



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

Postal address: PO Box 27167
Sunnyside 0132

Docex: Dx 227 Pretoria

Physical address: Old Main Building,
Unisa Sunnyside Campus, 145 Steve
Biko Street, Sunnyside, Pretoria

E-mail: see individual campus e-mail
addresses on page 1 of the form.

Website: www.LSSALEAD.org.za

Law Society of South Africa

Tel: +27 (0)12 366 8800

Postal address: PO Box 36626
Menlo Park 0102

Docex: Dx 82 Pretoria

Physical address: 304 Brooks Street,
Menlo Park, Pretoria

Website: www.LSSA.org.za

Lifelong learning towards a just society

School for Legal Practice Practical Legal Training Course 2018

More about the School

The School, established by the Law Society of South Africa in 1990, provides a postgraduate, vocational course for law graduates.

In-depth vocational and practical training is offered at nine campuses. These are found in: Bloemfontein, Cape Town, Durban, East London, Johannesburg, Polokwane, Port Elizabeth, Potchefstroom and Pretoria.

A distance-learning school is offered jointly with the University of South Africa (UNISA). Should you not be accepted to the attendance school of your choice due to the course being oversubscribed, remember that you can apply to the LSSA-UNISA School. The brochure is available on the LEAD website.

The course is presented in accordance with section 2 of the Attorneys Act 53 of 1979 as amended.

Law graduates who successfully complete the course qualify for one year's credit for their articles as candidate attorneys. They can also sit for the Attorneys' Admission Examination.

There are a limited number of places available at each campus and applicants go through a selection process before being accepted. Therefore, the form attached is only an application form and your acceptance is not guaranteed.

Objective of the course

To provide law graduates with the opportunity to acquire and develop practical legal skills to become effective practitioners.

The primary benefit of attending the course is that law graduates gain a full spectrum of skills and knowledge

which they may not gain as candidate attorneys during their period of articles.

Attendance and after-hours course

Depending on the campus, the course is offered during the day ('Day School') and/or after-hours. The after-hours course is called the 'Night School' and it accommodates persons who are employed during the day.

Duration of the course

The full-time course (Day and Night School) takes approximately six months to complete. Depending on the campus, the course is offered once or twice a year.

The distance-learning course runs from January to December each year.

Nature of study

The course consists of four study modules. Training is practice-orientated to ensure that students will be able to perform most tasks with minimal supervision once they have completed the course.

Students are taught in a practical context in a simulated law firm environment with each student working for a 'law firm'. Each firm is allocated an office and the students have access to computers and a law library.

Moot courts and practical work form the foundation of the training activities. Students exchange pleadings and draft the necessary papers in action and application proceedings.

Instructors

The instructors are legal practitioners known for their experience and expertise. The medium of instruction is English.

CONTENT OF MODULES

MODULE 1

1. Introduction
 - Structure and Role of the Profession
 - Communication Skills: Legal Writing and Consultation
 - Access to Legal Sources
2. Constitutional Practice
3. Criminal Court Practice

MODULE 2

1. Introduction to Civil Court Practice
2. High Court and Magistrate's Court Practice and Legal Costs
3. Applied topics:
 - Personal Injury Claims
 - Insolvency Procedures
 - Matrimonial and Divorce Matters
 - Introduction to Medical Law (*Online*)
4. Focus on Drafting and Trial Techniques

MODULE 3

1. Mandatory subjects:
 - Wills, Estates and Trusts
 - Drafting of Contracts
 - Commercial Litigation
 - Forms of Business Enterprise (*Online*)
 - Appropriate Dispute Resolution
2. Elective subjects*:
 - Introduction to Conveyancing Practice OR
 - Labour Dispute Resolution

* Training in an elective subject will take place only if a sufficient number of students enrol.

