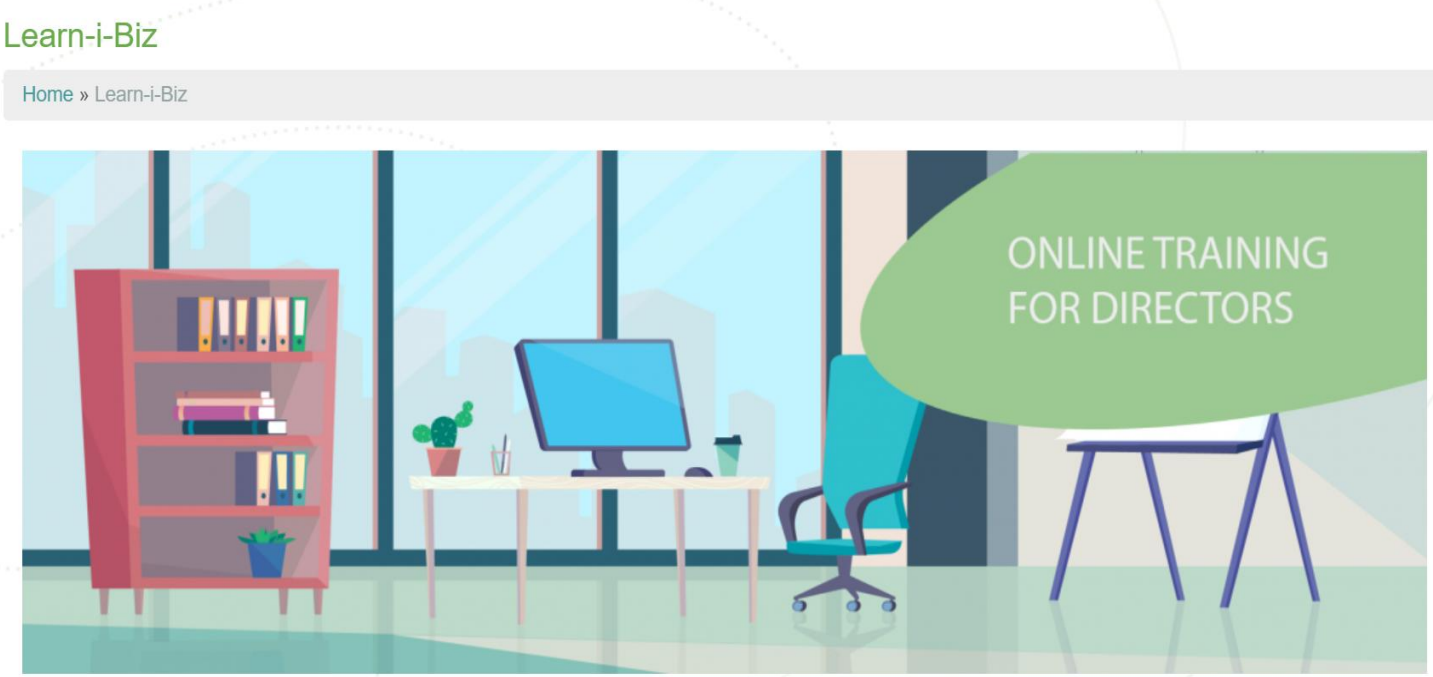
Learn-i-Biz Course

Online training for Directors

10 November 2026

Companies and Intellectual Property Commission

a member of the dtic group



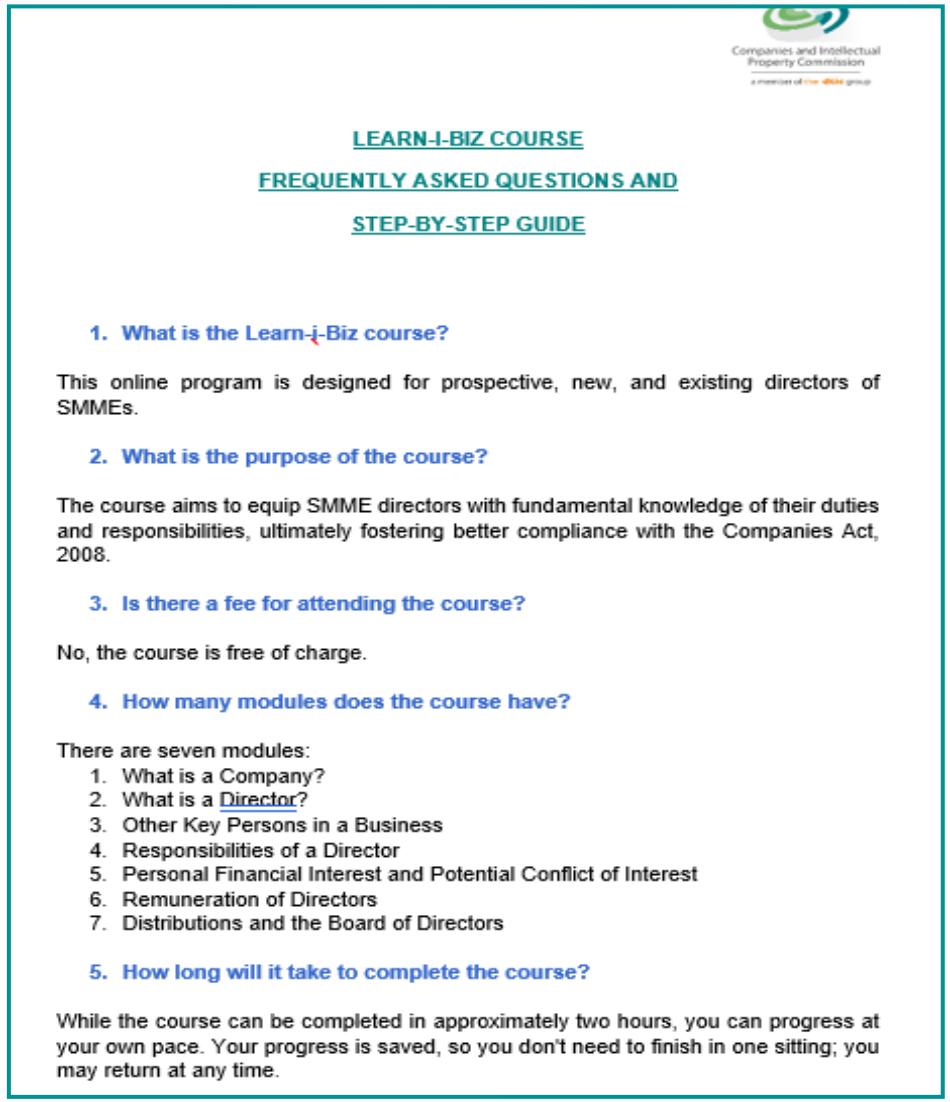
AGENDA

- Support
- Overview
- Target Audience
- Enrolment Cost
- Duration
- Topics
- Enrolment
  - Browser
  - Registration Process
  - Activate Pop-up Messages
- Certificate





SUPPORT



Companies and Intellectual Property Commission

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.

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 -

Does it cost anything to enroll?

There are no tuition fees or hidden costs.

The program is completely free.

