Learn-i-Biz Course Online training for Directors

Learn-i-Biz

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ONLINE TRAINING FOR DIRECTORS

Companies and Intellectual Property Commission

a member of **the dtic** group

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LEARN-I-BIZ COURSE
FREQUENTLY ASKED QUESTIONS AND
STEP-BY-STEP GUIDE

1. What is the Learn-i-Biz course?

This online program is designed for prospective, new, and existing directors of SMMEs.

2. What is the purpose of the course?

The course aims to equip SMME directors with fundamental knowledge of their duties and responsibilities, ultimately fostering better compliance with the Companies Act, 2008.

3. Is there a fee for attending the course?

No, the course is free of charge.

4. How many modules does the course have?

There are seven modules:
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

5. How long will it take to complete the course?

While the course can be completed in approximately two hours, you can progress at your own pace. Your progress is saved, so you don't need to finish in one sitting; you may return at any time.

The dtic Campus (Block F - Entfutfukweni), 77 Meintjies Street, Sunnyside, Pretoria, P O Box 429, Pretoria, 0001
Call Centre: 086 100 2472
Website. www.cipc.co.za

Enquire about the Learn-i-Biz /

Request a copy of the information guide?

You can send your request to:
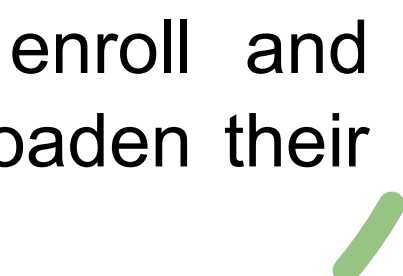**elearning@cipc.co.za**

Overview

What does the Learn-i-Biz Short 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?

This digital learning experience was crafted to serve the needs of prospective, new, and existing Small, Medium, and Micro Enterprises (SMMEs). However, the curriculum is inclusive by design; anyone with a genuine interest in the subject matter is warmly invited to enroll and participate in the course to broaden their professional knowledge.

Enrolment Cost

Is there a tuition fee or any associated costs?

No, the programme is free of charge.

Duration

What is the expected timeline for completion?

The curriculum is structured so that it can be completed in approximately two hours. However, the experience is entirely self-paced to accommodate your unique schedule. Because the platform automatically archives your progress, there is no pressure to finish the material in a single session. You are free to step away and return to pick up exactly where you left off whenever it is most convenient for you.

Course Module Topics

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

ENROLMENT PROCESS – MANDATORY BROWSER

To access the Learn-i-Biz course, make use of **Google Chrome, Firefox, or Microsoft Edge**.

