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 diploma 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  
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

PRACTICE Management Training (PMT) – 2014

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.

How do attorneys comply?
Training is offered by the Law Society of South Africa’s education division, Legal Education and Development, and other accredited providers.

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 provincial 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.

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 qualifications. Please refer overleaf for more information on applying for an extension or exemption.

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.

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.
Practice Management Training is offered on an attendance and distance learning basis in centres around the country. The same outcomes, content and assessment apply to both methods of training. 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
Law Business Finance
Risk Management and Insurance
Business Plan

Duration of course
Attendance training (after hours weekly from 17:30 - 20:30)
The duration of the attendance training is six months and training is provided twice a week in three-hourly sessions.

Distance training (Saturdays from 09:00 - 16:00)
The duration of the distance training is also six months and the course includes workshops and assignments. The workshops take place on Saturdays.

Training takes place at the following centres: Cape Town; Durban; East London; Johannesburg; Port Elizabeth; Polokwane; Pretoria and Bloemfontein.

LEAD reserves the right to convert an attendance course to distance or cancel a learning activity 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 dates
There are two intakes per year.
First intake: Closing date for registration is 13 December 2013. The course will start in February.
Second intake: Closing date for registration is 6 June 2014. The course will start in July.

For further information on this offering, please contact the Practice Management Training department on (021) 443 6700 – Tel: (051) 447 3237 – Tel: (033) 345 1304

Final certificate only once 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.

If you do not receive confirmation of registration from LEAD within five working days after submission of your application form, please immediately follow-up with PMT Coordinators on PMT@LSSALEAD.org.za.

Legal Practice Bill
Transitional provisions relating to qualifications in the Legal Practice Bill, 2012, 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 119(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.

Enquiries
For more information on this offering, please contact the PMT Department
Tel: (012) 441-4600 | E-mail: pmt@LSSALEAD.org.za

Requirements when registering for PMT
Upon registration, students are to ensure they have an active individual email address as well as Internet access. As one or more of the modules will be presented online, they will need to access LEADer (LEAD’s e-learning platform) where important notices, submission of assignments and relevant information about the training will be posted. No sharing of email addresses, each student must have their individual email account.

Exemption and extension process
Students can 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 provincial law society. The contact details of the Provincial/Statutory law societies 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
Law Society of KwaZulu-Natal – 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 training (Please note that there will be a 10% admin fee charged). Failure to notify the department timely 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 provincial 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, an admin fee will be charged.

For further information on Terms and Conditions of this course please refer to our website: www.LSSALEAD.org.za.

Assignment – deadlines and 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, will submit his/her assignment on the following intake’s set assignment 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. 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 provincial 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.
Please complete the form below IN BLOCK LETTERS and fax it together with PROOF OF PAYMENT and certified copy of ID to 086 215 6764.
If you do not receive confirmation of registration from LEAD within five working days after submission of your application, please immediately follow-up with PMT Coordinators on PMT@LSSALEAD.org.za

Registration form 2014 – form also available on LEAD's website (www.LSSALEAD.org.za)
Please note that this training is only for attorneys and candidate attorneys. Enroll only one person per form. Photocopies of the form may be used for additional entries.

**A. DETAILS OF PARTICIPANT**

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full names:</th>
<th>Date of Birth: DD MM YY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D  M  Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identity number:</th>
<th>Race (required solely for statistical purposes):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Disability (if any):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer:</th>
<th>Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal address:</th>
<th>Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Docex address:</th>
<th>Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel no (w):</th>
<th>Tel no (h):</th>
<th>Fax no:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell no:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidate attorney</th>
<th>Attorney (provide date of admission):</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. COURSE REGISTRATION**

I wish to register as follows:

1. **Method of study**
   - DISTANCE-EDUCATION COURSE (5 Saturday workshops)
   - ATTENDANCE COURSE (2 or 3 midweek classes)

2. **Attendance centre (see choices below)**
   - Bloemfontein
   - Cape Town
   - Durban
   - East London
   - Johannesburg
   - Port Elizabeth
   - Pretoria
   - Polokwane

   **Your provincial law society**
   - Cape
   - Free State
   - KwaZulu-Natal
   - Northern Provinces

3. **Course type**
   - Full course, R3 100 (VAT included)
   - OR Specify for which modules you wish to apply for. Individual modules, R500 (VAT included)

   **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

4. **Intake**
   - Intake 1 (1st half of year) or Intake 2 (2nd half of year)
C. DECLARATION

1. 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.

2. I acknowledge that
   2.1 a certificate of completion shall be awarded to me only upon
      2.1.1 full compliance with the attendance and assessment requirements; and
      2.1.2 full settlement of the tuition fee.
   2.2 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.
   2.3 Should I discontinue my attendance prior to the end of the programme, I shall be held liable for the full tuition fee.

3. 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.

Signed: Date:

D. PAYMENT OPTIONS

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

<table>
<thead>
<tr>
<th></th>
<th>by Employer</th>
<th>Participant</th>
<th>Amount: R</th>
</tr>
</thead>
</table>

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

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

Payment by cheque:

<table>
<thead>
<tr>
<th></th>
<th>by Employer</th>
<th>Participant</th>
<th>Amount: R</th>
</tr>
</thead>
</table>

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:

ENQUIRIES:

For more information on this offering, please consult the LEAD website or contact
Tel: (012) 441 4600 | E-mail: pm@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.