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



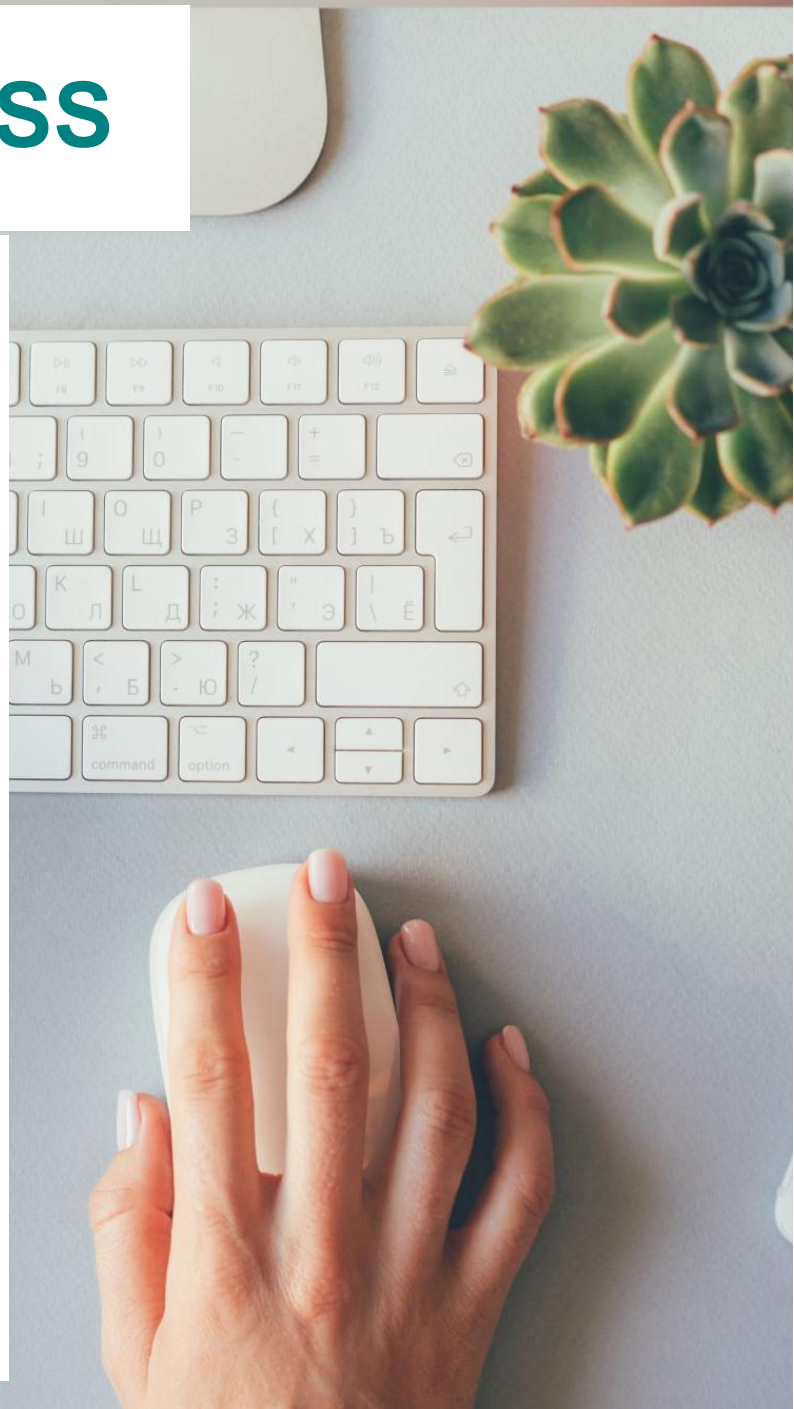
ENROLMENT PROCESS – MANDATORY BROWSER

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.

