



Application form: Corporate General Counsel

Please submit your completed application form together with all the required supporting documents to the Corporate Counsel Association's Secretariat (secretariat@ccasa.co.za).

Incomplete applications will be returned, which will delay the assessment process. Please ensure that all required documentation is accurate and complete.

You will be notified of the outcome of your application **within two weeks** of the Secretariat receiving your **complete application and all supporting documents**.

If your application is successful, you will be permitted to use the awarded **professional designation**, subject to the following conditions:

- You remain a fully paid-up member of the Corporate Counsel Association;
- You comply with the Corporate Counsel Association's **Code of Ethics and Professional Conduct**;
- You meet the annual **CPD requirements**, as outlined in the **CPD Policy**.

Required supporting documentation

The following documentation must be submitted together with your completed application:

- A current **CV**, including full details of qualifications, prior learning, employment history, workplace experience, and current role;
- A **detailed job description** with associated **Key Performance Indicators (KPIs)**;
- **Confirmation of employment** from your employer, verifying your current position within the organization;
- A **testimonial from your line manager or direct supervisor**, commenting on your professional performance;
- A **testimonial from a colleague or peer**;
- A **certified copy of your Identity Document**;
- **Certified copies of your qualifications**;
- Your **CPD records** for the past **two years**.

Applicant's Personal Details*(please complete in full)***Section 1**

Title (Mr/ Mrs/Ms/Other)	
Surname	
First Names	
Known as	
Date of Birth	
Nationality	
ID No.	
Alternative ID No.	
Alternative ID Type	
Home Address	
Code	
Postal Address	
Province	
Code	
Phone No.	
Cell No.	
E-mail address	

Section 2

The following information are required by SAQA for reporting purposes (completion is compulsory)

Gender	Male		Female	
Socio-Economic Status	Employed		Unemployed	
Citizenship Status	South African		Permanent Resident	
	Dual		Other	
Race	African		Coloured	
	Indian / Asian		Caucasian	
	Other (Specify)			
Disability Status	None		Communication	
	Sight		Physical	
	Hearing		Multiple disabilities	
	Other (specify)			
Home Language	English		Afrikaans	
	siSwati		TshiVenda	
	seSotho		isiXhosa	
	sePedi		xiTsonga	
	isiNdebele		seTswana	
	isiZulu		Other (specify)	
Highest School Qualification				
Tertiary Education: List Qualification/s				
Qualifications currently enrolled for				

Section 3

Before your application will be considered, the following criteria must have been met (please tick relevant box):

CONFIRMATION THAT YOU ARE A MEMBER IN GOOD STANDING	Yes	No	Office use
Are you a Corporate Counsel Association Member in good standing?			
Are you in breach of any of Corporate Counsel Association's Codes or Policies?			

UNDERLYING NQF REGISTERED QUALIFICATION / PART-QUALIFICATION(S)	Yes	No	Office use
Do you hold any of the following degrees and/or qualifications?			
Baccalaureus Legum			
Baccalaureus Procuratoris			
Baccalaureus Iuris			
LLM / LLD			
Other equivalent legal degree (<i>please specify below</i>)			
CIS			
Any other Masters and/or Doctorate			
Diploma/s			
Master of Business Administration (MBA)			
Executive Management Programme(s)			
Are you currently enrolled for any qualification? (<i>please specify below</i>)			

RECOGNITION OF PRIOR LEARNING:

EXPERIENTIAL LEARNING / PRACTICAL EXPERIENCE

	Yes	No	Office use
Are you actively employed as a bona fide Corporate General Counsel for an Employer or Client?			
Have you actively been employed as a bona fide Corporate Counsel for an organization for a period of at least ten years post obtaining your primary legal degree?			
<i>Alternatively - have you been actively employed by an organisation/s in the position where legal services and advice are provided for a period of at least fifteen years post obtaining your primary legal degree? (these positions can include i.e.: practicing attorney, advocate, prosecutor, magistrate, legal consultant, risk manager, company secretary, compliance manager, forensic auditor, HR legal advisor.)</i>			
Can you provide proof of any additional practical learnings during legal degree and/or related training?			
Have you done Articles of Clerkship or Pupillage?			
Can you provide proof of performance of Practical Legal Training?			
Have you been admitted as an Attorney or Advocate to the High Court?			
Have you been employed as a Prosecutor or Magistrate?			
Have you been employed in a law firm?			
Have you been employed as a senior legal consultant?			
Have you been employed as a bona fide Senior Legal Counsel?			
Have you been employed as a risk manager / company secretary / compliance manager / forensic auditor / HR legal advisor, providing in part legal services and/or advice?			

