Introduction

The LSSA joined forces with the UNISA Centre for Business Law (CBL) to offer two accredited postgraduate, distance-education "Short Learning Programmes" to law practitioners.

These "Short Learning Programmes" are in the form of certificate courses and have been developed by the UNISA CBL to update or broaden a law practitioner’s skills and knowledge in specific fields where having up-to-date knowledge is essential to practice. This underscores the LSSA’s commitment to provide life-long learning and assist the legal practitioner with his/her continuing professional development.

Registration and administration

Student registration and course administration is done by Legal Education and Development (LEAD), the educational division of the LSSA.

Determination of learning outcomes

A consultative process between the LSSA and UNISA CBL is undertaken to determine the needs and priorities of each course.

Assessments

The formative assessment and examination admission comply with UNISA’s formative assessment rules and policies.

Method of tuition

- LEAD provides students with the study material via e-learning platform (e-LEADer) to work through on their own. No hardcopies will be provided.
- Students submit assignments to LEAD via e-LEADer.
- Assignments are returned to students together with comments and guideline answers.
- At least one workshop is arranged for students, provided there is enough interest in an area to make it financially feasible. The workshops are facilitated by the programme presenters.

Postgraduate courses

The two courses are:
1. Corporate Law (NQF level: 7; Credits: 24); and
2. Deceased Estates Practice (NQF level: 7; Credits: 24)

Closing date for registration is 29 January 2016.

General details for both courses

Individual course details and the registration form are found on the accompanying pages.

Tuition material

Tuition material has been compiled by the UNISA CBL in consultation with the LSSA.
COURSE IN CORPORATE LAW

Accreditation
NQF level of module: 7
Credits: 24

Purpose of the certificate course
To equip students with an advanced knowledge of the provisions of the Companies Act 71 of 2008 with respect to various issues. These include the incorporation and registration of companies, company shares, shareholders and company meetings, directors and board meetings, capacity and representation of a company, public offers of securities, take-overs and insider trading, remedies and enforcement, business rescue proceedings and compromises, as well as close corporations.

Duration
One year (2 compulsory semesters)

Dates
February 2016 – December 2016
Closing date for registration: 29 January 2016

Target group
Students must be in possession of an LLB, BProc degree.

Prospective students who have any other appropriate degree or who feel that they have the necessary knowledge and practical experience to register for the course may make written submissions with the necessary supporting documents to the LEAD course coordinators for submission to the university for consideration. The applicant will be informed of the outcome in writing.

Outline of course content

Semester 1
- Introduction to companies
- Incorporation and registration of companies
- Corporate finance: shares, debentures and distributions
- Shareholders and company meetings
- Shareholders and company meetings
- Capacity and representation of a company

Semester 2
- The registration, transfer and public offerings of company securities
- Corporate financial reporting, auditing and enhanced accountability and transparency
- Fundamental transactions, takeovers and insider trading
- Remedies and enforcement
- Groups of companies
- Business rescue: compromises with creditors, winding up, deregistration; and dissolution.
- Close corporation

Assessment
The formative assessment and examination admission complies with UNISA’s formative assessment rules and policies.

Formative assessment: One assignment per semester
Summative assessment: One three-hour examination at the end of the second semester which is based on the work covered during both semesters. Satisfactory completion (a final mark of at least 50%) will qualify the student for a certificate.

Fees
The course fee includes all material for the course. The fee does not include travel and accommodation expenses to attend any workshop that may be held.

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<tr>
<th>Category</th>
<th>Full cost (Vat Inclusive)</th>
<th>Payment Plan</th>
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<td>Amount payable on registration</td>
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<tr>
<td>Attorneys</td>
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<tr>
<td>Non attorneys</td>
<td>R 9 400</td>
<td>R 4 700</td>
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</tbody>
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Course administrator at UNISA
Prof Muthundinne Sigwadi BProc (Univen), LLB (Pretoria), LLM (Pretoria), LLM (Harvard Law School). Admitted Attorney (SA), Mercantile Law Department

Certificates
Certificates are issued jointly by the UNISA CBL and the LSSA on the successful completion of the course and full payment of the fee.

Language medium
The tuition material is provided to students in English.