If you are currently utilizing a different browser, you need to download and set one of these browsers as your default to prevent technical problems and enjoy the best possible interface performance.
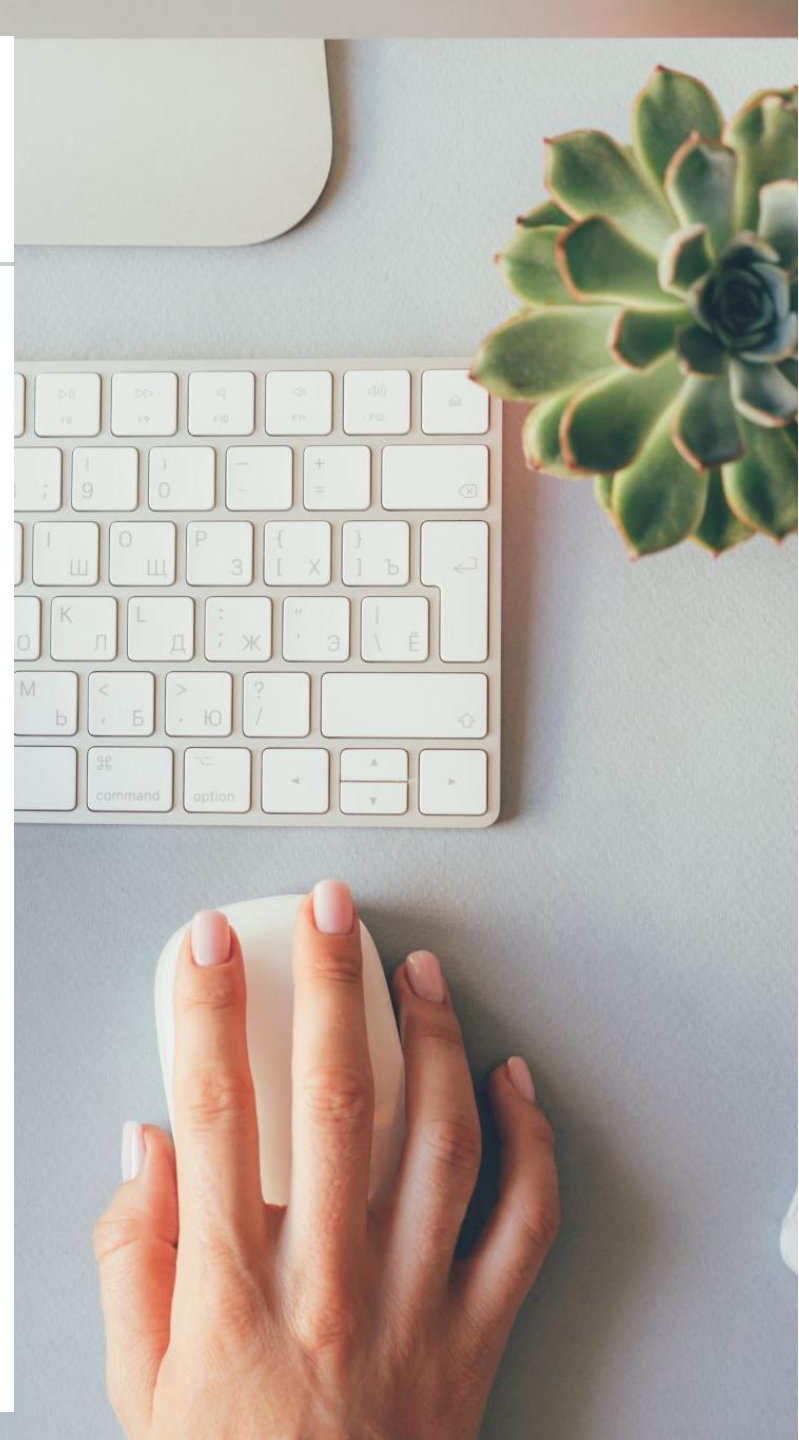
Enrolment – Registration Process

- Your **Customer Code is _not_ a login credential** for this course.

- To get started, create an account with your details to select a username and password. **Use the link** **https://elearning.cipc.co.za/login/signup.php**

  - Select the **Create new account** option.

- Once registered, you will receive an email containing a verification link. Click this link to access the course website.

Enrolment Registration Process -

Create Account

Populate the required fields as illustrated in the next few slides –

- **Username and Password:** Choose your own credentials.

- **Email Address**

- **First Name and Surname**

- **City/Town, Country, Province**

- **Gender, Age, Demographics, Disability**

- **What is applicable to you**

- **ID number**

Then select *Create my new account*

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Create a new account

Username ⓘ

The password must have at least 8 characters, at least 1
digit(s), at least 1 lower case letter(s), at least 1 upper cas
letter(s), at least 1 special character(s) such as *, -, or #

Password ⓘ

Email address ⓘ

Email (again) ⓘ

First name　ⓘ

[   ]

Last name　ⓘ

[   ]

City/town

[   ]

Country

[Select a country   ⌄]

Other fields　⌄

Province　ⓘ

Gender ⓘ

Female ▾

Age ⓘ

35 years and below ▾

Demographic ⓘ

African ▾

Disability ⓘ

Not Disabled ▾

What is applicable to you [i]