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*

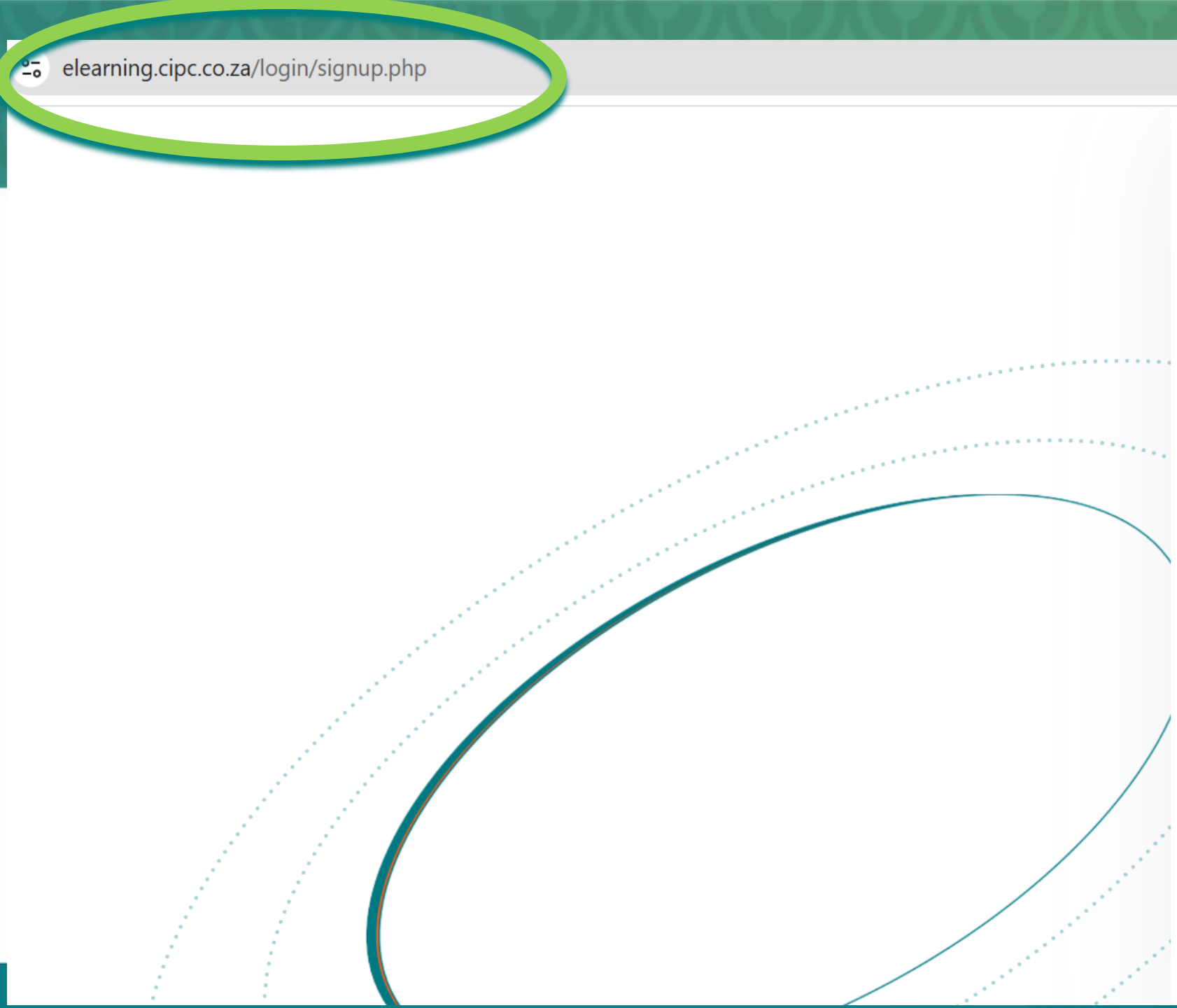
ENROLMENT REGISTRATION PROCESS -

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



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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

