

Learn-i-Biz Course

Online training for Directors

July 2026

Learn-i-Biz

[Home](#) » [Learn-i-Biz](#)



Companies and Intellectual
Property Commission

a member of **the dtic** group

AGENDA

Support

Overview

Target Audience

Enrolment Cost

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.



**For course inquiries
and enrollment guides,
please contact us.**



elearning@cipc.co.za

OVERVIEW

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

This educational initiative equips SMME directors and entrepreneurs with the essential knowledge of their duties, promoting stronger compliance with the Companies Act of 2008.

A large teal circle on the left side of the slide, partially cut off by the edge.

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.

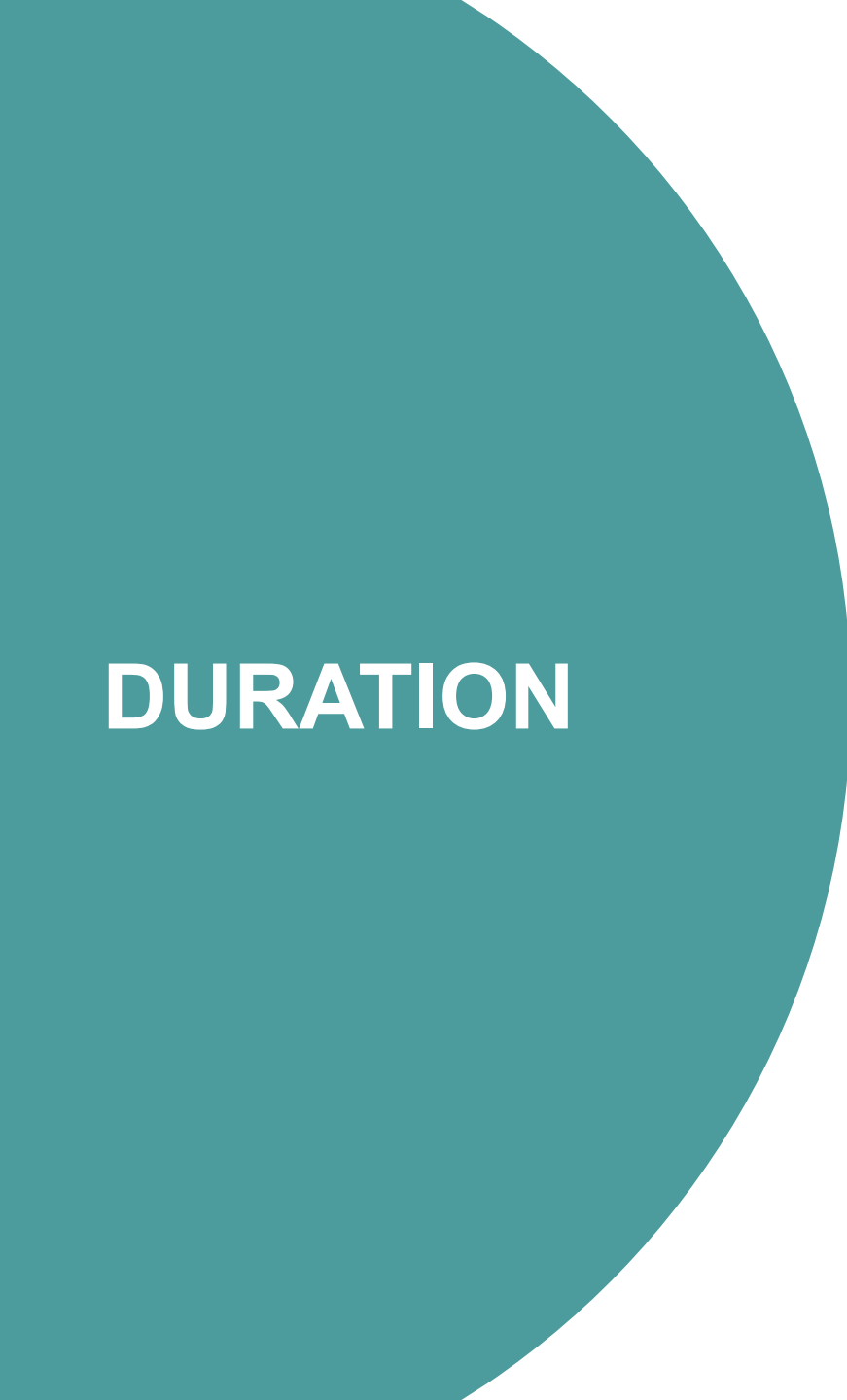
A series of green dashed lines in the bottom right corner, forming a curved, upward-pointing shape.

ENROLMENT COST -

Does it cost
anything to
enroll?

There are no tuition fees or hidden costs.
The program is completely free.



A large teal circle is positioned on the left side of the slide, partially cut off by the edge.

DURATION

What is the expected timeline for completion?

The curriculum takes approximately two hours to complete and is entirely self-paced to fit your schedule. You can do one module at a time. Your progress is saved automatically, allowing you to pause and resume exactly where you left off at your convenience.

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.

Using a different browser will cause technical problems. We recommend downloading one of the mentioned options and setting it as your default for the best interface performance.