GUIDELINES ON SUPPORTING DOCUMENTS

Curriculum Vitae

Your CV should contain full details of prior learnings, qualifications, workplace experience, employment history and details of current employment.

The following format is required when listing any previous employers which are applicable to experiential learning / practical experience:

Company name	
Capacity / Position	
Nature of business	
Date of appointment	
Date of leaving	

Job description

When completing your job description, please include the following information:

Job title	Indicate your current position / job title within your employer organisation i.e.: Most senior Corporate Counsel; Most senior Legal Manager; Group Legal Advisor; Chief Corporate Counsel; Chief Legal Counsel; Chief Legal Advisor; Group Counsel; Legal Executive / Director; Director of Legal Services; Head of Legal; Legal Manager; Vice-President / President Legal; Lawyer; etc.
Type of industry and sector type	Indicate industry sector where currently employed in.
Department	Set out structure and composition of department.
Support staff	Provide details of legal support staff and/or office support available to department.
Workplace	Describe workplace and facilities available to department.
Main purpose	Set out main purpose of your function.

Job description (cont.)

<p>Experiential learning and practical experience, prior learnings and related experience</p>	<p>Provide detail of the workplace experience obtained during the fifteen years post obtaining your legal degree/s in the position where you provided legal services and advice, including knowledge obtained and acquired as a result of obtaining your degree; and/or</p> <p>Provide detail of the workplace experience received during the ten years post obtaining your legal degree/s during which you actively practiced as a bona fide Corporate Counsel in South Africa for an employer organization, including knowledge obtained and acquired as a result of obtaining your degree.</p> <p>As an illustration, when considering the application the following experiential learning and practical experience, prior learnings and related experience received in the following positions will be considered: practicing attorney / advocate / prosecutor / magistrate / risk managers / company secretary / compliance manager / forensic auditor / HR legal advisor.</p>
<p>Job description</p>	<p>You need to include information of the following in your job description:</p> <ul style="list-style-type: none"> – Details indicating that you are employed as the head of a legal department and head of the general and divisional legal departments within an organization. – Details indicating that you operate at an executive level and deliver results of a complete legal function through legal specialists within organization. – Details to indicate that you provide general and specialist legal advice and management of the legal function. – Details of strategic legal support to the executive and the board. – Details of whom you report to. – Details of your duties which should involve managing and overseeing the legal function and identifying the legal issues in all departments and their interrelation, including engineering, design, marketing, sales, distribution, credit, finance, human resources, production, as well as corporate governance and business policy.

Job description (cont.)

Reporting structures	Include own organogram of reporting structures within the employer organisation's legal structure (<i>see below example</i>). Indicate your position in structure.
Example:	<pre> graph BT A[Legal Support Practitioners] --> B[Legal Counsel] B --> C[Senior Legal Counsel / Manager of Department] C --> D["General Counsel / Company Secretary / Risk / Auditor / Head of Compliance / Head of Legal Department"] D --> E[Executive (EXCOM)] E --> F[CEO / Financial Director / Other Director] </pre>

COMPETENCIES

Applicant must possess and be able to demonstrate the below listed competencies. Applicant to provide detailed account of these competencies in job description.