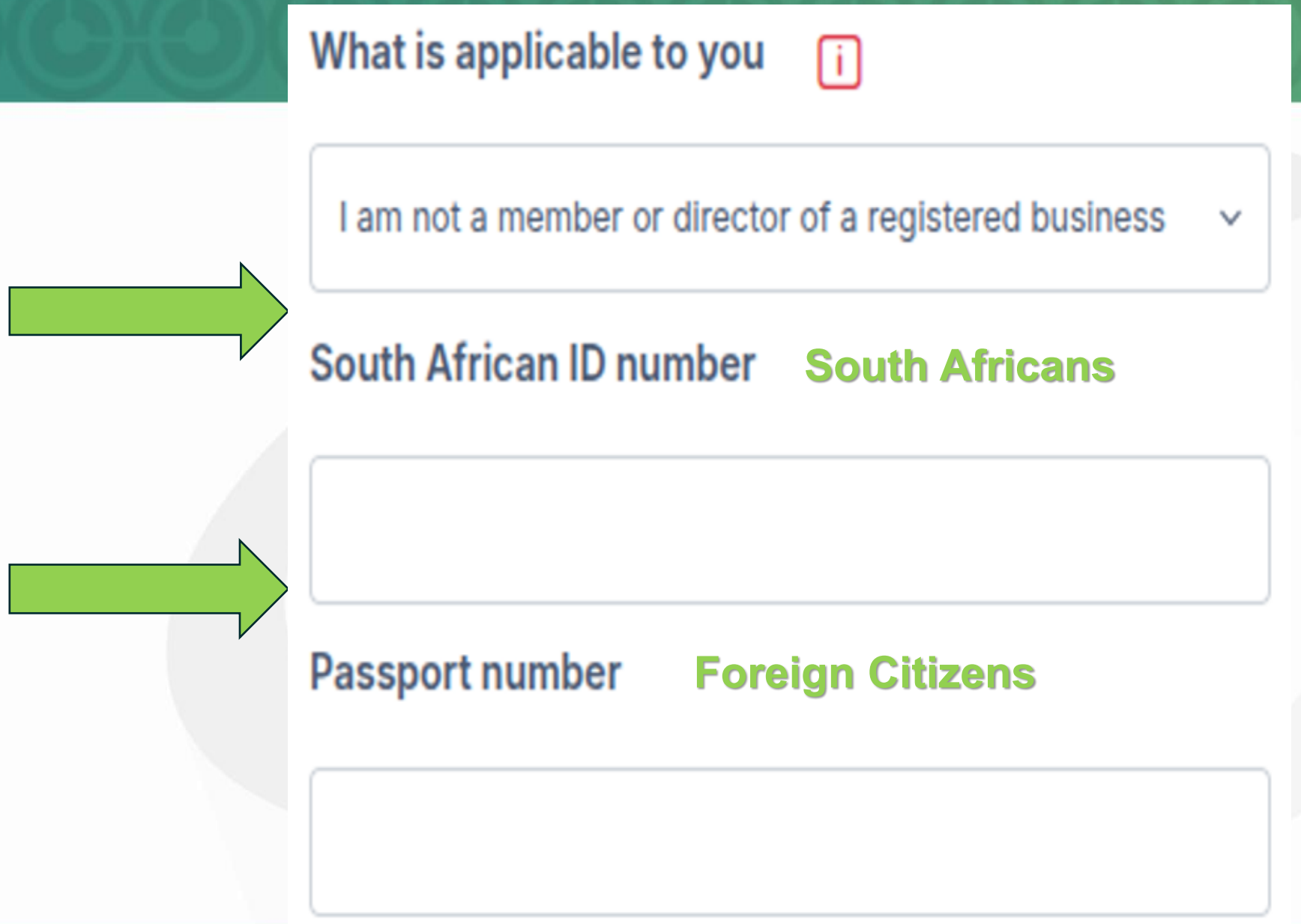
35 years and below

Demographic

African

Disability

Not Disabled



Complete an ID number or Passport number

ENROLMENT PROCESS –