MODULE 4

1. The Legal Practice
 - Introduction to Practice Management
 - Attorneys' Bookkeeping
 - Professional Legal Ethics
2. Other topics
 - Aspects of Gender Law
 - Drafting
 - Aspects of Customary Law (*Online*)
 - Research
 - Advocacy
 - Numeracy
 - Computers

School hours

DAY: Monday – Friday, 08h15–16h00 and certain Saturdays from 08h30–13h30

NIGHT: Monday – Friday, 17h00–22h00 and certain Saturdays from 08h30– 13h30

Admission requirements and selection

1. An applicant must have completed a S.A. LLB degree or be due to be awarded the degree before the start of the course. Applicants with a BProc degree awarded not later than 31 December 2004 will also be considered.
2. A selection committee will consider the applications. The committee may require applicants to attend interviews.
3. The committee will give consideration to an applicant's academic record.
4. Applicants interested in continuing to work in the attorneys' profession will be considered favourably.
5. Due to the large number of applications preference will be given to applicants who reside within the School's region.

Dates

The School's Board of Control reserves the right to change dates and/or cancel any course if the number of applicants is not sufficient. Applicants will be given sufficient notice of cancellation.

Tuition fee

R12 800 (VAT included).

1. If your application is successful, payment of the fee must be finalised before the course commences.
2. The fee includes study material.
3. Students are responsible for their own arrangements and expenses regarding accommodation and traveling. Students may wish to defer making accommodation and travelling arrangements until it is confirmed that the course is not cancelled.

Financial assistance

Indigent applicants may apply for an interest free loan to cover a maximum of 50% of the applicant's fee. Applications for a loan will be considered on objective criteria and awarded subject to availability of funds. The application form may be obtained from the relevant School administrator.

Literacy and numeracy testing

All students will be subjected to literacy and numeracy testing as competency in these areas is essential in legal practice. In the event of unsatisfactory performance, further training at the School will be compulsory.

Legal Practice Act 28 of 2014

Transitional provisions in relation to qualifications: (Extract from the Legal Practice Act 28 of 2014) "112. (1) Notwithstanding anything to the contrary in this Act— (a) (i) the training course presented at a Practical Legal Training School of the Law Society of South Africa, for purposes of the Attorneys Act; or (ii) any other training course approved by any existing society or the General Council of the Bar, before the date referred to in section 120(4) for the purpose of training persons to qualify as legal practitioners, must be regarded as having been presented or approved pursuant to the regulations pertaining to practical vocational training in terms of this Act; and (b) any period of practical vocational training undergone with an attorney or advocate before the date referred to in section 120(4) must be regarded as having been a period of practical vocational training under supervision of a legal practitioner."

Student evaluation and certification

1. A student's progress is monitored throughout the duration of the course.
2. Assessment is done at the end of each module and is followed by appropriate remedial action if necessary. The major part of the assessment is skills based.
3. Various awards are presented to students for exceptional performance during the course.
4. Students who complete the course to the satisfaction of the School Board receive attendance certificates.
5. The Law Society of South Africa awards special certificates to those students whose performance is regarded as outstanding.

Documents to be included

To be considered for the course, applicants must submit the following documents with their application forms:

1. A certified copy of the applicant's identity document.
2. A complete academic record reflecting the applicant's performance during LLB or BProc study.
3. A certified copy of the applicant's degree or an original letter from the dean of the University concerned stating that the student has completed his/her degree in the current year, alternatively will have no more than two modules outstanding by the time the School commences.
4. A statement by the applicant setting out in less than 100 words on the subject "My perception of a competent attorney".

APPLICATION FORM – SCHOOL FOR LEGAL PRACTICE 2018



Submit the front and back of this page ONLY when applying. Please complete this form and submit it to the Campus of your choice by post, e-mail or hand delivery.

Applicant's surname and initials:

SCHOOL FOR LEGAL PRACTICE – CAMPUS AND INTAKE CHOICE

Please select your campus of choice and intake with an "X".

