

# **SKILLSFUTURE WORK-STUDY PROGRAMME (SPECIALIST DIPLOMA IN CORPORATE SECRETARIAL PRACTICE)**

## **Briefing to Industry**

# SkillsFuture Work-Study Programme (Sp Dip in CSP)

## KEY SUMMARY

- 12 months work-study programme leading to **Specialist Diploma in Corporate Secretarial Practice (Sp Dip in CSP)**
- Deepening of skills leading to a career as a company secretary
- Facilitation towards CSIS membership

## Target Audience

### Trainee

Fresh Graduates with Diploma in:

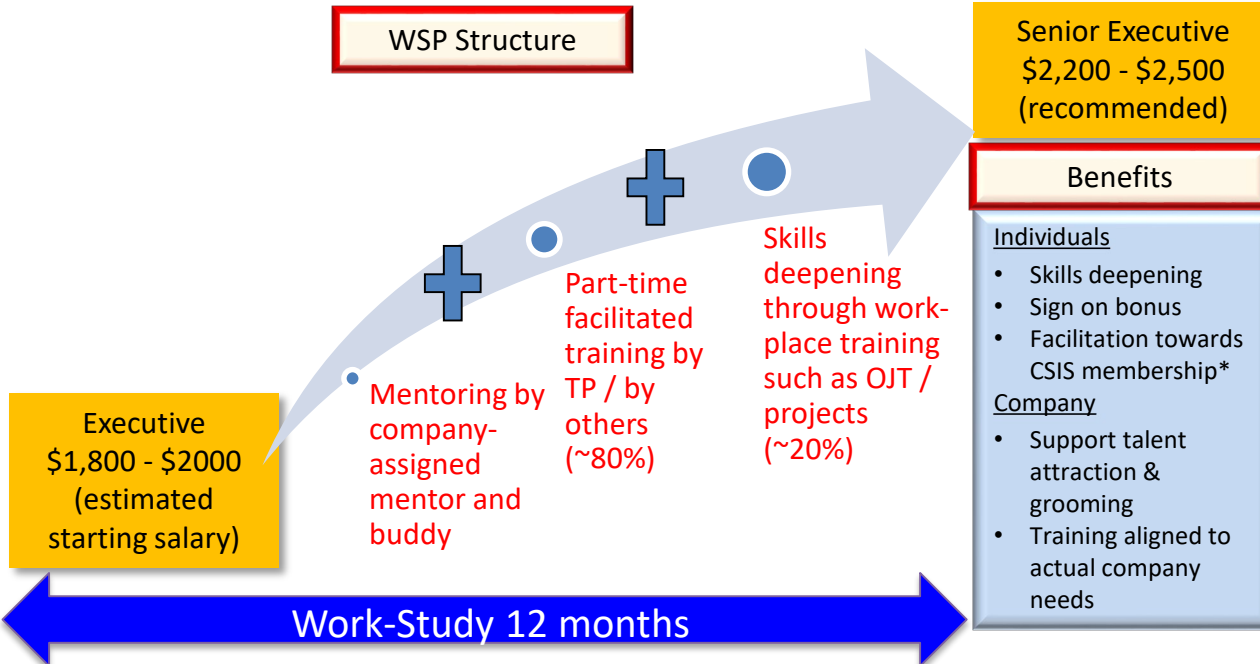
- Accountancy - NP
- Business Studies (Finance Option) - NP
- Banking & Finance - NP
- Accountancy & Finance - NYP
- Banking & Finance - NYP
- Business Management - NYP
- Accountancy - SP
- Banking & Finance - SP
- Business Administration - SP
- Accountancy & Finance - TP
- Business - TP
- Law & Management - TP
- Other relevant diplomas

### Company

Companies keen to hire and train fresh graduates in specialisation areas such as

- company secretaryship
- corporate governance
- corporate service providers

## WSP Structure



Executive  
\$1,800 - \$2000  
(estimated starting salary)

Mentoring by company-assigned mentor and buddy

Part-time facilitated training by TP / by others (~80%)

Skills deepening through workplace training such as OJT / projects (~20%)

Senior Executive  
\$2,200 - \$2,500  
(recommended)

## Benefits

### Individuals

- Skills deepening
- Sign on bonus
- Facilitation towards CSIS membership\*

### Company

- Support talent attraction & grooming
- Training aligned to actual company needs

\*Member of the Chartered Secretaries Institute of Singapore (CSIS)

## Benefits

- Skills deepening
- Membership in a recognised professional body
- Qualification to be appointed as company secretary of public companies

### Incentives

- Sign On Bonus for trainees [S\$5,000]
- Company grants (e.g. mentor support, OJT, absentee payroll, admin grant) [up to S\$15,000 per trainee]



### Programme Manager

- Training delivery
- Company support
- Workplace training programme development



### Certification to be awarded

- Specialist Diploma in Corporate Secretarial Practice

\*With the Sp. Dip. in CSP and upon successful completion of relevant CSIS examinations

## Feeder Diplomas for Specialist Diploma in Corporate Secretarial Practice For Work-Study Programme

Poly	Course
NP	Accountancy
NP	Business Studies (Finance Option)
NP	Banking & Finance
NYP	Accountancy & Finance
NYP	Banking & Finance
NYP	Business Management
SP	Accountancy
SP	Business Administration
SP	Banking & Finance
TP	Accountancy & Finance
TP	Business (all options)
TP	Law & Management
	Other relevant business disciplines

# Course Framework for Specialist Diploma in Corporate Secretarial Practice For Work-Study Programme

## Specialist Diploma in Corporate Secretarial Practice

Total Hours = 240, Time to Complete = 12 months

### Post Diploma Certificate in Corporate Law & Practice

(120 hours)

- Corporate Law (60 hours)
- Corporate Secretaryship (60 hours)

### Post Diploma Certificate in Governance & Financial Management

(120 hours)

- Corporate Governance (60 hours)
- Corporate Financial Management (60 hours)

The minimum entry requirement is a polytechnic diploma

Minimum  
Entry Requirements

# Corporate Law

- Types of Business Structures
- Structure of a Company
- Capital & Shareholders
- Directors, Secretaries & Officers
- Restructuring & Winding Up

# Corporate Secretaryship

- Role of Company Secretary
- Corporate Compliance – Formation, Constitution
- Meetings & Resolutions
- Shares

# Corporate Governance

- Code of Corporate Governance
- Sound Governance Practice
- Risk Management and Internal Controls

# Corporate Financial Management

- Financial Governance
- Management Performance Measurement
- Capital Markets and Financing
- Corporate Risk Management