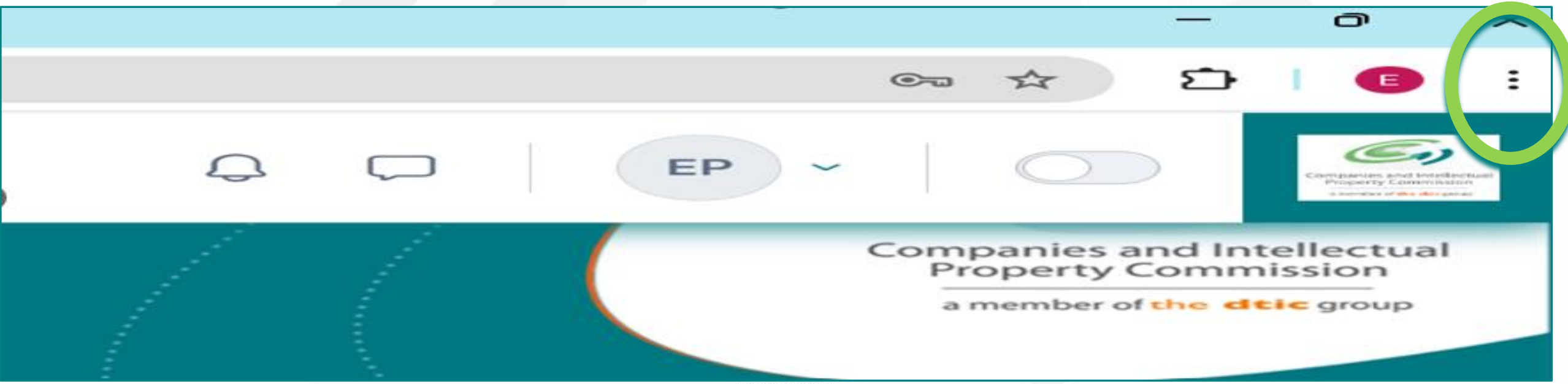
Activate Pop-up Messages & Cookies

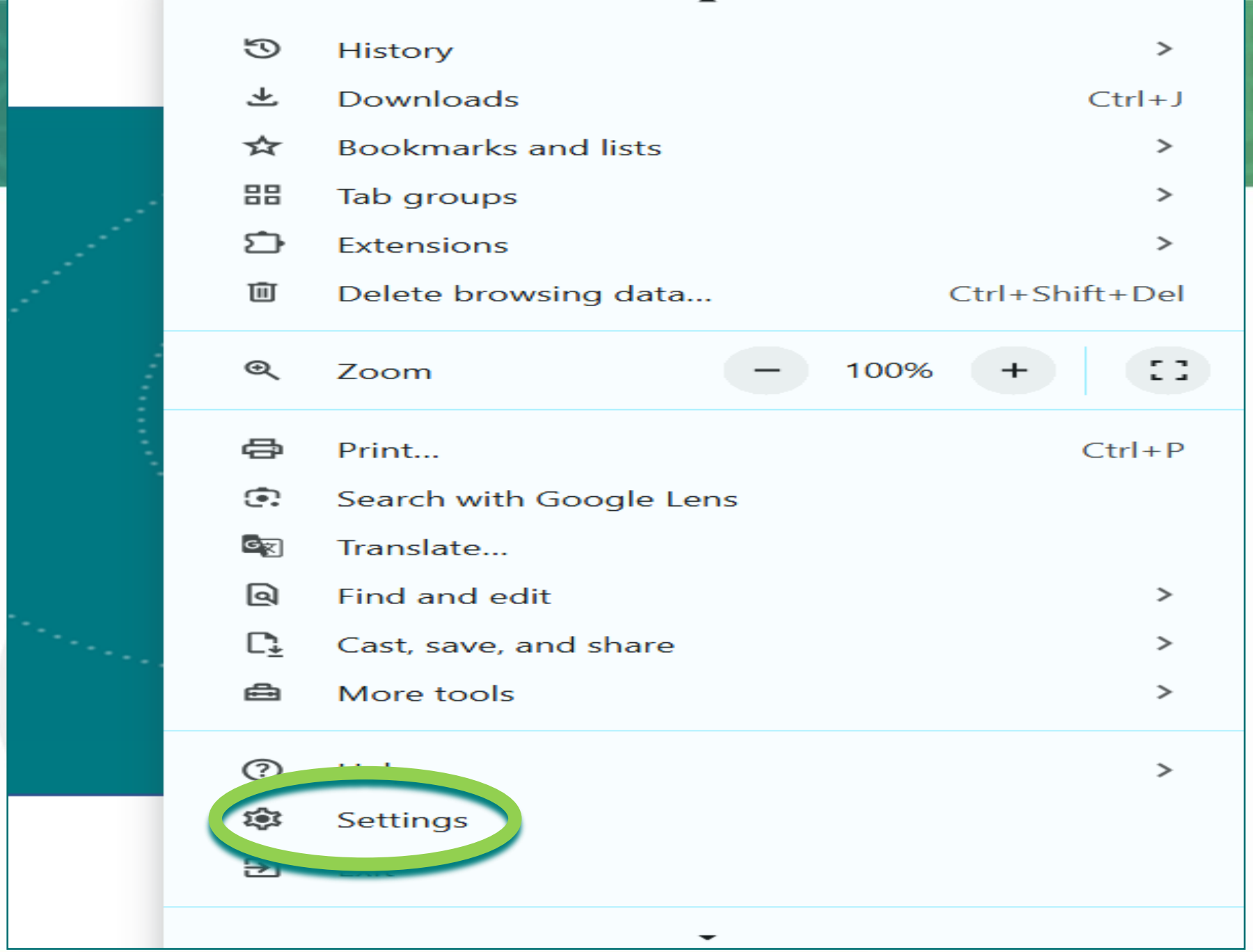
Adjust your Browser Settings to allow pop-up messages and cookies.