CAMPUSES 1-5

Campus	<input type="checkbox"/> BLOEMFONTEIN	<input type="checkbox"/> CAPE TOWN	<input type="checkbox"/> DURBAN	<input type="checkbox"/> EAST LONDON	<input type="checkbox"/> JOHANNESBURG
Intakes	<input type="checkbox"/> Night school Intake 1 <input type="checkbox"/> Night school Intake 2	<input type="checkbox"/> Day school Intake 1 <input type="checkbox"/> Day school Intake 2 <input type="checkbox"/> Night school Intake 1	<input type="checkbox"/> Day school Intake 1 <input type="checkbox"/> Day school Intake 2 <input type="checkbox"/> Night school Intake 1 <input type="checkbox"/> Night school Intake 2	<input type="checkbox"/> Day school Intake 1 <input type="checkbox"/> Day school Intake 2 <input type="checkbox"/> Night school Intake 1	<input type="checkbox"/> Day school Intake 1 <input type="checkbox"/> Day school Intake 2 <input type="checkbox"/> Night school Intake 1 <input type="checkbox"/> Night school Intake 2
Enquiries	Hanlie Bezuidenhout	Zulpha Anthony	Nadira Sewnarain	Sue Donovan	Connie Malinga, Titus Mbatha, Motsamai Mokoena
E-mail	Bloemfonteinschool@LSSALEAD.org.za	zulpha.anthony@uct.ac.za	sewnarainn1@ukzn.ac.za	sue@LSSALEAD.org.za	connie@LSSALEAD.org.za titus@LSSALEAD.org.za motsamai@LSSALEAD.org.za
Tel	(051) 448 6462	(021) 650 4481	(031) 260 2351	(043) 726 4319/4172	(011) 726 4154
Fax	N/A	N/A	(031) 260 2179	(043) 726 4390	(011) 726 4011
Physical address	Law Society of the Free State, 139 Zastron Street, Bloemfontein, 9301	1 st Floor, Burg House, Belmont Office Park, Belmont Road, Rondebosch	University of KwaZulu-Natal, Howard College Campus, Room 266, Innovation Centre, Gate 9, Rick Turner Road, Durban, 4014	6 Donald Road, Vincent, East London, 5201	1 st Floor, Richmond Forum 1, cnr Cedar and Napier Roads, Richmond, Auckland Park, Johannesburg, 2092
Postal address	PO Box 319, Bloemfontein, 9300	University of Cape Town School for Legal Practice Private Bag X3, Rondebosch, 7701	University of KwaZulu-Natal, Howard College Campus, Durban, 4014	PO Box 1475, East London, 5200	PO Box 31649, Braamfontein, 2017
Director	Willem Spangenberg	Gail Kemp	Fahreen Kader	Bongi Nkohla	Chandika Singh

CAMPUSES 6 - 9

Campus	<input type="checkbox"/> POLOKWANE	<input type="checkbox"/> PORT ELIZABETH	<input type="checkbox"/> POTCHEFSTROOM	<input type="checkbox"/> PRETORIA
Intake	<input type="checkbox"/> Day school Intake 1 <input type="checkbox"/> Day school Intake 2 <input type="checkbox"/> Night school Intake 1 <input type="checkbox"/> Night school Intake 2	<input type="checkbox"/> Night school Intake 1	<input type="checkbox"/> Night school Intake 1	<input type="checkbox"/> Day school Intake 1 <input type="checkbox"/> Day school Intake 2 <input type="checkbox"/> Night school Intake 1 <input type="checkbox"/> Night school Intake 2
E-mail	motanal@edupark.ac.za	Anita.Strydom@nmmu.ac.za	helanie.jonker@nwu.ac.za	ali@LSSALEAD.org.za
Enquiries	Louisa Motana	Anita Strydom	Helanie Jonker	Ali Haji
Tel	(015) 290 2811	(041) 504 2264	(018) 299 4438	(012) 441 4600
Fax	(015) 290 2814	(041) 504 4087	(018) 299 4439	012) 440 6060
Physical Address	1 st Floor, A Block Edupark, Campus Road, Polokwane, 0699	Nelson Mandela Metropolitan University, South Campus, Building 6, Dept. of Education, Lower Ground, Room 06LG111, Admiralty Way, Summerstrand, Port Elizabeth, 6001	North-West University, Faculty of Law, First Floor, Main Building, Potchefstroom, 2531	Old Main Building, UNISA Sunnyside Campus, 145 Steve Biko Street, Sunnyside, Pretoria, 0001
Postal address	PO Box 3148, Polokwane, 0700	PO Box 77000, Nelson Mandela Metropolitan University, Port Elizabeth, 6000	PO Box 20810, Noordbrug Potchefstroom, 2522	PO Box 27167, Sunnyside, 0132
Director	Molatelo Mashabane	Desiree David	Marlene Steyn - du Toit	Ursula Hartzenberg

