

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 Legal Practitioners' Fidelity Fund provides funding to make these activities affordable to the profession.

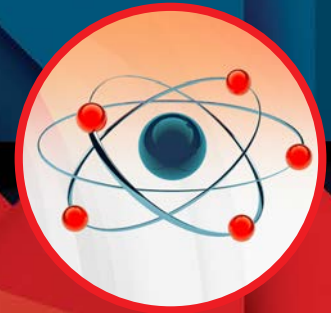
Legal Education and Development

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Docex 227 Pretoria
Old Main Building, Unisa Sunnyside Campus, 145 Steve Biko Street, Sunnyside, Pretoria
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304 Brooks Street, Menlo Park, Pretoria
Website: www.LSSA.org.za

Lifelong learning towards a just society



COMPULSORY Course for Candidate Attorneys – 2019

Introduction to the course

Before admission as an attorney, an LLB graduate must serve as a candidate attorney with a practising attorney and attend a course approved by the statutory law societies. This compulsory course for candidate attorneys has been approved for this purpose.

The course consists of two modules. Module I is designed to assist students prepare for the first paper in the Admission Examination. Module II is designed to assist students prepare for the second, third and fourth papers in the Admission Examination. The course is presented on a full-time; part-time; and evening basis.

Who can attend?

Registered candidate attorneys, during their terms of service under articles of clerkship or candidate attorneys after expiry of their service under articles of clerkship. Please refer to regulation 6 i.t.o Section 109 (1)(a) of the Legal Practice Act 28 of 2014. Preference is given to candidate attorneys in their final year of articles. Should a prospective student not satisfy the requirements to participate, he/she may submit a special motivation for attendance addressed to the LEAD Course Coordinators.

Attorneys Admission Examination

Candidate attorneys may complete the four papers of the examination in any sequence. .

The dates of the Attorneys Admission Examination are taken into account when the course is presented.

Examination dates 2019

Date 1: 06 & 07 March 2019

Date 2: 21 & 22 August 2019

First paper:

High court procedure; magistrate's court procedure; personal injury claims and criminal procedure.

Second paper:

Administration of deceased estates, drafting of wills, succession.

Third paper:

Practice, duties, ethics and functions of an attorney.

Fourth paper:

Attorneys' Bookkeeping.

NB: The course for Attorneys' Bookkeeping is presented over one full week. LEAD arranges the subject in this manner as the subject should be concluded **before** the Admission Examination.

Full-time course

23 days split in two sessions over the year

Module I is presented during the first semester of 2019 so as to assist candidate attorneys with their preparation for Paper 1 of the Admission Examination session in August 2019. Module II is presented in the second semester of 2019 with the focus on preparation for Papers II to IV of the Admission Examination session in the following year.

Part-time course (Modules I and II)

The part-time course will, as far as possible, be presented on one full day per week over a period of around five months.

Attendance of the part-time course assists candidate attorneys prepare to sit for all the papers of the Admission Examination session held during August 2019. (An exception is the Cape Town (2) part-time and Evening 2 courses commencing in July 2019 which prepares candidates for the March 2020 session of the Admission Examination.)

The advantage of the part-time course is that candidate attorneys are not absent from the office for extended, continuous periods. They also have time between sessions to apply the skills they have learnt, as well as to prepare for the next session. Below are the days of the week that part-time course is presented, unless otherwise arranged.

- University of South Africa: Wednesdays
- University of KwaZulu-Natal (Durban): Thursdays
- Cape Town – Part-time 1: Fridays
- Cape Town – Part-time 2: Fridays

Evening course in Johannesburg

The course is presented on two evenings per over a period of five months. Evening 1 is presented on Monday and Wednesday evenings. Evening 2 is presented on Tuesday and Thursday evening.

- Evening (1): Modules I and II assist candidate attorneys with their preparation for the entire Admission Examination session in August 2019.

- Evening (2): Modules I and II assist candidates with their preparation for the entire Admission Examination in March 2020.

Times

Full-time and part-time course: training takes place from approximately 08:00 to 16:00.

