



THE KENYA
SCHOOL OF LAW

CERTIFIED SECRETARY (CS) COURSE

COURSE CODE: CS02/2024
SEPTEMBER 2024 INTAKE
VIRTUAL CLASSES



3

Levels

2

Hours daily

200+

Trained Participants

20+

Exemptions

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 of every year to align with KASNEB examination periods of April, August and December respectively.

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**.

Please note that other exemptions for degree holders may be applicable. Visit this [link](#) to learn about exemptions you may be eligible.

Course Overview



Why CS Course

The CS qualification is a key requirement for qualification as a 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.

Eligibility

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.

Find more information [here](#).

Applications & Payment



Fees 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.**

Each applicant will be required to pay an application fee of Kes. 2,000 and a library fee of Kes. 5,000.

These fees are payable once during the period of study.

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. All levels are offered concurrently during this period.

Application Process

Registration for the course should be done by filling in this google form [here](#).

Applicants will be issued with admission letters and applicable fee structure upon registration.

Fee Payment

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 PAYBILL 303030** and the deposit slip bearing applicant's name sent to finance@ksl.ac.ke.

Upon admission, students will be required to pay 75% of the total fee and the remaining 25% paid within the first month to the semester. Please note that there are additional costs related to the exam payable to KASNEB. Full details can be found [here](#).

Inquiries

For any enquiries please contact the Programme Coordinator, Ms. Naserian Sitelu msitelu@ksl.ac.ke , or course administrator Ms. Jacqueline Mararo on jacqueline@ksl.ac.ke.