

### 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

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Docex 227 Pretoria  
Old Main Building, Unisa Sunnyside Campus, 145 Steve Biko Street, Sunnyside, Pretoria  
E-mail: LSSAUNISA@LSSA.org.za  
Website: 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

### Lifelong learning towards a just society



# LSSA-UNISA Distance Learning School for Legal Practice – 2017

## What is the Distance Learning School for Legal Practice?

This is a practical law school offered jointly by the LSSA and the University of South Africa (UNISA) on a distance-learning basis. It is an intensive, postgraduate blended vocational course and students have the flexibility of studying at their own pace.

## Objective of the School

The objective is to provide law graduates who may have irregular work schedules with the opportunity to acquire and develop practical legal skills to become effective practitioners.

## Duration of the distance learning course

The distance-learning course runs from February to end January of the following year.

## Nature of study

The high-quality course uses an e-learning platform designed to make learning more accessible and interactive. There are four study modules and the curriculum comprises LEAD and UNISA tutorial guides, assignments, tutorials with attorneys and skills assessments. In

addition, each student must do approximately 130 hours of compulsory training.

Find the list of training centres on the application form. The medium of instruction is English.

## Content of the course

View the content of modules on the overleaf.

## Admission requirements and selection

1. An applicant must have completed a South African 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. Interest by the applicant in continuing to work in the attorneys' profession will stand in the applicant's favour.

## 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 Law 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 Commercial Contracts
    - Commercial Litigation
    - Forms of Business Enterprises (*Online*)
    - Introduction to Mediation
  2. Elective subjects\*:
    - Introduction to Conveyancing 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

### OTHER TOPICS

- Aspects of Gender Law
- Drafting
- Aspects of Customary Law (*Online*)
- Research
- Advocacy
- Numeracy
- Computers

## School dates and closing dates for applications

February 2017 to end January 2018

Closing date for applications: 15 January 2017

## 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. Regarding accommodation and travelling, students are responsible for their own arrangements and expenses. 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.

## 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".

## Enquiries

For more information, please consult the LEAD website or contact

Tel: 012 441 4600

E-mail: [LSSAUNISA@LSSA.org.za](mailto:LSSAUNISA@LSSA.org.za)

# APPLICATION FORM – LSSA-UNISA SCHOOL FOR LEGAL PRACTICE 2017



**Submit the front and back of this page ONLY when applying.**

**Please complete this form and e-mail it to [LSSAUNISA@LSSA.org.za](mailto:LSSAUNISA@LSSA.org.za) or fax to 0862146569.**

**Application form for 2017 is also available on the LEAD website. Closing date for applications: 15 January 2017.**

## IMPORTANT NOTICE

- INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED
- ALL REQUIRED DOCUMENTS MUST BE ATTACHED TO YOUR APPLICATION FORM

## 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 <b>OR</b>	<input type="checkbox"/> Labour Dispute Resolution	
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## C. EDUCATION: LAW DEGREE OBTAINED, OR TO BE COMPLETED AT THE END OF 2016

	UNIVERSITY	YEAR REGISTERED	YEAR COMPLETED
LLB			
BPROC			

## D. 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:				

## APPLICATION FORM – LSSA-UNISA SCHOOL FOR LEGAL PRACTICE 2017 (CONTINUED)

### E. 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. I understand that students 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.  
**NB** – Please do not pay the fee until you have received formal confirmation from LEAD that your application has been successful.
3. I accept that a compliance certificate will be awarded to me 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
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### F. CAMPUSES

Please select your closest region where you will attend lectures with an "X"

Bloemfontein	<input type="checkbox"/>	Cape Town	<input type="checkbox"/>	Durban	<input type="checkbox"/>	East London	<input type="checkbox"/>	George	<input type="checkbox"/>	Giyane	<input type="checkbox"/>	Johannesburg	<input type="checkbox"/>
Kimberley	<input type="checkbox"/>	Ladysmith	<input type="checkbox"/>	Mafikeng	<input type="checkbox"/>	Middelburg	<input type="checkbox"/>	Mthatha	<input type="checkbox"/>	Nelspruit	<input type="checkbox"/>	Newcastle	<input type="checkbox"/>
Pietermaritzburg	<input type="checkbox"/>	Polokwane	<input type="checkbox"/>	Pretoria	<input type="checkbox"/>	Richards Bay	<input type="checkbox"/>	Upington	<input type="checkbox"/>	Vereeniging	<input type="checkbox"/>	Worcester	<input type="checkbox"/>

Distance Learning for Legal Practice is a practical law school offered jointly by the LSSA and University of South Africa (UNISA).

ENQUIRIES: For more information, please consult the LEAD website or contact E-mail: [LSSAUNISA@LSSA.ORG.ZA](mailto:LSSAUNISA@LSSA.ORG.ZA) or

Co-ordinator – Parma Govender, Tel: 012 441 4621 E-mail: [PARMA@LSSALEAD.ORG.ZA](mailto:PARMA@LSSALEAD.ORG.ZA) | Co-ordinator – Dorcas Hamido, Tel: 012 441 4662

E-mail: [DORCAS@LSSALEAD.ORG.ZA](mailto:DORCAS@LSSALEAD.ORG.ZA) | Director – Dilshaad Gani

**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.**