

## 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: [PMT@LSSALEAD.org.za](mailto:PMT@LSSALEAD.org.za)  
Website: [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za)

## Law Society of South Africa

Tel: +27 (0)12 366 8800  
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



# Practice Management Training (PMT) – 2018

**Providing attorneys with the tools to manage their law firms efficiently on a sustained basis.**

## Is practice management training mandatory for attorneys?

Yes, for those attorneys issued with their first Attorneys Fidelity Fund certificates after 14 August 2009. This is in terms of Sections 8 to 10 of the Judicial Matters Second Amendment Act 55 of 2003. This requirement will remain after the Legal Practice Act 28 of 2014 (LPA), is fully implemented (see *Legal Practice Act* below).

Section 85(1)(b) of the LPA provides that every legal practitioner (attorneys and advocates taking direct instructions from the public) who is obliged to be in possession of a Fidelity Fund certificate and who, for the first time, practices as such, must complete a legal practice management course approved by the Legal Practice Council (LPC). Once operational, the LPC will make rules relating to the management course to be completed [Section 95(1)(zL) of the LPA].

## How do attorneys comply?

The PMT course is offered by the Law Society of South Africa's education division, Legal Education and Development, and other accredited providers. After the LPA becomes fully operational, the course will need to be approved by the LPC as determined in the rules [Section 85(1)(b) read with Section 95(1)(zL)].

## By when do attorneys have to comply?

In terms of the Judicial Matters Second Amendment Act 55 of 2003, the training must be completed to the satisfaction of the attorney's relevant statutory law society before 31 December of the year following the year in which the first

Attorneys Fidelity Fund certificate was issued. This deadline is the latest by when the training must be done and can be done earlier should the attorney prefer. When the LPA becomes fully operational, the LPC will determine the period for completion in the rules.

In certain circumstances, an attorney can apply to his/her provincial statutory law society for an extension or exemption, on the basis of prior experience and or qualifications. Please refer overleaf for more information on applying for an extension or exemption. The LPC may provide for a similar dispensation in the rules.

## What does the LEAD Practice Management Training offer?

This practice management training was developed to assist attorneys manage their practices effectively by combining legal expertise with strategic business management.

The course focuses on the fundamentals of practice management relating to management, marketing, technology and finance. Its ultimate aim is to provide attorneys with the tools to manage their law firms more efficiently on a sustained basis in order to improve standards of practice of the legal profession and service delivery to clients.

The course, which is subsidised by the Attorneys Fidelity Fund, is designed to provide training and guidance to attorneys on *inter alia*

- effectively starting a practice;
- combining legal expertise with strategic business management;
- applying resources productively;
- practising in a financially sound manner;
- marketing for profitability;
- ensuring risk management and control; and
- administering the affairs of clients and the business prudently.

## Enquiries

Please contact the PMT Department on  
Tel: (012) 441-4600 | E-mail: PMT@LSSALEAD.org.za.  
For further information on Terms and Conditions of this course please refer to our website:  
www.LSSALEAD.org.za.

## Format of the training

Practice Management Training is offered either during the week after hours (10 sessions) or on Saturdays (4 sessions). LEAD has training centres around the country. The same outcomes, content and assessment apply to both. The training is based on modules and requires the participant to submit three assignments. The LSSA awards the final certificate only once the participant has successfully completed and complied with the requirements of the course.

## Course content

- Module 1 General Introduction to Management
- Module 2 Risk Management and Insurance
- Module 3 Law Business Finance
- Module 4 Systems and Technology
- Module 5 Practice Administration
- Module 6 Marketing of Legal Services
- Module 7 Human Resources Management
- Module 8 Strategic Management

## Three assignments

1. Law Business Finance
2. Risk Management and Insurance
3. Business Plan

## Duration of course

**Weekday attendance (after hours weekly from 17:30 - 20:30) – 10 sessions**

The duration of the attendance training is six months and training is provided two or three times a week in three-hourly sessions.

Training takes place at the following centres: Cape Town, Durban, Johannesburg and Pretoria.

### Saturday attendance – 4 sessions

The duration of the Saturday training is also six months and workshops are held on four Saturdays from 09:00-16:00.