I am not a member or director of a registered business ⌄

South African ID number

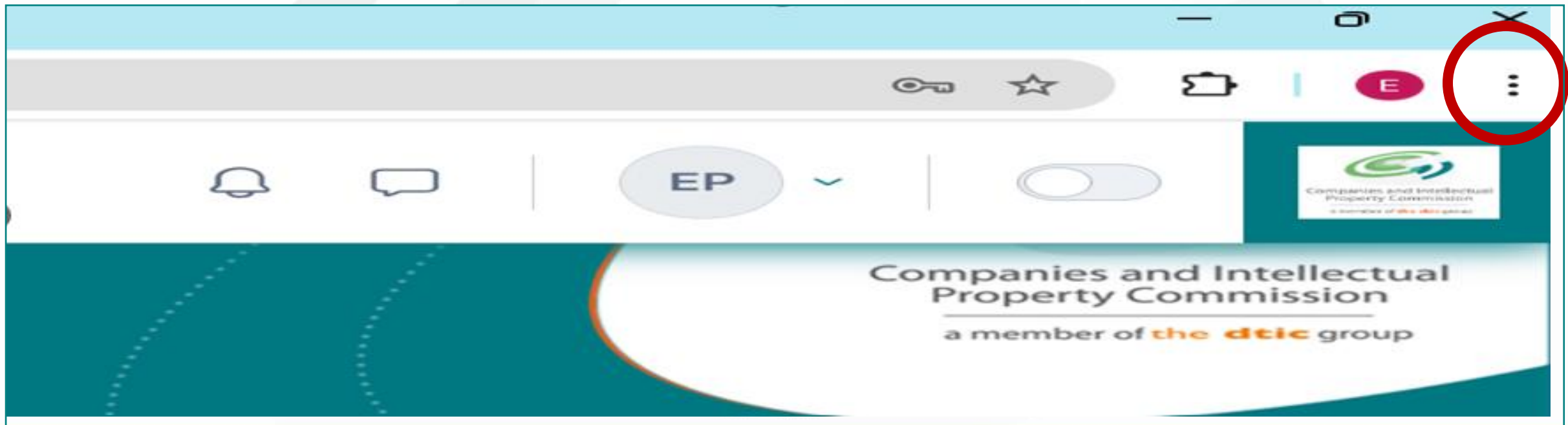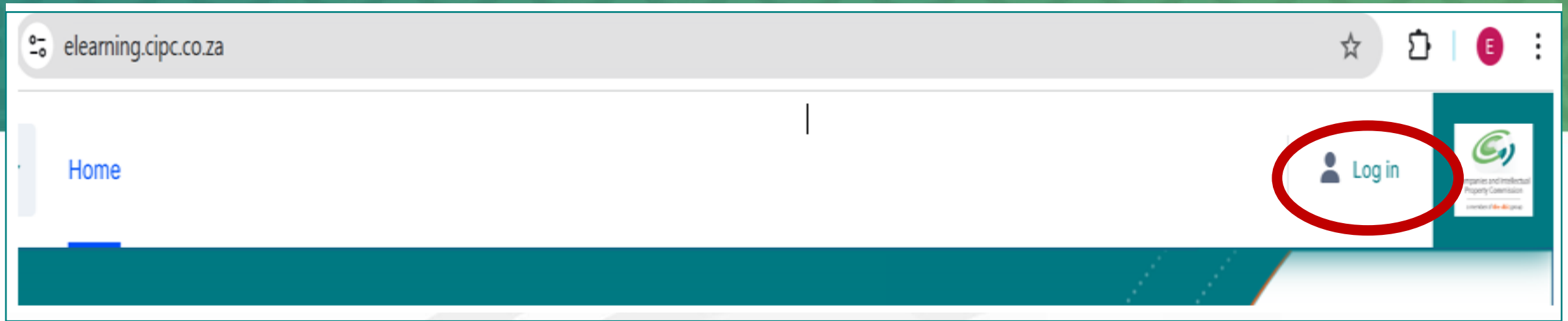Create my new account   Cancel

[i]   Req

Enrolment Process –

Activate Pop-up Messages & Cookies

Adjust your Browser Settings to allow pop-up messages and cookies.