COURSE DATES AND CLOSING DATES FOR APPLICATIONS (COURSE DATES ARE DETERMINED BY EACH SCHOOL AND MAY DIFFER)

Intake 1 (first half of year)	Day school: 04/01/2018 – 06/07/2018 Closing date for applications: 30/09/2017	Night school: 04/01/2018 – 17/08/2018 Closing date for applications: 30/09/2017
Intake 2 (second half of year)	Day school: 25/06/2018 – 07/12/2018 Closing date for applications: 31/03/2018	Night school: 25/06/2018 – 15/02/2019 Closing date for applications: 31/03/2018

APPLICATION FORM – SCHOOL FOR LEGAL PRACTICE 2018 (Continued)

A. DETAILS OF APPLICANT:											
Surname:				Full names (As per your ID Document):				Initials:			
Home address:								Code:			
Postal address (for a reply to your application):								Code:			
Tel (h): ()				Tel (w): ()				Cell:			
Identity number:						E-mail:					
Are you a South African citizen?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		If "no" state citizenship:					
Required only for statistical purposes:		Race:			Gender:		<input type="checkbox"/> Male		<input type="checkbox"/> Female		
School and city/town where matriculated:						Hobbies and interests:					
B. ELECTIVE SUBJECTS:											
Indicate choice of elective subject with an X in the appropriate box:				<input type="checkbox"/> Introduction to Conveyancing OR				<input type="checkbox"/> Labour Dispute Resolution			
C. EDUCATION:											
LAW DEGREE			UNIVERSITY				YEAR REGISTERED		YEAR COMPLETED		
LLB obtained or to be completed before commencement of school programme											
BPROC											
D. TUITION FEE:											
R12 800 (VAT included). If your application is successful, payment of the fee must be finalised before the School commences.											
E. PREVIOUS CONVICTIONS:											
Have any disciplinary steps been taken against you by a university or any other authority? (mark with an X)				<input type="checkbox"/> Yes		<input type="checkbox"/> No					
If "yes" please specify:											
Have you ever been found guilty of a criminal offence? (mark with an X)				<input type="checkbox"/> Yes		<input type="checkbox"/> No					
If "yes" please specify:											
F. DECLARATION BY THE APPLICANT:											
<p>1. I understand that this is an application to be a student at the School for Legal Practice. I declare that, if I am accepted as a student to the School the following will apply. I will:</p> <p>a) execute promptly all lawful instructions from the School director, his/her assignee or instructors;</p> <p>b) ensure that I am punctual for all classes;</p> <p>c) ensure that I am not absent from the course without the prior consent of the School director; and</p> <p>2. Pretoria, LSSA-UNISA Distance, Polokwane Night school, East London, Johannesburg Campuses</p> <p>I understand that students attending the above campuses must pay their fees into the designated LSSA bank account ONLY. The LSSA will not accept liability if fees are paid into any other bank account. The LSSA banking details are as follows: Name of account: Law Society of South Africa; First National Bank (FNB); Pretoria branch code: 251445; Account number: 62009641079.</p> <p>Bloemfontein, Polokwane Day school, Cape Town, Durban, Port Elizabeth and Potchefstroom Campuses</p> <p>I understand that all fees must be paid into the bank account specified by each individual university.</p> <p>NB – Please do not pay the fee until you have received formal confirmation from LEAD or the university that your application has been successful.</p> <p>3. I accept that a certificate of attendance will be awarded only if I have completed the course in strict accordance with the conditions set out in my undertaking, to be signed after selection.</p> <p>4. I have familiarised myself with the School's cancellation policy.</p> <p>5. I accept that the School has the right to terminate my participation should I not pay the course fee as required.</p> <p>6. I accept that, should I discontinue my attendance prior to the end of the programme, I shall be held liable for the full tuition fee.</p>											
Signed:						Date: D D M M Y Y Y Y					