completion of both the practical experience element as well as the summative assessment (the examinations), the Learner will be deemed competent (C) or not yet competent (NYC) by the Assessor.

This blank Logbook must be split up and filed in the front of every section of the learner's Portfolio of Evidence. Then (in stages during the year) the Learner must complete the 'Evidence' column, fill in the timing and completion dates in the 'Completed' column and then file the supporting evidence for each section. The Learner and his/her Mentor/Supervisor should then confirm the assessment date/s and venue/s with the Institute.

Portfolio of Evidence (Training Record):

The Learner's Training Record (Portfolio of Evidence) will therefore consist of several files and will include the following:

1. Learner's Quarterly Reports – four formal reports in MS Word format produced by the employer/mentor
2. Practical Training Logbook – split into 4 sections - one per module
3. Documentary evidence for each module – e.g. reports, print-outs, statements, summaries, letters, memos, projects, etc.

It could also include the following:

4. Courses and Seminars Attended
5. Employment Record form/s
6. Review form/s – alternatively the company's own performance appraisal form can be used.

Responsibilities:

- The Learner is responsible for completing and filing all aspects of his/her Portfolio of Evidence (Training Record).
- The Supervisor/Mentor is responsible for completing the Review form and providing the learner with a copy.
- The Assessor is responsible for completing the Assessment Record and providing the Learner and Employer with an assessment report.

2. Experience Requirements assumed to be in place

It is assumed that learners will have successfully completed the CIS Qualification: Management and Administration Level 5 or have been exempted from these requirements. Learners will have to provide proof of this completion.

CIS Professional Qualification: Governance and Administration
Experience Verification Form

The Proposer and Seconder must be people for whom the learner has worked in the past, or currently. The time period being endorsed must be one during which the learner was in a more junior role than the signatories and, preferably, reporting directly to the signatories.

The Proposer and Seconder do not need to be members of Chartered Secretaries Southern Africa, nor do they need to be qualified Chartered Secretaries. Relatives of the learner must not verify the learner's practical experience.

LEARNER

CIS Registration Number		
Surname		
First name		
Second name(s):		
Identity number:		
Date of birth		
Correspondence address		
Postal code		
Daytime telephone number:	Area code	
	Telephone number	
Date completed examinations		

Declaration by the learner (please read carefully):

I hereby make an application to complete my CIS Professional Qualification: Governance and Administration Level 5 Learnership. I confirm that I am aware of the Bye Laws, Regulations and Code of Conduct of Chartered Secretaries Southern Africa and agree to be governed by these, as now constituted, or as they may hereafter be amended, and that I will advance the objectives of Chartered Secretaries Southern Africa in so far as I am able.

Signature: _____

Date: _____

PROPOSER

Name of Proposer		
ID Number		
Qualifications / designatory letters		
Current job title		
Company / organisation name and address		
Current daytime contact telephone number:	Area code	
	Telephone number	
Employment period during which you acquired direct knowledge of the learner's work experience (name of company /organisation):	From	To
Any other comments		

Declaration:

I certify that the learner named overleaf was responsible to me from (date)_____ to (date)_____ during the whole period, that the content of their job(s) was as stated in the Chartered Secretaries Southern Africa Level 5 Learnership Logbook, attached, and that their work performance was satisfactory during that period. I hereby testify to the general good character of the learner. I can confirm that I am not a relative of the learner.

Signed:_____ **Date:**_____

SECONDER

Name of Seconder		
ID Number		
Qualifications / designatory letters		
Current job title		
Company / organisation name and address		
Current daytime contact telephone number:	Area code	
	Telephone number	
Employment period during which you acquired direct knowledge of the learner's work experience (name of company /organisation):	From	To
Any other comments		

Declaration:

I certify that the learner named overleaf was responsible to me from (date) _____ to (date) _____ during the whole period, that the content of their job(s) was as stated in the Chartered Secretaries Southern Africa Level 5 Learnership Logbook, attached, and that their work performance was satisfactory during that period. I hereby testify to the general good character of the learner. I can confirm that I am not a relative of the learner.

Signed: _____ **Date:** _____

LEARNER'S EVIDENCE FILE

Exit level outcomes	Specified Practical Workplace Experience Activities	Assessor's Check and Comments
Year 1		
Understand and apply the principles, concepts and strategies of communication	The learner will communicate with peers, superiors, subordinates, customers and service providers on a daily basis in a work environment. Any written communications must be collected for evidence in the learner's portfolio e.g. reports, letters, memoranda, emails, presentations.	
Understand and demonstrate the sources of law and transactions that affect business entities Understand and apply the basic principles of corporate governance	The main practical evidence required will be any contracts that are drafted by the learner in a variety of contexts.	
Understand and apply the basic principles of bookkeeping and accounting to the preparation of a simple set of accounting records	Preparation of financial statements of a sole trader	
Analyse and interpret simple financial accounting statements both qualitatively and quantitatively	Calculation and interpretation of ratios in a report to a client or stakeholder	
Understand the principles and applications of Information and Communications Technology (ICT).	Work with the relevant computerised systems of the organisation on a daily basis	

3. The Procedure

Learners must provide details, in chronological order of the work they have carried out that will demonstrate that they have acquired the necessary experience, as detailed in the above requirements. The details should include:

- A brief description of the organisation in which the learner is employed
- A description of the learner's duties
- Learner's responsibilities
- Learner's degree of involvement
- To whom the learner reported
- The general format should be that of a detailed CV

4. Verification

A Proposer and Secondar are required to verify the practical experience the learner has gained. These need to be people that have direct knowledge of the experience, which the learner is submitting. The Proposer and Secondar must complete the Experience Verification form. This must be attached to the logbook that is being submitted.

Each page of the logbook must be initialled by the learner, the Proposer and the Secondar.