



LAW SOCIETY  
OF SOUTH AFRICA



# Courses in Conveyancing and Notarial Practice

WELCOME AND INTRODUCTION  
TO LEGAL EDUCATION AND  
DEVELOPMENT (L.E.A.D)

LEAD, a division of the Law Society of South Africa (LSSA), understands the needs of a modern-day law practice. A variety of methods to access high-quality learning activities are offered to attorneys, candidate attorneys and support staff. These include a practical law school and a range of courses, certificate and diploma programmes, seminars and workshops which are conducted at training centres, online or via distance learning.



## WHAT IS THE AIM OF THESE TWO LSSA (LEAD) COURSES?

The main aim is to give attorneys a practical background in the law, practice and procedure of conveyancing and notarial practice. The training is provided by practising conveyancers and notaries who also draft the course material.

Although these courses also assist attendees to prepare for the conveyancing and notarial examinations, mere attendance of the lectures and completing the assignments may not be sufficient to pass the examinations. Intense study and diligent practise in the drafting of deeds as well as participation in class discussions and workshops, are essential. For preparation focused on the conveyancing examination, LEAD offers a three-day examination preparation seminar (see details on overleaf).

## WHO MAY REGISTER FOR THESE TWO COURSES?

Attorneys and candidate attorneys may register for these courses, as well as any other person who wishes to learn more about these fields of practice. Should non-attorneys wish to register for the courses

in order to write the national conveyancing or notarial examinations, they should first contact the relevant statutory provincial law society to enquire whether they will be allowed to write the examinations.

## FORMAT OF THE COURSES

Attendees can choose to study on an attendance basis at various centres around the country or on a distance-education (correspondence) basis.

### Attendance courses

The attendance courses are offered in various centres throughout the country (see Section 3 of the registration form). The conveyancing attendance course is held over 20 sessions. The notarial practice attendance course is held over 5 sessions.

### Distance-education courses

Attendees in the distance-education courses are sent the study documents by post shortly after the closing date for registrations. They are required to complete four assignments which will be marked and returned to them with model answers. Depending on demand, there are also one or two attendance

2012  
Lifelong learning towards a just society

Legal Education and Development (L.E.A.D)  
Tel: +27 (0)12 441 4600 (switchboard) | Fax: 086 215 6763 (information) | Fax: 086 215 6764 (registrations)  
Email: info@LSSALEAD.org.za | Website: www.LSSALEAD.org.za  
Address: PO Box 27167 Sunnyside 0132 | Docex 227 Pretoria | Old Main Building, Unisa Sunnyside Campus, 145 Mears Street, Sunnyside, Pretoria

Law Society of South Africa (LSSA)  
Tel: +27 (0)12 366 8800 | Fax: +27 (0)12 362 0969 | Email: LSSA@LSSA.org.za | Website: www.LSSA.org.za  
Address: PO Box 36626 Menlo Park 0102 | Docex 82 Pretoria | 304 Brooks Street, Menlo Park, Pretoria

workshops offered in the main centres. A petrol allowance may be made available to those who will have to travel more than 200km to the venue closest to their place of residence. LEAD reserves the right to cancel a workshop if the number of registrations does not justify the cost.

## NEW – CONVEYANCING EXAMINATION PREPARATION SEMINAR

LEAD has introduced a seminar to assist attendees prepare specifically for the conveyancing examination. This 3-day seminar will take place at centres where there is sufficient interest among instructors and prospective learners. The seminar is held at the end of the 20 sessions at respective centres. This seminar is NOT a replacement for the attendance course, but an added programme which will solely focus on the examination preparation.

Who should register for the examination preparation course?

- Practitioners who attend the attendance course or have attended the course in previous years.
- Practitioners who participate in the distance-education course or who participated in the distance-education course in previous years.
- Those people who by precept of the Attorneys Act 53 of 1979, are allowed to register for the examination [s 14(13)].