Training takes place at the following centres: Bloemfontein, Cape Town, Durban, East London, Johannesburg, Kimberley, Mthatha, Pietermaritzburg, Polokwane, Port Elizabeth, Potchefstroom, Pretoria and Witbank/Nelspruit\* \* *The course will be presented at a centre where we have more registrations (only applicable for Witbank/Nelspruit.*

LEAD reserves the right to convert a weekday course to a Saturday course or cancel a learning activity in a particular centre should the number of delegates not justify the costs involved.

## Tuition fee

Full course: R3 100 (VAT inclusive)  
Per individual module: R500 each (VAT inclusive) if exempted from other modules.  
Registration will be confirmed only if proof of payment for the full amount has been received by LEAD. **No payment plans are permitted for the PMT course.**

## Registration dates

There are two intakes per year.  
**First intake:** Closing date for registration is 08 December 2017. The course will start in February.

**Second intake:** Closing date for registration is 01 June 2018. The course will start in July.

All registered participants will be sent further particulars prior to the commencement of the course. If you require confirmation of your registration submission contact Annelie@LSSALEAD.org.za.

## Legal Practice Act

Transitional provisions relating to qualifications in the Legal Practice Act, 28 of 2014, state that the training course presented at a Practical Legal Training School of the Law Society of South Africa; or any other training course approved by any existing society before the date referred to in s 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.

## Requirements when registering for PMT

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.**

## Exemption and extension process

Students can apply to be exempted from the full training or certain modules. The exemption and extension process is dealt with by a formal application to the Records Division of the student's statutory law society. The contact details are found below:  
**Cape Law Society** – Tel: (021) 443 6700  
**Law Society of the Northern Provinces** – Tel: (012) 338 5800  
**Law Society of the Free State** – Tel: (051) 447 3237  
**KwaZulu-Natal Law Society** – Tel: (033) 345 1304

## Cancellation of registration

Cancellation is to be made in writing and submitted to the LEAD Practice Management Training department at least 30 days prior to the commencement of the course (Please note that there will be a 10% admin fee charged).

Failure to notify the department timeously will result in the student forfeiting all the fees paid. This provision, however, does not apply if formal exemption has been granted by the student's statutory law society. In such a case, a refund will be paid upon receipt of written confirmation of the exemption from the law society. The refund will be calculated as follows:

- If full exemption has been granted prior to issuing of material and commencing of classes – a full refund will be processed.
- If partial or full exemption is granted after material is issued to the student and classes have commenced, the material not required should be returned to LEAD within 2 weeks. If the material has been damaged or needs to be repackaged, LEAD will charge the student a 'reasonable amount' to cover the cost of restoring the material to its original condition.

## Assignment deadlines & requirements

1. Students must submit assignments to the LEAD Practice Management Training department on or before the set closing date, via the e-LEADer platform. **No e-mailed/faxed assignments will be accepted.**
2. A student who fails to submit an assignment by the set date, can only submit his/her assignment the following intake's set assignment submission date.
3. Assignments submitted without the signed declaration forms will **not** be accepted.

## Successful completion of the PMT Course

To complete the course, students are required to have a satisfactory attendance record of the training (8 modules) as well as having passed the three assignments and tests and quizzes. Ideally, the student should complete the training at the end of the first six months after registering. Students are, however, required to complete the Practice Management Training in full within 18 months from the date of registering.

***If the training has not been completed within 18 months from the date of first registration, the student will have to re-register and repeat the entire training (8 modules and 3 assignments). The full cost of the training will have to be paid again.***

## Code of conduct

Students should note that any misconduct will be reported to the student's statutory law society which will in turn proceed with an investigation into the misconduct and disciplinary action will be taken where appropriate. An instructor has the authority to cancel a student's attendance in his/her class.

Examples of misconduct are:

- Fraudulent completion of the attendance register;
- Plagiarism of any assignment;
- Acts of dishonesty and unprofessional conduct.

# REGISTRATION FORM

## Practice Management Training (PMT) 2018



Please complete the form below **IN BLOCK LETTERS** and e-mail it together with **PROOF OF PAYMENT** and a certified copy of your **IDENTITY DOCUMENT** to [Annelie@LSSALEAD.org.za](mailto:Annelie@LSSALEAD.org.za). Alternatively, please fax the documents to 086 215 6764.