Firefox



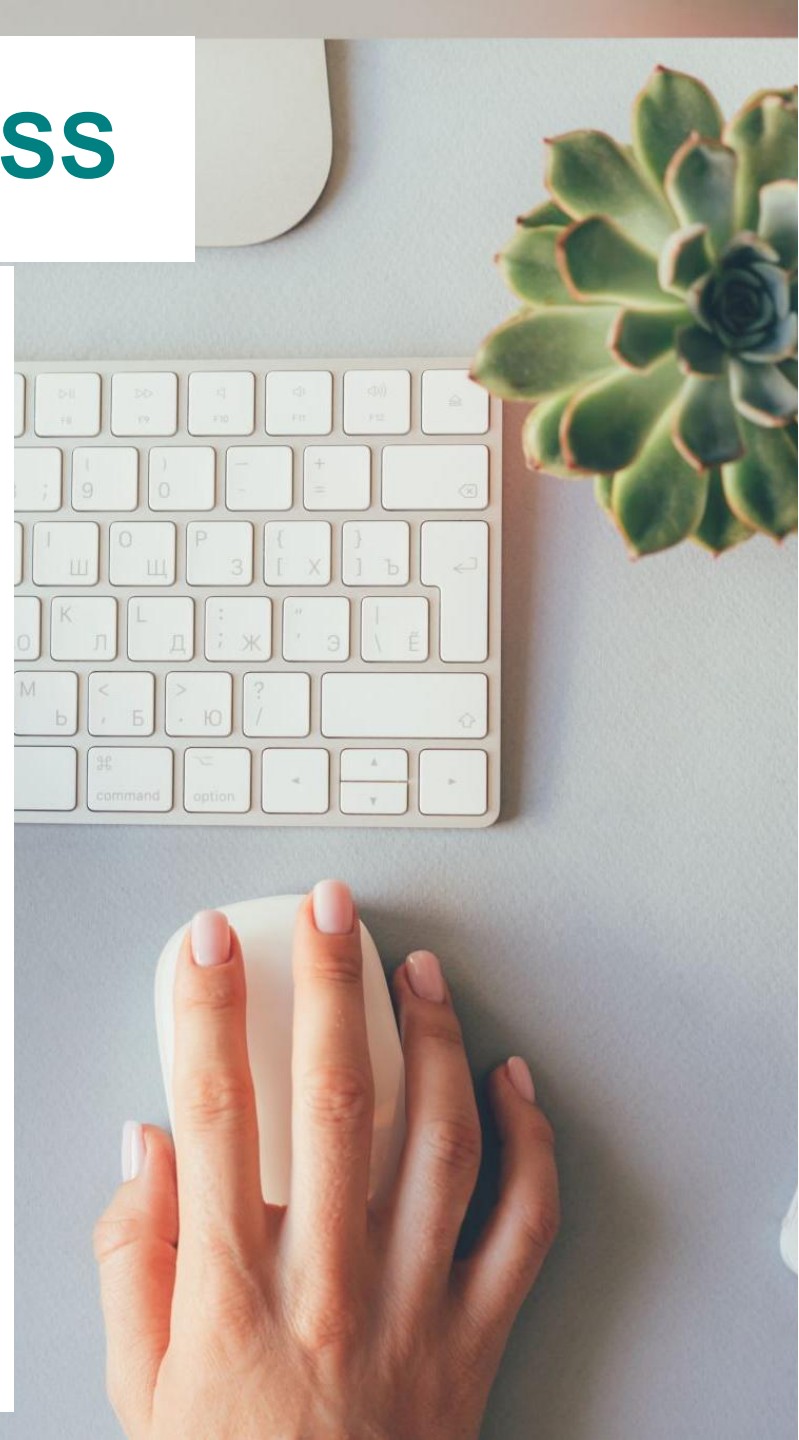
Edge



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 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 **mandatory** during account creation. A new certificate of completion with the ID or Passport Number



elearning.cipc.co.za/login/signup.php



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**

Complete an ID
number or
Passport
number

A large teal circle with a smaller orange circle at its bottom-left edge.

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**



Home



Log in



EP



Companies and Intellectual
Property Commission
a member of the dtic group

-  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 >

-  ? >
-  **Settings**
- 



Settings



You and Google



Autofill and passwords



Privacy and security



Performance



Appearance



Search engine



Default browser



On startup



Languages

Q 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 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



Companies and Intellectual
Property Commission

a member of the **dtic** group

A large teal circle is positioned on the left side of the slide, partially cut off by the edge.

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**.

Certification requires a minimum score of **80%** across all seven end-of-module assessments. Your certificate will become available for download immediately upon meeting these criteria.

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 school / 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 (school / college / university) that teach the course must be "accredited" to teach that specific course.

This does not apply to the Companies and Intellectual Property Commission.

CERTIFICATE

Non-Accredited courses

Non-accredited short courses are highly valuable for gaining specific practical skills, but they do not provide NQF credits or result in 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



Directors Training

Directors Training



Directors Training

Directors Training

Course

Settings

Participants

Grad



CPC



@theCPC



YouTube CPC Companies and Intellectual
Property Commission

CERTIFICATE OF COMPLETION FORMAT

CERTIFICATE OF COMPLETION

a member of the **dtic** group

This certificate is proudly presented to

[Redacted Name]

Identity number

[Redacted Identity Number]

for successfully completing the Learn-i-Biz Directors' eLearning Course

on

[Redacted Date]

Final score

[Redacted Final Score]

Certificate reference number

[Redacted Certificate Reference Number]



Disclaimer: This certificate confirms course completion. It does not constitute an accredited course.



CPC



@theCPC



CPC Companies and Intellectual
Property Commission



Companies and Intellectual
Property Commission

a member of **the dtic** group

Questions?