



## THE KENYA SCHOOL OF LAW

### CERTIFIED SECRETARIES (CS) COURSE

COURSE CODE: CS01/2023

JULY 2023 INTAKE

VIRTUAL CLASSES

#### 1.0 COURSE OVERVIEW

##### 1.1 Introduction

The Kenya School of Law (the School) is a public institution established under the Kenya School of Law Act, 2012. The School is mandated under section 4(1) of the Act to be a public legal education provider responsible for the provision of professional legal training as an agent of the Government. In the exercise of this mandate, the School wishes to invite applications from qualified persons to pursue the Certified Secretary (CS) qualification.

The School is accredited by KASNEB to provide training leading to the award of the CS qualification upon passing the relevant KASNEB examinations. The course imparts knowledge, skills, values and attitudes, amongst other competencies.

##### 1.2 Why CS Course?

1. The Kenyan law requires all registered companies to employ a Certified Secretary. The CS qualification empowers the Certified Secretary:

- To ensure that the company stays in compliance with the statutory and compliance requirements.
- To execute all the solutions, changes, and decisions put across by the Board of Directors.
- To ensure that all company decisions are executed according to the laws of the land and regulations that guide the company/industry.

2. The CS qualification is increasingly becoming a key requirement for qualification for employment for various roles by Companies including but not limited to State Corporations and County Governments

Upon successful completion the learner will be able to:

- Practise and promote principles of good governance within public and private sector entities;
- Implement and comply with legal, regulatory and ethical requirements in practice;
- Ensure proper conduct and management of meetings;
- Undertake consultancy and advisory services in corporate secretarial and related practices;
- Manage boardroom dynamics;
- Undertake governance and compliance audits.

Certified secretaries are expert practitioners in governance, governance audits and compliance, corporate secretarial practice, corporate law, consultancy and business management and administration.

Assessment is conducted in a variety of ways, including examinations, projects, and workshops attendance.

## 2.0 FEE STRUCTURE AND DURATION

| LEVEL        | COURSE DURATION | TUITION FEE (Kshs) | ONLINE FEE (Kshs) | SINGLE UNIT (Kshs) |
|--------------|-----------------|--------------------|-------------------|--------------------|
| Foundation   | 3 months        | 38,000             | 34,000            | 7,500              |
| Intermediate | 3 months        | 40,000             | 36,000            | 8,000              |
| Advanced     | 3 months        | 42,000             | 38,000            | 9,000              |

**NOTE that the fee excludes the, Registration, examination, exemption fee or any other charges payable to KASNEB.**

## 3.0 SYLLABUS

The CS Syllabus was revised in July, 2021. The new syllabus is competence-based and helps to produce an all-round candidate compared to the older curriculum which was more knowledge-based.

The Course is divided into three levels, namely, the Foundation Level, the Intermediate Level and the Advanced Levels. Lawyers and advocates are entitled to **EXEMPTIONS** as provided in the table below.

|                           |  | <b>LL.B<br/>GRADUATES</b> | <b>ADVOCATES 0-<br/>5 YEARS</b> | <b>ADVOCATES<br/>ABOVE 5<br/>YEARS BUT<br/>BELOW 10<br/>YEARS</b> | <b>ADVOCATES<br/>10<br/>YEARS AND<br/>ABOVE</b> |
|---------------------------|--|---------------------------|---------------------------------|---|---|
| <b>FOUNDATION LEVEL</b>   |  |                           |                                 |   |   |
| 1                         | Management Principles & Practice;                  | Exempted                  | Exempted                        | Exempted  | Exempted  |
| 2                         | Communication Skills & Records Management          | Exempted                  | Exempted                        | Exempted  | Exempted  |
| 3                         | Introduction to Law & Governance;                  | Exempted                  | Exempted                        | Exempted  | Exempted  |
| 4                         | – Principles of Accounting & Taxation;             | To sit                    | Exempted                        | Exempted  | Exempted  |
| 5                         | Human Resource Management;                         | To sit                    | Exempted                        | Exempted  | Exempted  |
| 6                         | Information Communication Technology.              | Exempted                  | Exempted                        | Exempted  | Exempted  |
| <b>INTERMEDIATE LEVEL</b> |  |                           |                                 |   |   |
| 1                         | Company Law;                                       | Exempted                  | Exempted                        | Exempted  | Exempted  |
| 2                         | Public Sector Governance, Policy & Administration; | To sit                    | To sit                          | To sit  | To sit  |
| 3                         | Meetings: Compliance & Administration              | To sit                    | To sit                          | To sit  | To sit  |
| 4                         | Financial Markets & Specialized Institutions;      | To sit                    | To sit                          | To sit  | Exempted  |
| 5                         | Corporate Governance & Ethics;                     | To sit                    | To sit                          | To sit  | To sit  |
| 6                         | Research, Consultancy & Advisory                   | To sit                    | To sit                          | Exempted  | Exempted  |
| <b>ADVANCED LEVEL</b>     |  |                           |                                 |   |   |
| 1                         | Strategic Management;                              | To sit                    | To sit                          | Exempted  | Exempted  |
| 2                         | Finance for Decision-Making;                       | To sit                    | To sit                          | To sit  | Exempted  |
| 3                         | Governance & Compliance Audit                      | To sit                    | To sit                          | To sit  | To sit  |
| 4                         | Boardroom Dynamics.                                | To sit                    | To sit                          | To sit  | To sit  |
| 5                         | Research Project                                   | To sit                    | To sit                          | Exempted  | Exempted  |

#### 4.0 MODE OF DELIVERY

The course will be delivered *virtually* between 1700hrs and 2000hrs on week-days. Specific timetable will be communicated by the School at the commencement of learning.

#### 5.0 APPLICATION PROCESS

Registration for the course is by logging on to <https://services.ksl.ac.ke/web/signup> and signing up (for those without account), or signing in, for those who have already opened an account. Application fee of shillings 2,000 and tuition fee should be deposited in the **School's account: (Account No. 202 2029 110 Absa Bank PLC, Absa Plaza Branch, Nairobi, Kenya) and the bank slip or evidence of RTGS transfer presented to the Finance Office at Gate C, for receipting.**

The *School Fees Policy* applies to payment of fees for this course, as it applies to other courses. The following documents should be sent separately by email to [cpd@ksl.ac.ke](mailto:cpd@ksl.ac.ke) ensuring that the email reference reads "APPLICATION FOR ADMISSION TO CS COURSE JULY 2023":

- a) copy of national identity card/passport;
- b) a passport-size colour photograph with white back-ground;
- c) copy of bank payment slip showing payment of application fee. Your full name should appear on the slip;
- d) **Please ensure registration with KASNEB to qualify to sit for exams**

**so as to be received by the School, not later than 15<sup>th</sup> June, 2023.**

**An application that is not accompanied by the required documents, or that is sent after the deadline for submission, shall not be accepted.**

**INQUIRIES:** Please contact the Programme Coordinator, Ms. Jane Githinji, on [jgithinji@ksl.ac.ke](mailto:jgithinji@ksl.ac.ke), Jacqueline [jacqueline@ksl.ac.ke](mailto:jacqueline@ksl.ac.ke); or Christine [cmwanza@ksl.ac.ke](mailto:cmwanza@ksl.ac.ke)

#### **DIRECTOR/ CHIEF EXECUTIVE OFFICER**



KSL is ISO 9001:2015 Certified