LEGAL SUPPORT	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Chief lawyer of a legal department and head of the general and divisional legal departments.				
Operate at an executive level and delivers results of a complete legal function through legal specialists within Company Group.				
Provision of general and specialist legal advice and management of the legal function.				
Provision of strategic legal support to the executive and the board.				
This role is typically a managerial function and an Executive position.				
Heads up, manages and leads in-house legal department and assists Executive and Board with legal and strategic issues.				
Duties involve managing and overseeing the legal function and identifying the legal issues in all departments and their interrelation, including engineering, design, marketing, sales, distribution, credit, finance, human resources, production, as well as corporate governance and business policy.				
Key performance indicators				
Demonstrates an understanding of legal issues, applies legal principles to situations in a business context and recommends legally-sound solutions.				
Consistently completes work according to plan, identifies and resolves work obstacles and problems effectively and has contingency plans to deliver required output.				
Produces balanced output i.t.o. quality, cost, business expectations, risk management and compliance.				
Contributes to the drafting of policies, procedures, standards, processes, etc.				
Builds sound professional relationships - understands and consistently meets client needs.				
Develops trusting / professional internal relationships to smooth the flow of work.				

LEGAL SUPPORT (cont'd)

Key performance indicators	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Develops collaborative relationships with contractors / consultants / suppliers which meet business needs.				
Delivers systems, products & projects which contribute to improved client service.				
Advice given on systems, processes and equipment accepted and implemented, leads to improved results.				
Supports team efforts to achieve transformation goals and establishes a culture conducive to the achievement of transformation goals.				
Supports and participates in corporate citizenship initiatives.				
Improvements to work methods, processes & systems are implemented successfully.				
Analyses, researches, develop & implements innovative ideas & solutions adding value to the Company.				
Systems, process, services, solutions are aligned to business strategy, objectives & values.				
Shares knowledge with team and other professionals.				
Successfully obtains "buy-in" for value-adding projects, systems & products/ processes.				

ETHICS	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Be a fit and proper person, law-abiding and honest, with no previous criminal convictions, showing integrity and objectivity.				
Know and apply legal ethics and related behaviours in an in-house environment.				
Respond professionally to conflicts of interest.				
KEY PERFORMANCE INDICATORS				
Recognises circumstances that give rise to ethical problems or conflicts.				
Examples of impeccable honesty or an antipathy to doing anything unprofessional or illegal.				
Behaviour indicates a solid understanding of legal ethical principles.				
Behaviour indicates a solid understanding of conflict of interest, how to avoid and when to disclose.				

PRIVILEGE AND CONFIDENTIALITY	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Apply understanding of the concept of legal privilege and related principles.				
Invoke legal privilege appropriately in order to withhold disclosing or discovering documents.				
Apply understanding of the difference between privilege and confidentiality.				
Key performance indicators				
Actions demonstrate an understanding of attorney-client privilege.				
Actions demonstrate an awareness of and application of the duty of confidentiality.				

COMMERCIAL LAW AND LAW OF CONTRACT

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Knowledge of the law of contract.				
Knowledge of the principles pertaining to the interpretation of contracts.				
Knowledge of the principles of Commercial Law.				
Key performance indicators				
At a complex and specialised level:				
Demonstrated ability to apply the laws and principles of contract.				
Demonstrated ability to draft and vet a sound, reliable contract.				
Demonstrated ability to apply Commercial Laws and principles.				

CORPORATE GOVERNANCE

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Awareness of corporate governance principles.				
Knowledge of King III and previous codes.				
Ability to apply where relevant sound corporate governance principles.				
Key performance indicators				
Demonstrated application of sound corporate governance principles where appropriate.				

CONSUMER LAW

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Knowledge of Consumer Protection Act, 2008.				
Knowledge of National Credit Act, 2005.				
Key performance indicators				
Demonstrated ability to appear before the Consumer Tribunal on behalf of the company with or without assistance from external counsel and attorneys and negotiate and settle consumer - or regulator - related complaints.				

LITIGATION

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Knowledge and understanding of the laws and principles pertaining to litigation.				
Provide sound litigation and dispute resolution advice.				
Provide legal advice on claims and defended actions, regulatory investigations or complaints or alternative dispute resolution process through application of professional and industry knowledge and expertise to ensure that the best practice advice and opinions are implemented.				
Key performance indicators				
Demonstrated ability to attempt to resolve disputes before decisions to proceed with litigation.				
Demonstrated ability to prepare thorough briefs to attorneys to litigate on a matter on behalf of the company.				
Demonstrated ability to settle and close out matters which are under dispute through either alternative dispute resolution or via the courts.				