As per the screenshots below you will -

- **Login to your account**
- Select **settings**
- Locate the **Privacy and Security** section and select **Site Setting**
- Enable **Cookies** and **unblock pop-up windows**

History >

Downloads   Ctrl+J

Bookmarks and lists >

Tab groups >

Extensions >

Delete browsing data...   Ctrl+Shift+Del

Zoom   −   100%   +   ⛶

Print...   Ctrl+P

Search with Google Lens

Translate...

Find and edit >

Cast, save, and share >

More tools >

Help >

Settings

Exit

Settings

Q Cookies

Privacy and security

🗑 Delete browsing data
Delete history, cookies, cache, and more

🍪 Third-party cookies
Third-party cookies are allowed

15 results

⟲ cy
Customize the info used by sites to show you ads

🔒 Security
Safe Browsing (protection from dangerous sites) and other security settings

Site settings
Controls what information sites can use and show (location, camera, pop-ups, and more)

G You and Google

⊙ₒ Autofill and passwords

🛡 Privacy and security

⊘ Performance

🎨 Appearance

Q Search engine

▢ Default browser

⏻ On startup

文A Languages

Images
Sites can show images

Pop-ups and redirects
Don't allow sites to send pop-ups or use redirects

Additional content settings

Automatically remove permissions from unused sites
To protect your data, let Chrome remove permissions from sites you haven't visited recently.

← Pop-ups and redirects ☰ Filter sites on page

Sites might send pop-ups to show ads, or use redirects to lead you to websites you may not want to visit

Default behavior

Sites automatically follow this setting when you visit them

⦿ ↗ Sites can send pop-ups and use redirects

○ ⊠ Don't allow sites to send pop-ups or use redirects

Customized behaviors

Password Reset

If you find yourself unable to access your account, you can initiate a password reset by selecting the *forgot password option*. To verify your identity, simply provide your registered username or the email address associated with your profile. For a more direct route to regaining access, you may also use the recovery link:

https://elearning.cipc.co.za/login/forgot_password.php

Certificate

Do I get a certificate once I completed the course?

Upon successfully completing the course, you can download a certificate of completion. The certificate confirms your participation, but the course is **not accredited**.

To qualify for the certificate, you must complete all 7 modules and achieve a minimum score of **80%** on each end-of-module assessments. Once these criteria are met, your certificate will be available for downloading or printing.

Certificate

Clarifying accreditation vs non-accreditation

- In South Africa, an **accredited course** is a learning program that has been formally vetted, approved, and registered on the **National Qualifications Framework (NQF)**.

- If a course is accredited, it means it is not just a "workshop" or "attendance certificate" - it is a legally recognized qualification that meets national quality standards.

- For a course to be accredited both the course and the institution (e.g. a college/ university) must be accredited.

Certificate

Requirements for accreditation

For a course to be accredited the following is required:

- A course must be accredited by SAQA (South African Qualifications Authority) on the NQF.

- A specific Quality Council (e.g. Umalusi) must approve and oversee the quality of the course.

- The institution (college or university) that teach the course must be "accredited" to teach that specific course.

The above does not apply to CIPC.

Certificate

Non-Accreditation courses

"Non-accredited" or "Short Courses" still have value for learning specific skills, but they will not give you NQF credits or a formal qualification.

Course Menu

Directors Training Modules ⌃

- 🟢 Module 1
- 🟢 Module 2
- 🟢 Module 3
- 🟢 Module 4
- 🟢 Module 5
- 🟢 Module 6
- 🟢 Module 7
- ⭘ Study Guide
- ⭘ Companies Act 71 of 2008
- ⭘ Director Quick Reference Guide

Certificate of Completion ⌃

Certificate of Completion 🔒

Directors Training

Directors Training

Directors Training

Directors Training

Course   Settings   Participants   Grad

CERTIFICATE OF COMPLETION

Companies and Intellectual Property Commission
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Name and Surname

has successfully completed the
Director's eLearning Programme

Average % achieved for the 7 modules

Date completed

Date