



THE KENYA SCHOOL OF LAW

CERTIFIED SECRETARIES (CS) COURSE

COURSE CODE: CS01/2024

MAY 2024 INTAKE

VIRTUAL CLASSES

COURSE OVERVIEW

1.1 Introduction

The Kenya School of Law in exercise of its mandate invites applications from qualified persons to pursue the Certified Secretaries (CS) Course. The school receives intakes in January, May and September to align with KASNEB examination periods of April, August and December respectively.

1.2 Why CS Course?

The CS qualification is a key requirement for qualification as company secretary, governance practitioner, governance compliance auditor and policy and governance consultant among other roles.

Upon successful completion the learner will be able to:

- Practice 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.

2.0 FEE STRUCTURE AND DURATION

LEVEL	COURSE DURATION	COST PER UNIT (Kes)
Foundation	3 months	7,500
Intermediate	3 months	8,000
Advanced	3 months	9,000

NOTE that the fee per unit does not include registration fee, examination fee, exemption fee or any other charges payable to KASNEB.

3.0 SYLLABUS

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.

		LL.B GRADUATE S	ADVOCATES 0- 5 YEARS	ADVOCATE S ABOVE 5 - 10 YEARS	ADVOCATES 10 YEARS AND ABOVE
FOUNDATION LEVEL					
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
INTERMEDIATE LEVEL					
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
ADVANCED LEVEL					
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

3.0 MINIMUM ENTRY QUALIFICATIONS

A person seeking to be registered as a student for the CS Course must show evidence of being a holder of one of the following minimum qualifications:

- (a) Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least grade C+ (C plus) or its equivalent.
- (b) Kenya Advanced Certificate of Education (KACE) with at least TWO Principal passes provided that the applicant has credits in Mathematics and English at Kenya Certificate of Education (KCE) level or equivalent qualifications.
- (c) KASNEB technician, diploma or professional examination certificate.
- (d) A degree from a recognized university.
- (e) International General Certificate of Secondary Education (IGCSE) examination grade C in 6 papers with C in both English and Mathematics.
- (f) Such other certificates or diplomas as may be approved by KASNEB.

4.0 MODE OF DELIVERY

The course will be delivered virtually between 1700hrs and 2100hrs on week-days and on Saturdays as shall be indicated on the timetable

4.0 APPLICATION PROCESS

A registration, fee of shillings 2,000 is applicable and should be deposited to **Absa Bank PLC, Absa Plaza Branch, Nairobi, Account Number: 202 2029 110** and the deposit slip bearing applicant's name, a copy of national identity card/passport and a passport-size colour photograph with white back-ground; sent to cpd@ksl.ac.ke . Registration for the course should be done by filling in this google form https://docs.google.com/forms/d/e/1FAIpQLSeqnx80PcSaTGJ0wjrYJKu_qh6sYC_W3mqmwPxhuKGenb3nzA/viewform?usp=sf_link . Applicants will be issued with admission letters and applicable fee structure upon registration.

INQUIRIES: Please contact the Programme Coordinator, Ms. Naserian Sitelu msitelu@ksl.ac.ke , or Jacqueline jacqueline@ksl.ac.ke