ALTERNATIVE DISPUTE RESOLUTION PRACTICES

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Knowledge and understanding of the laws and principles pertaining to alternative dispute resolution.				
Identify client's needs, assess resolution options, make recommendations, advocate persuasively in a manner which advances the client's position.				
Manage litigation process, including sourcing and managing external counsel.				
Key performance indicators				
Demonstrated ability to proceed to alternative dispute resolution forums (alternative to the magistrate or high court processes) and mechanisms such as arbitration or mediation.				
Demonstrated ability to act as a mediator or arbitrator and to settle business disputes.				

LABOUR LAW

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Knowledge and understanding of the South African labour laws.				
Key performance indicators				
Demonstrated ability to apply the SA labour laws to an employer's operation or unique situation.				
Demonstrated ability to represent corporation or employer before CCMA proceedings.				

COMPETITION LAW

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Knowledge and understanding of the South African competition laws.				
Ability to apply for merger approval.				
Key performance indicators				
Demonstrated ability to apply the SA competition laws and provide solid legal advice and opinion on strategic company issues that may have competition impact.				

COMPANY LAW

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Knowledge and understanding of the SA company laws.				
Key performance indicators				
Demonstrated ability to provide a company secretarial service, advice and related legal commercial advice.				

CLIENT SERVICE MANAGEMENT

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Understand client and stakeholder needs requirements and expectations.				
Encouraging personal responsibility for satisfying customers.				
Key performance indicators				
Positive customer feedback.				

MANAGEMENT OF LEGAL DEPARTMENT	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Strategic Planning for law department.				
Develop standardised job profiles, career streams / opportunities, metrics, knowledge sharing and curriculum for training / up-skilling to provide career progression for legal specialists.				
Management of legal advisors within legal department - head office and regional / divisional.				
Establishing standard rules and processes ensuring advisors perform clearly defined, stable work assignments with established goals and procedures.				
Management of record keeping, information retention and information security.				
Implementation of reporting framework.				
Employee development through challenging assignments, on-the-job learning, formal training programmes, mentorship and leadership.				
Ensure department is sufficiently resourced.				
Anticipate problems or opportunities and take immediate action to address them.				
Respond quickly to business needs; developing products, plans and strategies quickly and perfecting them later.				
Receptive to and supportive of change.				
Monitor the implemented Functional EE and Transformation Plan through consultation with HR to ensure the achievement of targets.				
Monitor the budget and spend of outsourced work to Black Economic Empowered (BEE) firms to achieve BEE targets as related to Litigation and Dispute work.				
Interact internally (with senior management) and externally (with various regulatory bodies) through formal and informal interaction to ensure a relationship of trust is built and maintained to achieve functional objectives.				
Prepare budget for the legal department, including litigation.				
Manage the outsourcing process (sourcing and managing external counsel).				

MANAGEMENT OF LEGAL DEPARTMENT <i>(cont.)</i>	APPLICANT		FOR OFFICE USE	
Accountabilities & responsibilities (key performance areas & tasks)	Yes	No	Yes	No
Strategic plan developed and implemented via change management process.				
Work processes standardised.				
Staff development plans created in conjunction with staff implemented and managed.				
Appropriate culture defined and established.				
Process for monitoring and managing key client expectations established.				
BEE targets met.				
Budget developed and approved.				

QUALITY ASSURANCE	APPLICANT		FOR OFFICE USE	
Accountabilities & responsibilities (key performance areas & tasks)	Yes	No	Yes	No
Monitor processes, materials and outputs vigilantly to ensure accuracy, quality and completeness.				
Reviewing reports for mistakes.				
Key performance indicators				
No significant quality problems reported by clients or established via negative feedback from other sources (e.g. courts).				



DECLARATION BY APPLICANT

I, _____ (*full name of applicant*)
declare that to the best of my knowledge and belief (having taken all reasonable care to ensure that such is the case) the answers to all the above questions are true, and I hereby give my authority to Corporate Counsel Association to disclose any of the foregoing particulars as Corporate Counsel Association may, in its absolute discretion, think fit.

I also acknowledge that I agree to be bound by and to comply with the Corporate Counsel Association's Codes and Policies and related requirements, as amended from time to time, pertaining to the use of the Corporate Counsel Association designation.

Signature _____ **Date** _____