Johannesburg evening course: training takes place from approximately 17:30 to 21:00.

Times may change to suit local preferences.

Material

Students receive the following from LEAD some three weeks after the registration closing date:

- confirmation of registration, daily programme and details of the venue;
- instructions with regard to preparation;
- documentation in support of the lectures, practical exercises, notes, forms, etc.
- Should the student register late, the material will be available at the course centre.

Subjects

Module I

Practice and Procedure

- Constitutional Practice
- High Court Practice
- Magistrate's Court Practice
- Criminal Court Practice
- Personal Injury Claims (blended learning)
- Professional Legal Ethics

Module II

Practice and Procedure

- Wills and Estates
- Drafting of Contracts
- Matrimonial Law
- Labour Dispute Resolution
- Alternative dispute resolution
- Information and Communication Technology for Practice, and Associated Aspects of Cyber Law

Legal Practice

- Numeracy Skills (offered online, including attendance for those who fail the online assessment)
- Introduction to Practice Management (offered online)
- Legal Costs
- Attorneys' Bookkeeping
- Value-Added Tax

Notes:

Attorneys' Bookkeeping is presented over one full week. LEAD arranges the subject in this manner as **the subject should be concluded before the Admission Examination.**

Recent research in South Africa has shown that a large percentage of candidate attorneys do not have the required numeracy skills. Therefore, candidates will undergo compulsory assessment regarding numeracy skills during the course. Those who fail the assessment will receive compulsory training and will then be compelled to undergo post-assessment.

Introduction to Practice Management, Forms of Business Enterprise and Numeracy Skills provides student with the study material via e-learning platform (e-LEADER) to work through on their own. No hardcopies will be provided. Students must submit assignment to LEAD via e-LEADER.

Catch-up classes

Catch up classes can be arranged at a cost of R200 per class. Please contact the Course Coordinator for more information.

Attendance of certain subjects only

Students and other interested parties may enrol for certain subjects. Contact the Course Coordinator for more details.

Registration fees

The registration fee must be paid in full on registration.

Course Modules/Subjects	Fees Candidate Attorneys	Fees non-registered Candidate Attorneys
Full-time: Module I	R1 725	R2 175
Module II	R2 175	R2 725
Part-time and Evening	R3 900	R4 900
Attendance of certain subjects only		
Full-time, Part-time and Evening	R2 125	R2 925
Per subject (excluding Attorneys Bookkeeping)	R1 325	R1 625
Attorneys Bookkeeping only	R1 625	R1 825

Language medium of course

Medium of instructional is English at all the centres.

Please note that the language medium of the course is independent of the language medium at the relevant university. LEAD retains the right to change the language medium.

Course coordinators

Please contact the following LEAD coordinators for all your course queries:

Maria Mokwape: Senior Training Coordinator

Tel: +27 (0)12 441-4623

E-mail: maria@LSSALEAD.org.za

Course centres: Cape Town – Waalburg Centre; Pretoria – University of Pretoria

Prudence Mabena: Training Coordinator

Tel: +27 (0)12 441-4624

E-mail: prudence@LSSALEAD.org.za

Course centres: Durban – University of KwaZulu-Natal; Pietermaritzburg – University of KwaZulu-Natal; Johannesburg – University of Witwatersrand (Full-time)

Dodo Dubazane: Training Coordinator

Tel: +27 (0)12 441-4647

E-mail: dodo@lssalead.org.za

Course centre: Bloemfontein – University of the Free State; Johannesburg – School for Legal Practice JHB (Full-time); Pretoria – University of South Africa

Jackson Ndhlovu: Training Coordinator

Tel: +27 (0)12 441-4628

E-mail: jackson@LSSALEAD.org.za

Course centres: Port Elizabeth – Nelson Mandela Metropolitan University; Potchefstroom – University of North West; Johannesburg – University of the Witwatersrand (Evening 1 & 2)

Course directors

Bloemfontein – University of the Free State:

Mr EC Muller

Cape Town – Waalburg Centre:

Dr MA Sulaiman

Durban (Full-time) – University of KwaZulu-Natal:

