

# Learn-i-Biz Course

Online training for Directors

Learn-i-Biz

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Companies and Intellectual  
Property Commission

a member of **the dtic** group

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# Overview

## What does the Learn-i-Biz Course entail?

The Learn-i-Biz Course is an educational initiative designed to equip SMME directors and entrepreneurs with fundamental knowledge of their duties and responsibilities, fostering better compliance with the Companies Act, 2008.

# Target Audience

## Who is the ideal candidate for this program?

Though the online course is designed for prospective, new, and existing directors of SMMEs, any person that is interested are welcome to do the course as well.

# Enrolment Cost

**Is there a tuition fee or any associated costs?**

The programme is free of charge.



# Duration

## What is the expected timeline for completion?

The course can be completed in approximately two hours. But you can progress at your own pace. The system saves your progress, so you don't need to finish in one sitting. You can return at any time.

# What topics does the course cover?

## The modules topics are:

1. What is a Company?
2. What is a Director?
3. Other Key Persons in a Business
4. Responsibilities of a Director
5. Personal Financial Interest and Potential Conflict of Interest
6. Remuneration of Directors
7. Distributions and the Board of Directors

# Certificate

## Do I get proof that I completed the course?

Yes, you can get a certificate of completion after completing the course successfully. It should be noted though that this is not an accredited course.

Once a student has answered all the questions at the end of each of the 7 modules and scored 80% or higher for each module, the certificate of completion can be downloaded and/or printed.



# Things to remember when you enrol

## Browser

To access the Learn-i-Biz course, please use Google Chrome, Firefox, or Microsoft Edge. If you are using a different browser, you will need to download and set one of these as your default for the best experience.

# Things to remember when you enrol

## Activating Pop-up Messages

You have to adjust your Browser Settings to allow pop-up messages and cookies.

- Go to your browser's **Settings**
- Locate the **Privacy and Security** section
- Enable **Cookies** and **unblock pop-up windows**

Request our frequently asked questions for screenshots of these steps.

# Password Reset

I forgot my password. How can I reset it?

You can use the *forgot password option* and then complete your username or email address. Or you can use the following link:

[https://elearning.cipc.co.za/login/forgot\\_password.php](https://elearning.cipc.co.za/login/forgot_password.php)

# Support

**Who should I contact if I have an enquiry or want information on how to enroll, which browser to use, how to activate pop-up messages and more?**

You can send email to [elarning@cipc.co.za](mailto:elarning@cipc.co.za)



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