Please note that this training is only for admitted attorneys.  
Photocopies of the form may be used or the form can be downloaded from [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za)

### ADDITIONAL DOCUMENTS REQUIRED

Proof of payment and certified copy of ID document

### A. DETAILS OF PARTICIPANT – PLEASE COMPLETE ALL FIELDS

Surname:											Title:							
Full names:											Initials:							
Identity number:											Date of Birth:		D	D	M	M	Y	Y
Race (required solely for statistical purposes):							Disability (if any):											
Employer:																		
Postal address:												Code:						
Docex address:																		
Tel no (w): (     )     )					Tel no (h): (     )     )					Fax no: (     )     )								
Cell no: (     )     )					E-mail:													
Attorney (provide date of admission):							Law society membership no:					Re-admission:						

### B. COURSE REGISTRATION DETAILS

#### 1. Choice of Intake

Intake 1: Registration Closing Date: 08 December 2017					Intake 2: Registration Closing Date: 01 June 2018				
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#### 2. Method of Study

<b>Weekday attendance</b> (2 or 3 evening classes per week – 10 sessions)														
Centers of Attendance			Cape Town			Durban			Johannesburg			Pretoria		
OR														
<b>Saturday attendance</b> (4 sessions)														
Centers of Attendance			Bloemfontein			Cape Town			Durban			East London		
			Johannesburg			Kimberley			Mthatha			Pietermaritzburg		
			Polokwane			Port Elizabeth			Potchefstroom			Pretoria		
			Witbank/Nelspruit* (Depending on numbers)											

#### 3. Course Type

<b>Full Course</b> (Price: R3 100 VAT included). All 8 modules where no exemption has been granted														
OR														
<b>Partial Exemption Granted</b> (Price: R500 per module VAT included). Please provide exemption letter and specify which modules for which you wish to apply.														
Module 1: General Introduction to Management							Module 5: Practice Administration							
Module 2: Risk Management and Insurance							Module 6: Marketing of Legal Services							
Module 3: Law Business Finance							Module 7: Human Resources Management							
Module 4: Systems and Technology							Module 8: Strategic Management							

# REGISTRATION FORM (Continued)

## Practice Management Training (PMT) 2018

### C. DECLARATION

- I declare that all particulars given by me on this form are true and correct and I undertake to abide by the rules and regulations pertaining to the training.
- I acknowledge that
  - a certificate of completion shall be awarded to me only upon
    - full compliance with all course-related requirements; and
    - full settlement of the tuition fee prior to starting the course.
  - The LSSA reserves the right to cancel my participation in the event of non-payment of the tuition fee or part thereof, and/or in the event of misconduct.
  - Should I discontinue my attendance prior to the end of the course, I shall be held liable for the full tuition fee.
- I have read and accepted the terms and conditions regarding Practice Management Training as stipulated in this brochure, and confirm that I have noted further information regarding the Terms and Conditions on the website: [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za).

Signed:

Date:

D	D	M	M	Y	Y	Y	Y
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### D. PAYMENT OPTIONS

Payment by Electronic Funds Transfer (EFT)  
(see banking details below):

by Employer

Participant

Amount: R

**Bank: First National Bank (FNB) | Branch: Pretoria | Branch code: 251445**

**Account Holder: Law Society of South Africa | Account Number: 62009641079**

Account Ref: (surname, cell number OR firm name; Intake 1 or 2) NB – please provide the required details to ensure prompt registration.

Payment by cheque:

by Employer

Participant

Amount: R

**Cheques must be made payable to Law Society of South Africa and forwarded to LEAD, PO Box 27167, Sunnyside, 0132 or Docex 227, Pretoria**

Name:

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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### ENQUIRIES:

For more information on this training, please consult the LEAD website or contact the PMT Coordinators

Tel: (012) 441 4600 | E-mail: [PMT@LSSALEAD.org.za](mailto:PMT@LSSALEAD.org.za)

PLEASE NOTE: LEAD RESERVES THE RIGHT TO CANCEL A LEARNING ACTIVITY SHOULD THE NUMBER OF DELEGATES NOT JUSTIFY THE COSTS INVOLVED. REGISTERED DELEGATES WILL BE GIVEN REASONABLE NOTICE OF CANCELLATION. PLEASE CONTACT LEAD FOR GUIDELINES ON ITS REFUND POLICY.

**Please complete the form above IN BLOCK LETTERS and e-mail it together with PROOF OF PAYMENT and a certified copy of your IDENTITY DOCUMENT to [Annelie@LSSALEAD.org.za](mailto:Annelie@LSSALEAD.org.za). Alternatively, please fax the documents to 086 215 6764.**