Ms F Kader

Durban (Part-time) – University of KwaZulu-Natal:

Mr MN Mpya

Johannesburg (Full-time) – University of the

Witwatersrand: Mr D Dass

Johannesburg (Part-time) – School for Legal

Practice JHB: Ms C Singh

Johannesburg (Evening 2) – University of the

Witwatersrand: Mr D Dass

Pietermaritzburg – University of KwaZulu-Natal:

Ms C Badul

Port Elizabeth – Nelson Mandela Metropolitan

University: Ms D David

Potchefstroom – North-West University:

Ms M van Wyk

Pretoria – University of Pretoria:

Prof. A Kok

Pretoria – University of South Africa:

Adv. NC Malatsi

Course Schedule 2019 (Closing dates for registration appear in red brackets)

Town/City Centres 2018	Full-Time Module I	Full-Time Module II	Part-Time Module I & II	Evening Module I & II
Bloemfontein University of the Free State	04/03/2019- 15/03/2019 [01/02/2019]	07/10/2019- 23/10/2019 [06/09/2019]	–	–
Cape Town (I) Waalburg Centre	13/05/2019- 24/05/2019 [12/04/2019]	26/08/2019- 11/09/2019 [26/07/2019]	22/02/2019- 19/07/2019 [18/01/2019]	–
Cape Town (II) Waalburg Centre	–	–	26/07/2019- 22/11/2019 [21/06/2019]	–
Durban University of KwaZulu-Natal	03/06/2019- 14/06/2019 [03/05/2019]	28/10/2019- 13/11/2019 [27/09/2019]	14/02/2019- 18/07/2019 [18/01/2019]	–
Johannesburg University of the Witwatersrand	24/06/2019- 05/07/2019 [24/05/2019]	04/11/2019- 20/11/2019 [04/10/2019]	–	11/02/2019- 13/07/2019 [18/01/2019]
Johannesburg School for Legal Practice JHB	24/06/2019- 05/07/2019 [24/05/2019]	04/11/2019- 20/11/2019 [04/10/2019]	–	–
Johannesburg University of the Witwatersrand (Evening II)	–	–	–	07/05/2019- 19/09/2019 [05/04/2019]
Pietermaritzburg University of KwaZulu-Natal	20/05/2019- 31/05/2019 [19/04/2019]	28/10/2019- 13/11/2019 [27/09/2019]	–	–
Port Elizabeth Nelson Mandela Metropolitan University	06/05/2019- 17/05/2019 [05/04/2019]	02/09/2019 18/09/2019 [02/08/2019]	–	–
Potchefstroom North-West University (English)	03/06/2019- 14/06/2019 [03/05/2019]	28/10/2019- 13/11/2019 [28/09/2019]	–	–
Pretoria University of South Africa	–	–	13/02/2019- 19/07/2019 [18/01/2019]	–
Pretoria University of Pretoria (English 1)	20/05/2019- 31/05/2019 [19/04/2019]	08/07/2019- 24/07/2019 [06/06/2019]	–	–
Pretoria University of Pretoria (English 2)	03/06/2019- 28/06/2019 [18/05/2019]	07/10/2019- 23/10/2019 [06/09/2019]	–	–

Financial assistance for travelling

A limited amount is available to subsidise candidate attorneys who need financial assistance in order to attend a course. The assistance will be granted only to deserving candidates.

1. No financial assistance for travel is allocated to candidate attorneys who have not paid the full registration fee before commencement of a course.
2. Applications for financial assistance will not be processed after the closing dates.
3. An application for financial assistance must be supported by a monthly income and expenditure statement, together with the attached Financial Assistance Form (see last form included in this brochure). The principal must sign the statement to verify the candidate's gross monthly salary.
4. A maximum amount of R750 (Module I) and R900 (Module II) financial assistance per candidate attorney per course is available. The amount allocated to a candidate attorney is solely at the discretion of the LSSA Senior management. Candidates are granted travelling assistance calculated only on the basis of attendance at their nearest course centre.
5. A candidate attorney who receives financial assistance and who is absent from the course for any period of time without permission from the local course director, will be required to refund monies for that period.
6. Candidates qualifying for financial assistance will receive payment of financial assistance into their bank accounts (see attached Request for Financial Assistance Form).

