

LEAD is pleased to welcome all students to this e-learning course (e-course). We hope that you find it both interesting and rewarding.

## TERMS AND CONDITIONS: LEGAL BOOKKEEPING e-COURSE:

<b>Duration of Course</b>	This e-course will be conducted online for a period of two months.
<b>Timelines</b>	Please refer to the e-course brochure.
<b>Contact Sessions</b>	There will be no contact sessions for this e-course: it is a 100% web-based course.
<b>e-Course   Online Programme Schedule</b>	<p>The programme schedule for this e-course will be available online on the day the student starts the course.</p> <p>The e-course schedule is available in the e-course. The e-course schedule includes information about tutorials, assignment due dates, calendar activities, etc.</p>
<b>Purpose of the e-Course   Online course</b>	This purpose of e-course is to expose support staff working in law firms to the fundamentals of bookkeeping and accounting principles especially as they relate to law firms. The training is specifically offered to those who work in small to medium sized firms. The e-course is also for people who wish to work on the bookkeeping side of a law firm.
<b>Discussion Forum</b>	There is an online discussion platform where students can interact with other students. It is recommended that students participate in this discussion forum to enhance their learning experience. Students found to be misusing this forum will be blocked from the forum.
<b>Prescribed Learning Material</b>	Students will receive a training DVD with the required learning material. Materials will be available for downloading and printing within the e-course modules.
<b>Additional Study Material</b>	No additional materials are prescribed for this e-course.
<b>LEAD ADDRESS</b>	Legal Education and Development   P O Box 27167, Sunnyside 0132   Docex 227, Sunnyside   E-mail: <a href="mailto:eLeader@lssalead.org.za">eLeader@lssalead.org.za</a>   Website: <a href="http://www.lssalead.org.za">www.lssalead.org.za</a>   Tel: +27 (0)12 441 4600 (switchboard)
<b>Agreement and understanding by Student</b>	<p><b>When participating in this e-course, the student agrees to and understands the following.</b></p> <ol style="list-style-type: none"> <li>The student will submit his/her original own work and will not obtain any external assistance except from the e-course facilitator/instructor. If the student is found not to be complying with this, his/her participation in the course may be terminated. If the student is an attorney or candidate attorney, the matter will be reported to his/her statutory provincial law society.</li> <li>The student will be entitled to certification only if <ul style="list-style-type: none"> <li>✓ the tuition fee is paid in full;</li> <li>✓ he/she has achieved a course pass mark of at least 50%; and</li> <li>✓ he/she has completed an evaluation form.</li> </ul> </li> <li>The student has no claim for a refund of the course fee should he/she terminate participation 14 days or less before the starting date.</li> <li>The student will abide by the terms and conditions of this e-course.</li> </ol>

<b>TERMS AND CONDITIONS: LEGAL BOOKKEEPING FOR SUPPORT STAFF e-COURSE (continued)</b>	
<b>Copyright terms</b>	<p>© Law Society of South Africa 2017</p> <p>Copyright subsists in the e-course content and material. No part of this e- course may be reproduced in any form or by any means without the Law Society of South Africa’s permission. Any unauthorised reproduction of this material will constitute a copyright infringement and render the doer liable under both civil and criminal law.</p> <p>Whereas every effort has been made to ensure that the information published in the e-course material is accurate, the Law Society of South Africa and its service providers take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained therein.</p>
<b>Contacting the e-Course Administrator</b>	<p><a href="mailto:eLEADer@LSSALEAD.org.za">eLEADer@LSSALEAD.org.za</a></p> <p>Students should direct all administrative and/or technical queries for this course to the administrator via email. Students should ensure that they have the specific study material or other references at hand when enquiring about the e-course.</p>
<b>Assessment (Tests and Quizzes)</b>	<p>The student must complete the tests and quizzes for each module before continuing to the next module. The student may repeat the tests and quizzes as they wish. These tests and quizzes do not contribute any marks to the final mark. Students will receive immediate feedback and results on the tests and quizzes.</p>
<b>Assessment (Examination)</b>	<p>The student should complete one multiple choice examination. This examination unlike any other assessments under test and quizzes is submitted only once. The examination is available within stated time period. The score is available after submission of the examination</p>
<b>Assessment (Assignment)</b>	<p>This e-course has <b>three compulsory assignments</b>. The student must download the assignment from the “eleader platform”, complete it and upload the answer scripts for assessment by the facilitator.</p> <p>The due date for the assignment is contained on the e-Leader schedule. No assignment submitted late will be assessed. The assignment mark and feedback will be posted online confidentially for the student’s information. The assignment constitutes 80% of the final score</p>

<b>TERMS AND CONDITIONS: LEGAL BOOKKEEPING FOR SUPPORT STAFF e-COURSE   ONLINE (continued)</b>	
<b>Course Pass Rate</b>	The pass rate is 55%. This will be the overall percentage of the exam and three assignments.
<b>Supplementary Examination</b>	If the student fails the e-course with a mark of between 40% - 54%, he/she can write a supplementary examination. The cost of this supplementary examination is R100. Students must apply and pay for the supplementary examination within one month after the course ends.
<b>Certification</b>	Certificates of Competence will be awarded to students upon successful completion of the e-course. Should a student not receive his/her certificate via post within three calendar months of completing the e-course, he/she should contact the administrator ( <a href="mailto:grace@LSSALEAD.org.za">grace@LSSALEAD.org.za</a> ).
<b>Language</b>	The course is conducted in English. All assignments must be submitted in English and the facilitator will only mark assignments submitted in English.
<b>Contacting the e-Course Facilitator</b>	Facilitators are highly-qualified and office managers or attorneys with many years of experience. Students may contact the facilitator via the e-learning platform. The facilitator will be available online twice a week for an hour, according to the e-course schedule. Alternatively, students can send their e-course questions / discussions via the e-learning forum.
<b>LEAD Cancellation Clause</b>	LEAD reserves the right to postpone or cancel a course should the number of delegates not justify the costs involved. Registered participants will be given reasonable notice of cancellation.