



### WHY CHOOSE LEAD?

With 30 years of experience, the legal education division of the LSSA understands the needs of a modern-day law practice.

LEAD offers a wide range of top-quality courses, seminars and certificate programmes designed to give legal practitioners the knowledge and skills to manage their practices successfully.

The Attorneys Fidelity Fund provides funding to make these activities affordable to the profession.

### Legal Education and Development

Tel: +27 (0)12 441 4600  
PO Box 27167 Sunnyside 0132  
Docex 227 Pretoria  
Old Main Building, Unisa Sunnyside Campus, 145 Steve Biko Street, Sunnyside, Pretoria  
E-mail: [CNC@LSSALEAD.org.za](mailto:CNC@LSSALEAD.org.za)  
Website: [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za)  
Contact: Dodo Dubazane  
[CNC@LSSALEAD.org.za](mailto:CNC@LSSALEAD.org.za)  
for Conveyancing queries  
and Dodo Dubazane  
[CNC@LSSALEAD.org.za](mailto:CNC@LSSALEAD.org.za)  
for Notarial queries

### Law Society of South Africa

PO Box 36626 Menlo Park 0102  
Docex 82 Pretoria  
304 Brooks Street, Menlo Park, Pretoria  
Website: [www.LSSA.org.za](http://www.LSSA.org.za)

### Lifelong learning towards a just society

# COURSES in Conveyancing and Notarial Practice – 2018

## What is the aim of these two LSSA (LEAD) courses?

The main aim is to give attorneys a practical background in the law, practice and procedure of conveyancing and notarial practice. The training is provided by practising conveyancers and notaries who also draft the course material.

Although these courses also assist attendees to pre-prepare for the conveyancing and notarial examinations, mere attendance of the lectures and completing the assignments may not be sufficient to pass the examinations. Intense study and diligent practise in the drafting of deeds as well as participation in class discussions and workshops, are essential. For preparation focused on the conveyancing examination, LEAD offers a three-day examination preparation workshop (see details on overleaf).

## Who may register for these two courses?

Attorneys and candidate attorneys may register for these courses, as well as any other person who wishes to learn more about these fields of practice. Should non-attorneys wish to register for the courses in order to write the national conveyancing or notarial examinations, they should first contact the relevant statutory provincial law society to enquire whether they will be allowed to write the examinations.

## Format of the courses

Attendees can choose to study on an attendance basis at various centres around the country or on a distance-education (correspondence) basis.

### Attendance courses

The attendance courses are offered in various centres throughout the country (see Section 3 of the registration form). The conveyancing attendance course is held over 20 sessions. The notarial practice attendance course is held over five sessions.

### Distance-education courses

Attendees in the distance-education courses are sent the study documents by post shortly after the closing date for registrations. They are required to complete four assignments which will be marked and returned to them with model answers. Depending on demand, there are also one or two attendance workshops offered in the main centres.

A petrol allowance may be made available to those who will have to travel more than 200 km to the venue closest to their place of residence. LEAD reserves the right to cancel a workshop if the number of registrations does not justify the cost.

## New – Conveyancing examination preparation workshop

LEAD has introduced a workshop to assist attendees prepare specifically for the conveyancing examination. This 3-day workshop will take place at centres where there is sufficient interest among instructors and prospective learners. The workshop is held at the end of the 20 sessions at respective centres. This workshop is NOT a replacement for the attendance course, but an added programme which will solely focus on the examination preparation.

Who should register for the examination preparation workshop?

- Practitioners who attend the attendance course or have attended the course in previous years.
- Practitioners who participate in the distance-education course or who participated in the distance-education course in previous years.
- Those people who by precept of the Attorneys Act 53 of 1979, are allowed to register for the examination [s 14(13)]

## Course material and language medium

The course material for both courses consists of

- a study guide;
- assignments and model answers;
- past examination papers; and
- instructions with regard to examination preparation.

The documentation and instructions are in English and assignments must be completed in English.

## Tuition fees payable on registration

The courses are subsidised by the Attorneys Fidelity Fund.

## Attendance courses

### Conveyancing course (20 sessions):

Practising attorneys and candidate attorneys: R3 750 (VAT inclusive)  
Other participants: R4 750 (VAT inclusive)

### Notarial practice course (5 sessions):

Practising attorneys and candidate attorneys: R2 400 (VAT inclusive)  
Other participants: R3 400 (VAT inclusive)

## Distance-education courses

### Conveyancing course:

Practising attorneys and candidate attorneys: R2 900 (VAT inclusive)  
Other participants: R3 750 (VAT inclusive)

### Notarial practice course:

Practising attorneys and candidate attorneys: R2 300 (VAT inclusive)  
Other participants: R3 150 (VAT inclusive)

Once the attendee has registered for a course and paid in full, the documentation will be made available.

## Certificates

### Attendance courses

Provided that 100% of the lectures have been attended and 80% of the compulsory assignments have been satisfactorily completed, the LSSA will issue a certificate to the attendee to confirm that the course was successfully completed.

### Distance-education courses

Provided all the assignments have been satisfactorily completed and submitted timeously, the LSSA will issue a certificate to the attendee to confirm that the course was successfully completed.

## Requirements for distance-education courses

Upon registration, students are to ensure they have an **active individual email address** as well as Internet access. Distance modules are offered online. Students will need to access e-LEADer (LEAD's e-learning platform) where important notices, submission of assignments and relevant information about the training will be posted. No sharing

of email addresses, each student must have their individual email account.

## The profession's examination dates

**Conveyancing examination:** 09 May 2018  
05 September 2018

**Notarial Practice examination:** 20 June 2018  
10 October 2018

*The Attorneys Act 53 of 1979 states the following in regard to who may register for the examinations [s 14(3)]:*

*An examination referred to in subsection (1) shall not be conducted in respect of any person unless he satisfies the examiners concerned that he –*

- has complied with the provisions of this Act in regard to service under articles or a contract of service; or*
- is serving under articles or contract of service and has so served for a continuous period of not less than six months; or*
- is under the provisions of this Act, exempt from service under articles (Section 2A); or*
- has attended a training course approved by the society concerned for an uninterrupted period of at least four months and has completed such course to the satisfaction of that society.*

For any further information on examination fees, registration etc., attendees should contact their relevant statutory provincial law society.

## ENQUIRIES

For more information on these courses, please consult the LEAD website or contact:

Dodo Dubazane

E-mail: [CNC@LSSALEAD.ORG.ZA](mailto:CNC@LSSALEAD.ORG.ZA)

Tel: +27 (0)12 441 4600

[DOWNLOAD ENROLMENT FORM](#)