Accommodation, refreshments and meals

Students should make their own accommodation arrangements and will be responsible for settling their own accounts. Refreshments and meals are not included in the registration fee.

Dress code

Informal, but neat.

Code of conduct and satisfactory attendance

1. Students are expected to attend and participate actively in all training activities in a satisfactory manner. Mere physical presence does not constitute satisfactory attendance.
2. If an attendee is unable to attend a lecture for whatever reason, he/she will be noted as being absent. This includes sickness, family responsibility leave or duty at his/her firm. In exceptional cases, a 'catch-up' class can be arranged with the course coordinator at a fee.
3. Attendees should note the citation of Judge R van Dijkhorst re satisfactory attendance [Case Number 824/99 on 16 February 1999]: "The Applicant was absent for four out of the 23 days of the course. This is definitely not satisfactory attendance. Workload is no excuse." [Freely translated from Afrikaans to English]. This citation was reported and noted by other judges.
4. LEAD suggests that candidate attorneys ensure that they have a hundred per cent attendance in order to avoid complications with their application for admission as an attorney.
5. Students should further note that late arrival or/ and early departure is equal to non-attendance.

6. Students must
 - prepare adequately for every training session;
 - conduct themselves in a courteous manner towards fellow attendees, instructors and course coordinators;
 - execute the prescribed evaluation procedure pertaining to the course; and
 - refrain from disrupting training activities in any way.
7. The LSSA regards any fraudulent actions regarding the attendance registers in a very serious light and severe action will be taken by the LSSA on proof of such misconduct by students. The LSSA reserves the right to terminate the attendance of an attendee who does not comply with the code of conduct. No attendance certificate will be issued under such circumstances.

REGISTRATION FORM: COMPULSORY COURSE FOR CANDIDATE ATTORNEYS 2019

Please complete the form below and e-mail or fax it together with **PROOF OF PAYMENT** to annelie@LSSALEAD.org.za or fax no 086 215 6764.

DOCUMENT REQUIRED
Copy of ID document

DETAILS

Surname:										Full names:												
Date of birth:	D	D	M	M	Y	Y	Y	Y	ID number:											Title:		
Race: (optional, but assists in assessing trends in the profession)																						
Employer:																						
Postal address:															Code:							
Docex address:																						
Postal address (student not employer):																						
Tel no (w): ()					Tel no (h): ()					Fax no: ()					Cell no: ()							
E-mail:										Disability:		Y	N	Nature of disability:								
Qualifications of candidate:		(a) Degree(s):								(b) Which year(s) obtained?:												
(c) At which university(ies)?:																						
Articles of clerkship:		(a) Period of contract:								(b) Date of commencement:					D	D	M	M	Y	Y	Y	Y
Name of principal:																						

NOTIFICATION OF CHANGES IN PARTICULARS

It is the duty of the course attendee to inform LEAD immediately in writing of any change of particulars or address. LEAD will not accept any responsibility for course material and other documentation which is lost if a course attendee does not timeously inform LEAD of such changes.

Have you previously attended the LEAD course:	Y	N	(a) If so, at which centre?																
(b) Which part?										(c) Which year?									

CENTRE AND COURSE

There are a limited number of places available at each centre. Therefore, it is important that applicants submit their forms timeously by the closing date.

Centre and course: Please indicate your choice with X in the highlighted spaces. If you want to register for certain subject(s) only, please indicate this in the blocks below this table.