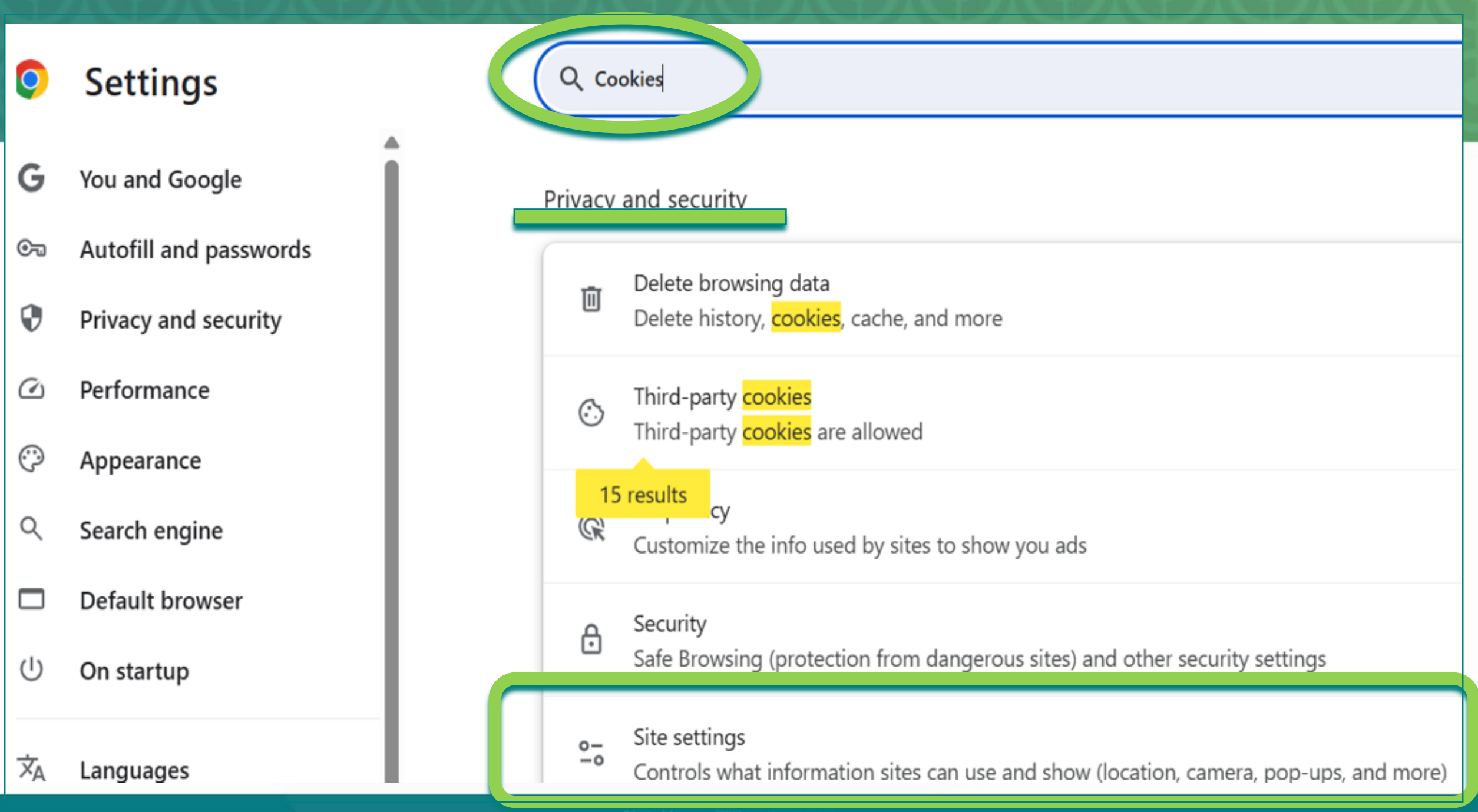
As per the screenshots below you will -

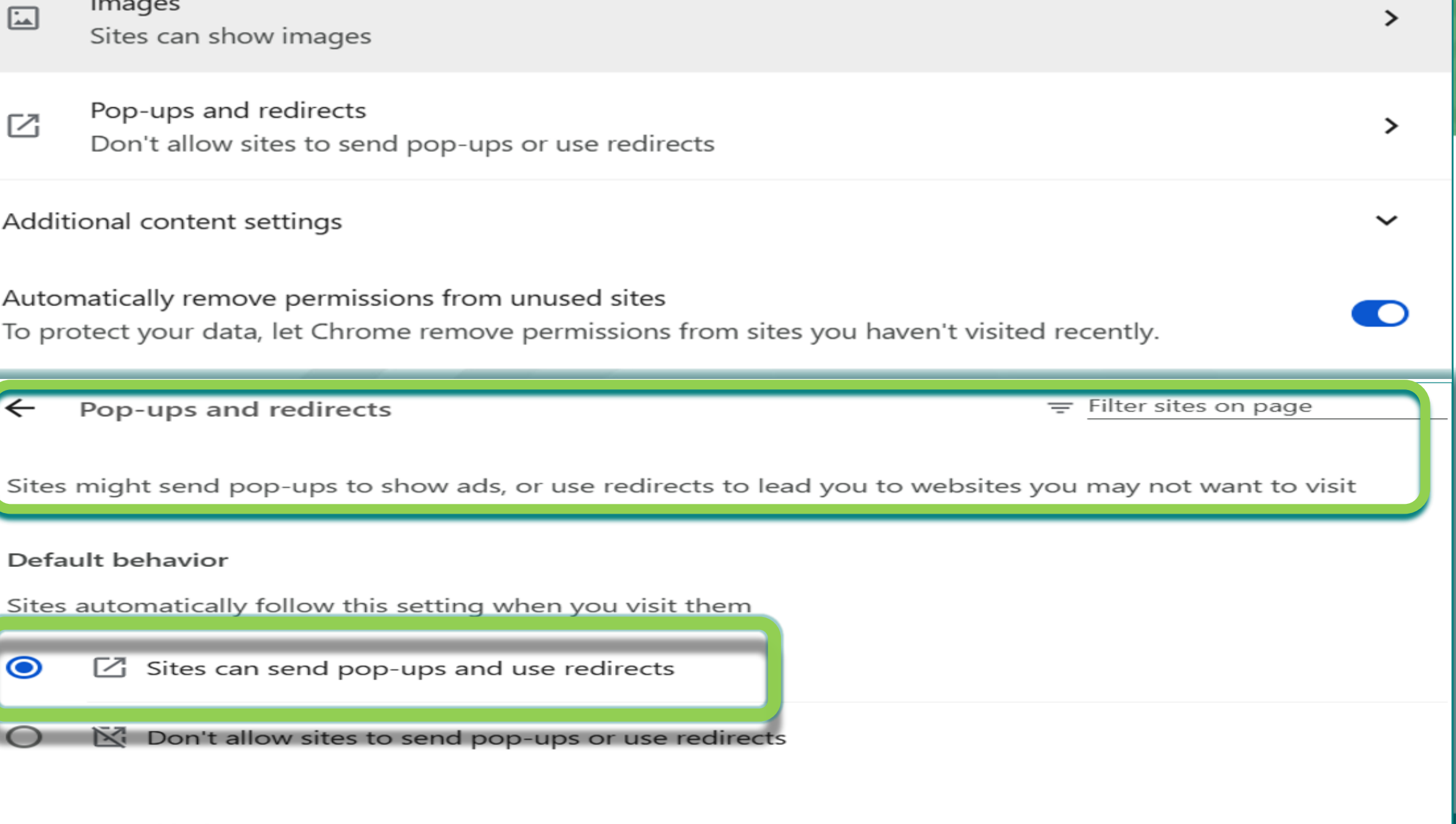
- **Login to your account**
- Select **settings**
- Locate the **Privacy and Security** section and select **Site Setting**
- Enable **Cookies** and **unblock pop-up windows**


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Home
Log in


EP
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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
Settings


Settings
Cookies
You and Google
Autofill and passwords
Privacy and security
Performance
Appearance
Search engine
Default browser
On startup
Languages
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)

