

ICSA International Qualifying Scheme (IQS): Professional Part 2

CORPORATE ADMINISTRATION

SYLLABUS

AIM

The Chartered Secretary is regularly employed in a position of strategic responsibility for administrative operations within and across the organisation. The aim of the module is to instill knowledge and key skills in handling the responsibilities of corporate administration in both the strategic and functional contexts, to develop competence in advising the Board and leading teams in administrative best practice, and in ensuring compliance with external regulation and internal procedures.

LEARNING OUTCOME

At the conclusion of this module, the candidate will be able to:

- describe the importance, roles and functions of corporate administration in supporting the core business of organisations.
- formulate strategies in managing information, intellectual properties, human resources and physical corporate resources of the organisations to meet the needs and to the optimum benefits of the organisations.
- advise the client organisations accordingly in ensuring compliance of legal and regulatory requirements.
- choose the most suitable methods in handling potential risks.

PRE-REQUISITE LEARNING

Evidence of assessed pre-requisite knowledge and understanding in the following disciplines must be demonstrated through the Institute's examinations, or those of equivalent qualifications which have been approved as meeting the Institute's required curriculum and standards:

- Strategic and Operations Management
- Corporate Law

LEARNING CONTENTS

Role and Functions

The role and functions of the corporate administrator. Administration as a support service in organisations. The concept of best practice. The sources and application of guides to best practice.

Knowledge and Information

The sources of information on law regulation and administrative best practice. Copyright and intellectual property including asset protection. Trademarks and patents. Information, data and technology as a corporate resource. Technological change and innovation: internet and website application and management. Security and integrity of information; control of access. Data protection legislation. Confidentiality.

Legislation: Trademarks Act 1976 (Act 175); Patent Act 1983 (Act 291); Copyright Act 1987 (Act 332); Geographical Indications Act 2000 (Act 602); Personal Data Protection Act 2010 (Act 709)

The Human Resource

Employment law and regulation. The employment contract. Concepts of added value and continuous improvement. Securing and monitoring the people resource: human resource planning, recruitment and selection, job descriptions and person specifications. Maximizing performance: job design; job enrichment; reward and recognition systems; job evaluation. Training and development. Coaching and counseling. Performance appraisal. Working with consultants and volunteers. Disciplinary rationale, dismissal constructive dismissal, grievance procedure, redundancy. Health and safety policy. Risk assessments, fire precaution, first aid, bullying and violence in the workplace.

Legislation: Employment Act 1955 (Act 265); Employment (Amendment) Act 2012 (Act A1419); Workmen Compensation Act 1952 (Act 273); Trade Unions Act 1959 (Act 262); Industrial Relations Act 1967 (Act 177); Occupational Safety and Health Act 1994 (Act 514); Factories and Machinery Act 1967 (Act 139); National Wages Consultative Council Act 2011 (Act 732);

Insurance, Risk Management and Pensions

The nature of corporate and business risks; management and control. Corporate liability and insurance: classes and types. The insurance market; brokers and intermediaries. The use of consultants and advisers. Disaster Recovery planning. Malaysian Private Pension Scheme; Mandatory Private Retirement Fund (Employees Provident Fund); Voluntarily Private Retirement Scheme.

Legislation: Financial Services Act 2013 (Act 758); Islamic Financial Services Act 2013 (Act 759); Capital Market and Services (Private Retirement Scheme Industry) Regulations 2012; Employees Provident Fund Act 1991(Act 452)

Corporate Assets

The management of physical assets. Facilities administration: role and functions. Security and the application of systems. Business location and relocation. Accommodation and space planning. Outsourcing management.