## COURSE MATERIAL AND LANGUAGE MEDIUM

The course material for both courses consists of

- a study guide;
- assignments and model answers;
- past examination papers and answers; and
- instructions with regard to examination preparation.

The documentation and instructions are in English, however, the assignments may be completed in either English or Afrikaans.

## TUITION FEES PAYABLE ON REGISTRATION

The courses are subsidised by the Attorneys Fidelity Fund.

### Attendance courses

#### Conveyancing course (20 sessions):

Practising attorneys and candidate attorneys:

R3 100 (VAT inclusive)

Other participants: R3 850 (VAT inclusive)

#### Notarial practice course (5 sessions):

Practising attorneys and candidate attorneys:

R1 900 (VAT inclusive)

Other participants: R2 500 (VAT inclusive)

### Distance-education courses

#### Conveyancing course

Practising attorneys and candidate attorneys:

R2 300 (VAT inclusive)

Other participants: R3 000 (VAT inclusive)

#### Notarial practice course

Practising attorneys and candidate attorneys:

R1 800 (VAT inclusive)

Other participants: R2 400 (VAT inclusive)

Once the attendee has registered for a course and the documentation has been dispatched, he/she will be liable for the full course fee.

## CERTIFICATES

### Attendance courses

Provided at least 80% of the lectures have been attended and 80% of the compulsory assignments have been satisfactorily completed, the LSSA will issue a certificate to the attendee to confirm that the course was successfully completed.

### Distance-education courses

Provided all the assignments have been satisfactorily completed and submitted timeously, the LSSA will issue a certificate to the attendee to confirm that the course was successfully completed.

## THE PROFESSION'S EXAMINATION DATES FOR 2012

Conveyancing exam:

9 May 2012, 12 September 2012

Notarial practice exam:

13 June 2012, 10 October 2012

*The Attorneys Act 53 of 1979 states the following in regard to who may register for the examinations [s 14(3)]:*

*An examination referred to in subsection (1) shall not be conducted in respect of any person unless he satisfies the examiners concerned that he –*

- (a) has complied with the provisions of this Act in regard to service under articles or a contract of service; or*
- (b) is serving under articles or contract of service and has so served for a continuous period of not less than six months; or*
- (c) is under the provisions of this Act, exempt from service under articles (Section 2A); or*
- (d) has attended a training course approved by the society concerned for an uninterrupted period of at least four months and has completed such course to the satisfaction of that society.*

For any further information on examination fees, registration etc., attendees should contact their relevant statutory provincial law society.

## ENQUIRIES

For more information on these courses, please consult the LEAD website or contact Andries Modiba  
Tel: +27 (0) 12 441 4600 | Fax: 086 550 7125  
E-mail: andries@LSSALEAD.org.za



# REQUEST TO ENROL IN THE CONVEYANCING OR NOTARIAL PRACTICE COURSE

Please complete the form below and fax it together with **PROOF OF PAYMENT** to **086 215 6764**.

<b>DOCUMENT REQUIRED</b> Copy of ID document		
Please indicate below whether you are registering for the attendance course or distance-education course		
CONVEYANCING COURSE	<input type="checkbox"/>	Attendance course <input type="checkbox"/> Distance-education course <input type="checkbox"/>
NOTARIAL PRACTICE COURSE	<input type="checkbox"/>	Attendance course <input type="checkbox"/> Distance-education course <input type="checkbox"/>

DETAILS												
Surname:						Full names:						Title:
Date of birth:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race: (optional, but assists in assessing trends in the profession)												
Employer:												
Postal address:											Code:	
Docex address:												
Residential address:												
Tel no (w): ( )				Tel no (h): ( )				Fax no: ( )			Cell no: ( )	
E-mail:												
<input type="checkbox"/> Candidate attorney				<input type="checkbox"/> Attorney				<input type="checkbox"/> Other				
Disability:		<input type="checkbox"/> Y	<input type="checkbox"/> N	Nature of disability:								
<b>CHANGE OF ADDRESS</b> It is the duty of the attendee to inform LEAD immediately and in writing of any change of address. LEAD will not accept any responsibility for course material and other documentation which is lost if it is not timeously informed of such changes.												