Financial assistance
Limited financial assistance is available from the LSSA LEAD for financially deserving students upon proof of need and on a first-come first-served basis. Please contact the LEAD course coordinator for more information.

LEAD Course coordinator
Corporate Law course: Molalatladi Modiba
E-mail: Distance@LSSALEAD.org.za
Tel: +27 (0)12 441 4600

Requirements when register
Upon registration, students are to ensure they have an active individual email address as well as internet access. They will need to access e-LEADer (LEAD’s e-learning platform) where important notices, submission and marking of assignments and relevant information about the training will be posted. No sharing of email addresses is allowed; students must have individual email accounts.
COURSE IN DECEASED ESTATES PRACTICE

Accreditation
NQF level of module: 7
Credits: 24

Purpose of the certificate course
To equip students with the legal and practical knowledge and skills necessary for drawing up wills, establishing trusts and administrating deceased estates.

Duration
One year (2 modules of 6 months each)

Dates
February 2016 – December 2016
Closing date for registration: 29 January 2016

Target group
Anyone wanting to practise in deceased estates. This includes attorneys, legal advisors, government officials and private sector employees working in the field of administration of estates, paralegals, and staff in law firms with sufficient practical experience.

Outline of course content
Module 1: Wills, Trusts and Reporting the Estate (WTRE01B) – 6 months
- Testamentary formalities
- Interpretation of wills
- Revocation of wills
- Capacity to make a will
- Capacity to benefit under a will
- Content of wills, substitution, the trust, formation of the trust
- Revocation of a trust
- Formalities of registering a trust
- Reporting the estate
- The executor

Module 2: Administration of Estates (WTRE02C) – 6 months

Assessment
The formative assessment and examination admission complies with UNISA’s formative assessment rules and policies

Formative assessment: Two assignments per module
Summative assessment: One three-hour examination per module

Satisfactory completion (a final mark of at least 50%) will qualify the student for a certificate.

Fees
The course fee includes all material for the course. The registration fee does not include travel and accommodation expenses to attend any workshop that may be held.

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Course administrator at UNISA
Prof J Jamneck BLC LLB LLD. Department of Private Law.

Certificates
Certificates are issued jointly by the UNISA CBL and the LSSA on the successful completion of the course and full payment of the fee.

Language medium
The tuition material is provided to students in English.

Financial assistance
Limited financial assistance is available from the LSSA LEAD for financially deserving students upon proof of need and on a first-come first-served basis. Please contact the LEAD course coordinator for more information.

LEAD Course coordinator
Course in Deceased Estates Practice:
Dodo Dubazane
e-mail: Distance@LSSALEAD.org.za
Tel: +27 (0)12 441 4600

Requirements when register
Upon registration, students are to ensure they have an active individual email address as well as internet access. They will need to access e-LEADER (LEAD’s e-learning platform) where important notices, submission and marking of assignments and relevant information about the training will be posted. No sharing of email addresses is allowed; students must have individual email accounts.

* UNISA is a public higher education institution established in terms of the Higher Education Act (Act 101/1997) and does not have or require a provider registration number at the Department of Education or SAQA.
**REGISTRATION FORM**
Courses in Corporate Law OR Deceased Estates Practice

**Student registration and course administration is done by Legal Education and Development (LEAD), the educational division of the Law Society of South Africa.**

**Closing date for registration for both courses: 29 January 2016.**

**Complete in block letters and send to Annelie@LSSALEAD.ORG.ZA, Fax 0862156764**

<table>
<thead>
<tr>
<th>DETAILS OF PARTICIPANT</th>
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<tbody>
<tr>
<td><strong>Surname:</strong></td>
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<tr>
<td><strong>Full names:</strong></td>
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<tr>
<td><strong>Date of birth:</strong></td>
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<td><strong>Occupation:</strong></td>
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<td><strong>ID number (ONLY South African Citizens):</strong></td>
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<tr>
<td><strong>Passport number (ONLY applicable for Non-South African Citizens):</strong></td>
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<tr>
<td><strong>Nationality:</strong></td>
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<td><strong>E-mail:</strong></td>
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<td><strong>Fax:</strong></td>
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Postal address: I select the following address for delivery of all correspondence and confirm that anything sent to me at this address will be received by me for the full duration of this programme.