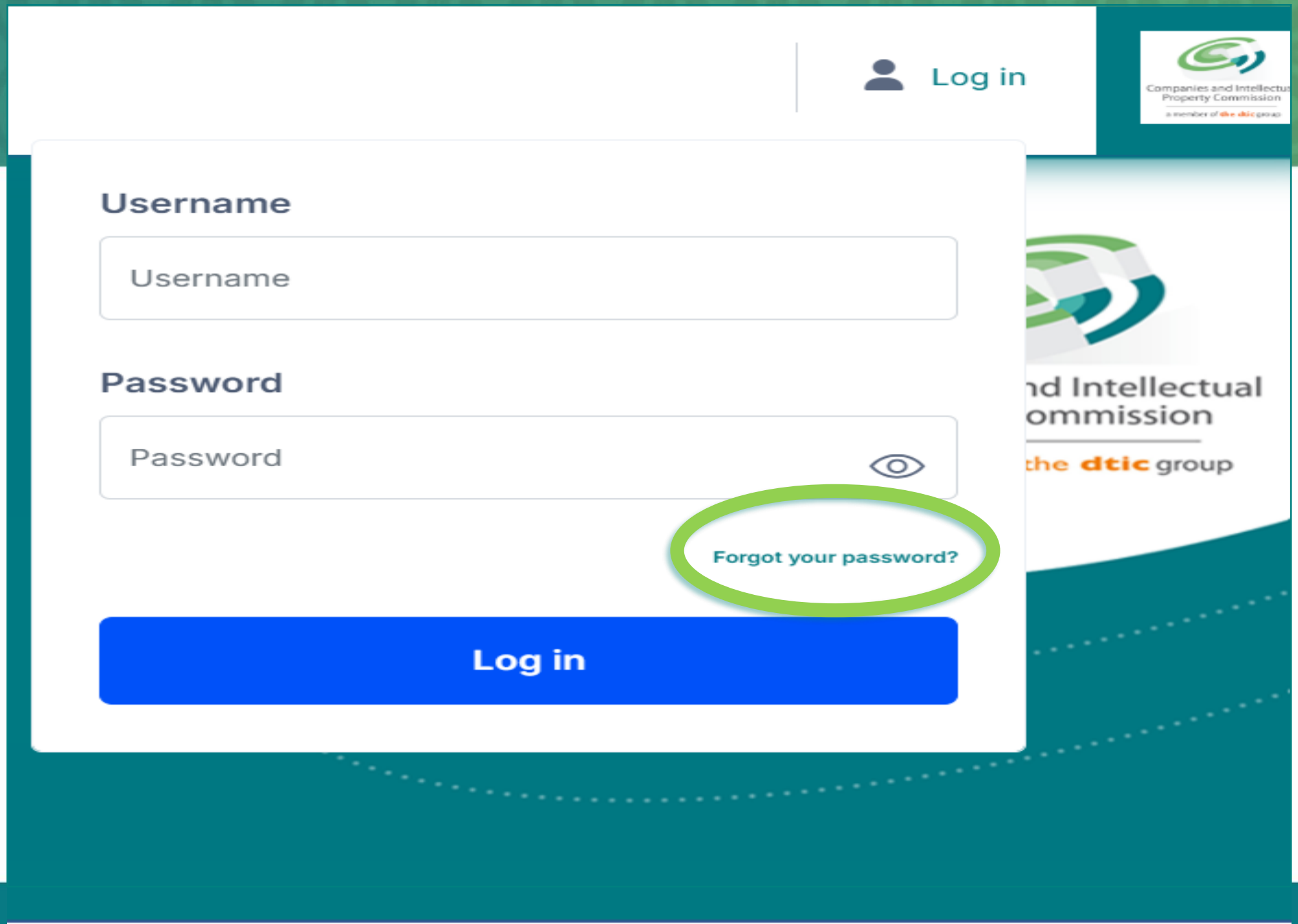

Images
Sites can show images
Pop-ups and redirects
Don't allow sites to send pop-ups or use redirects
Additional content settings
Automatically remove permissions from unused sites
To protect your data, let Chrome remove permissions from sites you haven't visited recently.
Pop-ups and redirects
Filter 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
Companies and Intellectual Property Commission
Username
Username
Password
Password
Forgot your password?
Log in
nd Intellectual
ommission
the dtic group

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

Certificate of Completion





Course Settings Participants Grad

CERTIFICATE OF COMPLETION FORMAT

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CERTIFICATE

OF COMPLETION

This certificate is proudly presented to

[redacted]

Identity number [redacted]

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

on [redacted]

Final score [redacted]

Certificate reference number [redacted]



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


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Questions?