INTAKE I OR II (To be completed by all attendees)			
Please indicate which intake you are registering for.			
Course	Course Dates	<input type="checkbox"/>	Note: Intake I and II are identical in content. Dates exclude long weekends and are subject to change to suit local conditions.
Conveyancing: Intake I	04 Feb – 14 Apr 2012	<input type="checkbox"/>	
Conveyancing: Intake II	23 Jun – 1 Sept 2012	<input type="checkbox"/>	
Notarial Practice: Intake I	21 Apr – 26 May 2012	<input type="checkbox"/>	
Notarial Practice: Intake II	01 Sep – 06 Oct 2012	<input type="checkbox"/>	

CHOICE OF CENTRE (To be completed only by attendees in the attendance courses)		
When selecting a centre, please check the table below to see if the course is offered at the centre where you would like to do the course. Important: The course will be held in a centre only if there are sufficient registrations to make the course financially viable.		
<input type="checkbox"/> Intake I	Centre (first choice):	Centre (second choice):
OR		
<input type="checkbox"/> Intake II	Centre (first choice):	Centre (second choice):

CENTRES: ATTENDANCE COURSES												
Course	Bloemfontein	Cape Town	Durban	East London	Johannesburg	Nelspruit	Mthatha	Port Elizabeth	Polokwane	Pretoria	Course dates	Closing date for registration
Conveyancing Intake I (20 Sessions)	X	X	X	X		X	X	X	X	X	04 Feb – 14 Apr 2012	13 Jan 2012
Conveyancing Intake II (20 Sessions)			X		X						23 Jun – 1 Sept 2012	27 Apr 2012
Notarial Intake I (5 Sessions)		X	X	X				X		X	21 Apr – 26 May 2012	16 Mar 2012
Notarial Intake II (5 Sessions)		X	X	X	X			X			01 Sep – 06 Oct 2012	03 Aug 2012

AGREEMENT (To completed by all attendees)

I \_\_\_\_\_ (name and surname) accept that I am fully conversant with the details contained in the course brochure. I further accept that a certificate will be issued only if I comply with the requirements as stipulated and understand that such a certificate does not qualify me to practice as a conveyancer or notary.

SIGNATURE:

Date:

D	D	M	M	Y	Y	Y	Y
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PAYMENT OPTIONS

Payment by Credit Card:  by Employer  Attendee Amount: R

Budget facility:  No  Yes Number of months:

Master Card

Visa

Diners Club

Expiry date:

D	D	M	M	Y	Y	Y	Y
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Card Number:

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Name of Cardholder:

NAME:

SIGNATURE:

Date:

D	D	M	M	Y	Y	Y	Y
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For security reasons, credit card payment requests must be accompanied by photocopies of both sides of the credit card.

Payment by Electronic Funds Transfer (EFT):  by Employer  Attendee Amount: R

Bank: First National Bank (FNB) | Branch: Pretoria | Branch code: 251445 | Account Holder: Law Society of South Africa | Account Number: 62009641079

Account Ref: (name of programme; surname, initials; area code and telephone number) NB – please provide all the required details to ensure prompt registration.

Payment by cheque:  by Employer  Attendee 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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NOTICE OF COURSE CANCELLATION

Notice of cancellation must be given in writing. If notice is received before dispatching of documentation, an administration fee of 10% will be charged. If notice is received after the documentation has been posted, attendees will be held liable for the full cost of the course.

NAME:

SIGNATURE:

Date:

D	D	M	M	Y	Y	Y	Y
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ENQUIRIES

For more information for these courses, please consult the LEAD website or contact Andries Modiba • Tel: +27 (0) 12 441 4600 • Fax: 086 550 7125 • E-mail: andries@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.

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.