| Postal Code: | **Docex (if available) DX:** |

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<tr>
<th>Select a course</th>
<th><strong>Qualification Code (Office use only)</strong></th>
<th><strong>Fees Attorneys</strong></th>
<th><strong>Fees Non-attorneys</strong></th>
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</thead>
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<td>Course in Corporate Law</td>
<td>Semesters 1 and 2</td>
<td>R 8 400</td>
<td>R 9 400</td>
</tr>
<tr>
<td>Course in Deceased Estates Practice</td>
<td>Module 1: Wills, Trusts and Reporting the Estate Module 2: Administration of Estates</td>
<td>R 8 400</td>
<td>R 9 400</td>
</tr>
</tbody>
</table>

Where did you hear about the course?

- E-mail
- Post
- Website
- Word of mouth
- Newspaper
- Employer
- Other

Attach the following to your registration:

- A copy of your identity document/passport
- A copy of your highest degree obtained
- Proof of payment or payment details
EMPLOYER DETAILS (PLEASE COMPLETE ONLY IF THE STUDENT IS SPONSORED BY THE EMPLOYER)

Firm/company name:

Tel: (                      ) E-mail:

Contact person: Job title:

Postal address:

I, _____________________________________________________________ (the employer’s authorised signatory) hereby declare the above information to be correct. I accept full responsibility for fees payable to the Law Society of South Africa for the above-mentioned learner and course.

Employer Signature: Date: M M Y Y Y Y

PAYMENT

Responsible for payment Employer Student

Payment to be made Full fee Payment plan

Payment options (Registration will be confirmed only if the payment details or proof of payment have been received.)

Payment by electronic funds transfer (EFT) (preferred) Amount: R

Account Name: Law Society of South Africa | Account: 6200 9641 079 | Bank: FNB Pretoria | Branch Code: 251445

Reference: UNISA Course name; surname and initials

Payment by Credit Card MasterCard Visa

Budget facility to be used? Yes No Number of months: Amount: R

Card expiry date: Card holder’s name:

Card number: 

Signature: Date: D D M M Y Y Y Y

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STUDENT DECLARATION

1. I declare that all the particulars furnished by me on this form are true and correct.
2. I understand that all fees must be paid to 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.
3. I undertake to comply with the rules, regulations and decisions of LSSA and UNISA CBL, including any amendments to these rules, which may apply to students generally and to the field of study for which I am registered.
4. I understand that the initial payment needs to be made before any material will be mailed to me.
5. I understand that the LSSA may cancel my participation in the event of non-payment of the programme fee.
6. I accept that, should I fail a programme, no credits can be carried over to a following programme.
7. I accept that a certificate will be issued only if I comply with the academic and financial requirements of the course.
8. I undertake to respect and protect the LSSA and UNISA's copyright and not to make unauthorised copies of any programme tutorial matter, or to allow such copies to be made.
9. I understand that all assignments and examinations (portfolios) will be done online and I confirm have access to the e-LEADer platform via the internet.
10. I agree to submit my original own work and will not obtain any external assistance except from the course facilitator. I understand that if I am found not to be complying with this, my participation in the course may be terminated and the matter reported to my statutory provincial law society.
11. I understand that the LSSA or UNISA CBL reserves the right to call in any student for an oral examination.
12. I understand that the LSSA reserves the right to cancel the course should the number of students not justify the costs involved. Registered students will be given reasonable notice of cancellation.
13. Cancellation is to be made in writing and submitted to the LEAD Distance Education department at least 30 days prior to the commencement of the course (please note that there will be a 10% admin fee charged).

Signature:  
Date:  

TERMS AND CONDITIONS OF REGISTRATION

Each LEAD learning activity (seminar, workshop, course etc.) has different terms and conditions of registration. Please refer to the website (www.LSSALEAD.org.za) for more details on the terms and conditions specific to this learning activity or contact LEAD on 012 441 4600.

LEAD Course Coordinators

Course in Corporate Law: Molalatladi Modiba  |  e-mail: Distance@LSSALEAD.org.za  |  Tel: +27 (0)12 441 4600
Course in Deceased Estates Practice: Dodo Dubazane  |  e-mail: Distance@LSSALEAD.org.za  |  Tel: +27 (0)12 441 4600