

Learn-i-Biz Course

Online training for Directors

5 March 2025

Learn-i-Biz

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ONLINE TRAINING
FOR DIRECTORS



Companies and Intellectual
Property Commission

a member of **the dtic** group

AGENDA

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Duration

Topics

Enrolment

- **Browser**
- **Registration Process**
- **Activate Pop-up Messages**

Certificate



SUPPORT



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.

Support

To enquire about the Learn-i-Biz course or request a copy of the information guide, which includes instructions on enrolment, an email can be sent to:

elearning@cipc.co.za

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

OVERVIEW

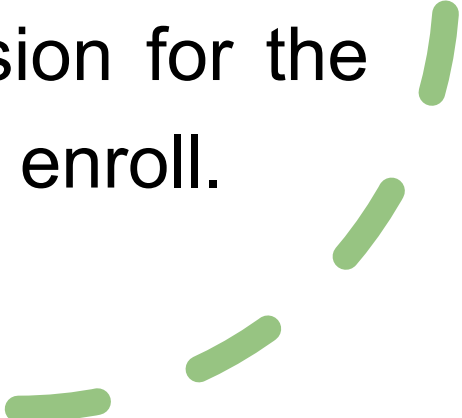
What does the Learn-i-Biz Short Course entail?

The 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?

Designed primarily for **prospective and established SMME directors**, this course offers a curriculum that is inclusive by design. That said, our doors are open to everyone - if you have a passion for the subject, we'd encourage you to enroll.



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

Either **Google Chrome**, **Firefox**, or **Microsoft Edge** are required to access the Learn-i-Biz course.

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.



Firefox



Edge



chrome

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

You will populate the required fields as illustrated in the next few slides. These are –

- **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 (South Africans) or Passport number (for foreigners). This is now a mandatory field.**

Then select *Create my new account*



ENROLMENT REGISTRATION PROCESS -

Create Account

NOTE

Due to platform updates, providing an **Identity or Passport Number is now mandatory** during account creation. A new certificate of completion with the ID or Passport Number will be released soon.

Please make sure all the information completed during the registration process is accurate, as it cannot be changed after registration.



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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 case 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 am not a member or director of a registered business 

South African ID number **South Africans**

Passport number **Foreign Citizens**

An ID number or Passport number have to be completed as part of the registration process

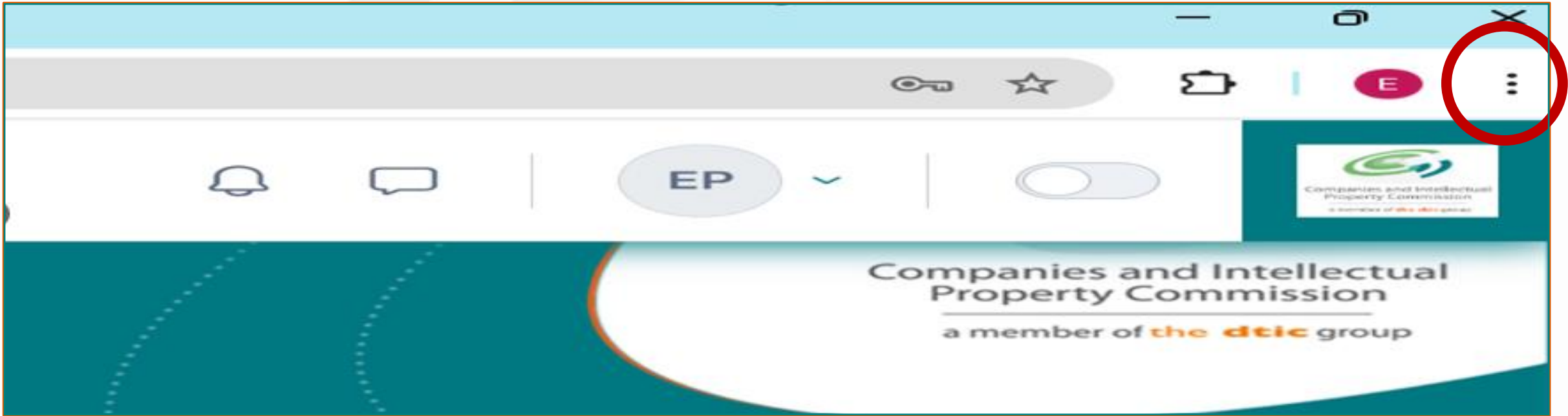
ENROLMENT PROCESS –

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**



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-  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



You and Google



Autofill and passwords



Privacy and security



Performance



Appearance



Search engine



Default browser



On startup



Languages

🔍 Cookies

Privacy and security



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



Third-party cookies
Third-party cookies are allowed

15 results



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)



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 are locked out of your account, select the “**Forgot your password?**” option and enter your registered username or email to verify your identity and reset your access.

For a more direct route to regaining access, you may also use the recovery link:

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

 [Log in](#)



Username

Username

Password

Password



[Forgot your password?](#)

Log in

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-Accredited 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



Course

Settings

Participants

Grad

CERTIFICATE OF COMPLETION

Name and Surname

_____ has successfully completed the
Director's eLearning Programme

Average % achieved for the 7 modules

Date completed

_____ Date

**The ID or Passport
number will be
added to the
certificate soon.**



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Questions?