School for Legal Practice
Practical Legal Training Course 2017

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)
   - Introduction to Mediation
2. **Elective subjects**: OR
   - Introduction to Conveyancing Practice
   - 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 400 (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.

### 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”.

### 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.
APPLICATION FORM – SCHOOL FOR LEGAL PRACTICE 2017

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”.

CAMPUS 1-5

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<tr>
<th>Campus</th>
<th>BLOEMFONTEIN</th>
<th>CAPE TOWN</th>
<th>DURBAN</th>
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Enquiries

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<td>E-mail</td>
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<tr>
<td>Hanlie Bezuidenhout</td>
<td>Zulpha Anthony</td>
<td>Nadira Sewnarain</td>
<td>Sue Donovan</td>
<td>Connie Malinga</td>
<td></td>
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<tr>
<td><a href="mailto:zulpha.anthony@uct.ac.za">zulpha.anthony@uct.ac.za</a></td>
<td><a href="mailto:Dawn.Arendse@uct.ac.za">Dawn.Arendse@uct.ac.za</a></td>
<td><a href="mailto:sue@LSSALEAD.org.za">sue@LSSALEAD.org.za</a></td>
<td><a href="mailto:titus@LSSALEAD.org.za">titus@LSSALEAD.org.za</a></td>
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<tr>
<td>(051) 448 6462</td>
<td>(021) 650 4481</td>
<td>(031) 260 2351</td>
<td>(043) 726 4319</td>
<td>(011) 726 4154</td>
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Fax

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<tr>
<td>(086) 273 3512</td>
<td>(021) 650 4484</td>
<td>(031) 260 2179</td>
<td>(043) 726 4390</td>
<td>(011) 726 4011</td>
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Physical address

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<tbody>
<tr>
<td>Law Society of the Free State, 139 Zastron Street, Bloemfontein, 9301</td>
<td>1st Floor, Burg House, Belmont Office Park, Belmont Road, Rondebosch</td>
<td>University of KwaZulu-Natal, Howard College Campus, Room 266, Innovation Centre, Gate 9, Rick Turner Road, Durban, 4014</td>
<td>6 Donald Road, Vincent, East London, 5201</td>
<td>1st Floor, Richmond Forum 1, c/o Cedar and Napier Roads, Richmond, Auckland Park, Johannesburg, 2092</td>
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Postal address

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<tr>
<td>PO Box 319, Bloemfontein, 9300</td>
<td>University of Cape Town School for Legal Practice Private Bag X3 Rondebosch, 7701</td>
<td>University of KwaZulu-Natal, Howard College Campus, Durban, 4014</td>
<td>PO Box 1475, East London, 5200</td>
<td>PO Box 31649, Braamfontein, 2017</td>
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Director

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<tr>
<td>Willem Spangenberg</td>
<td>Gail Kemp</td>
<td>Fahreen Kader</td>
<td>Bongi Nkohla</td>
<td>Chandika Singh</td>
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CAMPUS 6 - 9

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<tr>
<td><a href="mailto:motanal@edupark.ac.za">motanal@edupark.ac.za</a></td>
<td><a href="mailto:Lindsay.Zimri@mnmu.ac.za">Lindsay.Zimri@mnmu.ac.za</a></td>
<td><a href="mailto:potchadmin@LSSALEAD.org.za">potchadmin@LSSALEAD.org.za</a></td>
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<tbody>
<tr>
<td>Louisa Motana</td>
<td>Lindsay Zimri</td>
<td>Melanie Jonker</td>
<td>Ali Haji</td>
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<tr>
<td>(015) 290 2811</td>
<td>(041) 504 2264</td>
<td>(018) 299 4438</td>
<td>(012) 441 4600</td>
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<tr>
<td>(015) 290 2814</td>
<td>(041) 504 4087</td>
<td>(018) 299 4439</td>
<td>(012) 440 6060</td>
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<tbody>
<tr>
<td>1st Floor, A Block Edupark, Campus Road, Polokwane, 0699</td>
<td>Nelson Mandela Metropolitan University, South Campus, Building 6, Dept. of Education, Lower Ground, Room 06LG111, Admiralty Way, Summerstrand, Port Elizabeth, 6001</td>
<td>North-West University, Faculty of Law, First Floor, Main Building, Potchefstroom, 2531</td>
<td>Old Main Building, UNISA Sunnyside Campus, 145 Steve Biko Street, Sunnyside, Pretoria, 0001</td>
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<tr>
<td>PO Box 3148, Polokwane, 0700</td>
<td>PO Box 77000, Nelson Mandela Metropolitan University, Port Elizabeth, 6000</td>
<td>PO Box 20810, Noordbrug Potchefstroom, 2522</td>
<td>PO Box 27167, Sunnyside, 0132</td>
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<tr>
<td>Molatelo Mashabane</td>
<td>Lionel Lindoor</td>
<td>Mariene Steyn</td>
<td>Ursula Hartzenberg</td>
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COURSE DATES AND CLOSING DATES FOR APPLICATIONS

<table>
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<tr>
<th>Intake 1 (first half of year)</th>
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<th>Night school: 09/01/2017 – 18/08/2017</th>
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<th>Intake 2 (second half of year)</th>
<th>Day school: 03/07/2017 – 08/12/2017</th>
<th>Night school: 03/07/2017 – 16/02/2018</th>
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<tr>
<td>Closing date for applications: 31/03/2017</td>
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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? Yes No If “no” state citizenship:
Required only for statistical purposes: Race: Gender: Male Female

B. ELECTIVE SUBJECTS:

Indicate choice of elective subject with an X in the appropriate box: Introduction to Conveyancing OR Labour Dispute Resolution

C. EDUCATION:

<table>
<thead>
<tr>
<th>LAW DEGREE</th>
<th>UNIVERSITY</th>
<th>YEAR REGISTERED</th>
<th>YEAR COMPLETED</th>
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<tr>
<td>LLB obtained or to be completed before commencement of school programme</td>
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D. TUITION FEE:

R12 400 (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) Yes No
If “yes” please specify:
Have you ever been found guilty of a criminal offence? (mark with an X) Yes No
If “yes” please specify:

F. DECLARATION BY THE APPLICANT:

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:
   a) execute promptly all lawful instructions from the School director, his/her assignee or instructors;
   b) ensure that I am punctual for all classes;
   c) ensure that I am not absent from the course without the prior consent of the School director; and
2. Pretoria, LSSA-UNISA Distance, Polokwane Night school, East London, Johannesburg Campuses
   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.
   Bloemfontein, Polokwane Day school, Cape Town, Durban, Port Elizabeth and Potchefstroom Campuses
   I understand that all fees must be paid into the bank account specified by each individual university.
   NB – Please do not pay the fee until you have received formal confirmation from LEAD or the university that your application has been successful.
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.
4. I have familiarised myself with the School’s cancellation policy.
5. I accept that the School has the right to terminate my participation should I not pay the course fee as required.
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.

Signed: Date: D D M M Y Y Y Y

APPLICATION FORM – SCHOOL FOR LEGAL PRACTICE 2017 (Continued)