

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:

- Understand the scope of strategic and functional administration and apply it within the employing or client organisation.
- Access information sources and deliver knowledge and information internally to the optimum benefit of the organisation and its needs.
- Evaluate the requirements of the legal and regulatory environment in corporate administration, advise the Board accordingly, and ensure compliance.
- Take responsibility for the administration of corporate knowledge and information, the human resource, pension schemes, insurance and risk, and physical corporate assets.

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)

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); Workmen Compensation Act 1952 (Act 273); Trade Unions Act 1959 (Act 262); Industrial Relations Act 1967 (Act 177); Occupational Safety and Health Act 1994; Factories and Machinery Act 1967

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 planning. Pension scheme, public sector scheme. Pensions scheme administration, industry wide and other scheme.

Legislation: Insurance Act 1996 (Act 553); Financial Procedure Act 1957 (Act 61); Pension Act 1980 (Act 227).

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.

RECOMMENDED READING

1. **MAICSA Study Manual** – Corporate Administration
2. **Norsaidatul Akmar Mazelan**, *Corporate Management Styles – Case Study of Malaysian Companies*, Pelanduk Publications (2000)
3. **David Birchall & Laurence Lyons**, *Creating Tomorrow's Organisation: Unlocking the Benefits of Future Work*, FT Pitman Publication (1995)
4. **Subir Chowdhury**, *Management Twenty-first Century: Someday We Will All Manage This Way*, Prentice-Hall (2000)
5. **Subir Chowdhury**, *Organisation Twenty-first Century*, Prentice-Hall (2003)
6. **Premeaux**, *Human Resource Management*, Simon & Schuster (2002)
7. **Ian Beardwell & Len Holden**, *Human Resource Management: A Contemporary Perspective*, Pitman Publishing (1994)
8. **Neil Crockford**, *The Administration of Insurance*, ICSA Publishing, 1987
9. **S.R. Diacon & R.L. Carter**, *Success in Insurance*, John Murray (1984)
10. **Catherine Tay Swee Kian**, *A Guide to Protecting Your Ideas, Inventions, Trademarks & Products*, Times Book International (1997)