Centres 2019	Full-time (Module I)	Full-time (Module II)	Part-time (Module 1 & II)	Evening (Module 1 & II)
Bloemfontein: University of the Free State (English)			-	-
Cape Town: Waalburg (1)				-
Cape Town: Waalburg (2)	-	-		-
Durban: University of KwaZulu-Natal				-
Johannesburg (Full-time): University of the Witwatersrand			-	
Johannesburg (Full-time): School for Legal Practice JHB			-	-
Johannesburg (Evening 1): University of the Witwatersrand	-	-	-	
Johannesburg (Evening 2): University of the Witwatersrand	-	-	-	
Pietermaritzburg: University of KwaZulu-Natal			-	-
Port Elizabeth: Nelson Mandela Metropolitan University			-	-
Potchefstroom: North-West University			-	-
Pretoria: University of South Africa	-	-		-
Pretoria: University of Pretoria (English 1)			-	-
Pretoria: University of Pretoria (English 2)			-	-
Attendance of certain subjects only:	Centre:			
Please specify subjects:				

**REGISTRATION FORM: COMPULSORY COURSE
FOR CANDIDATE ATTORNEYS 2019 (CONTINUED)**

PAYMENT OPTIONS

Payment by Credit Card:	<input type="checkbox"/> by Employer	<input type="checkbox"/> Attendee	Amount: R
Budget facility:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number of months:
<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Diners Club	Expiry date: <input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Card Number: <input type="text"/>	Name of Cardholder: <input type="text"/>		
SIGNATURE: <input type="text"/>	Date: <input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y		

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):	<input type="checkbox"/> by Employer	<input type="checkbox"/> 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: (surname; initials, cellphone number) NB – please provide all the required details to ensure prompt registration.			

Payment by cheque:	<input type="checkbox"/> by Employer	<input type="checkbox"/> 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: <input type="text"/>	SIGNATURE: <input type="text"/>	Date: <input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	

TO BE COMPLETED BY THE PRINCIPAL

I herewith nominate _____ (full name of candidate attorney) to attend the above practical course and confirm that he/she will be excused from ALL office duties for the period concerned, and that leave of absence will be granted for the days that the course is being presented.

SIGNED BY PRINCIPAL: <input type="text"/>	Date: <input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
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DECLARATION BY THE APPLICANT

I, _____ declare that I

- am fully conversant with the details contained in the course brochure and confirm that my application for registration is subject to the requirements for attendance;
- undertake at all times to carry out instructions given to me by LEAD, the course director (or his/her assignee) and the instructors, and to abide by the code of conduct;
- undertake not to be absent from the course without the prior permission of the course director;
- accept that I have to sign an attendance register for those sessions that I am present;
- state that my attendance will be in accordance with the Code of Conduct which is published in this brochure;
- accept that an attendance report will be issued to me only after satisfactory completion of the full course.
- I understand that with Introduction to Practice Management (IPM) assignments and examinations (portfolios) will be done online and I confirm I have access to the e-LEADER platform via the Internet.

I further accept that the Law Society of South Africa regards any fraudulent actions re the attendance registers in a very serious light and that severe actions will be taken by the Law Society of South Africa on proof of such misconduct by me.

SIGNED BY CANDIDATE ATTORNEY: <input type="text"/>	Date: <input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
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NOTIFICATION OF CANCELLATION OF REGISTRATION

Cancellation of registration must be done in writing. If registration is cancelled before the course material has been forwarded, an administration fee of R150.00 will be levied. Cancellation after this stage will result in the full registration fee being forfeited.

ENQUIRIES

Please consult the LSSA LEAD website or refer to the contact details of the course coordinators on page three of the brochure.

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.

CANCELLATION AND REFUND POLICY (REGISTERED PERSONS): Each LEAD learning activity has a different cancellation and refund policy. Please refer to the website (www.LSSALEAD.org.za) for more details on the cancellation and refund policy specific to this learning activity.

REQUEST FOR FINANCIAL ASSISTANCE FOR TRAVEL FORM 2019



Please complete the form below and e-mail or fax it together with **PROOF OF PAYMENT** to annelie@LSSALEAD.org.za or fax no 086 215 6764. In order for LEAD to be able to process the financial assistance payment directly into your account, the following information is required:

DOCUMENTS TO ATTACH

Please attach your income and expenditure statement and send it together with your application form, to LEAD before or on the closing date. **NB: INCOMPLETE FORMS WILL NOT BE PROCESSED**

Travelling expenses (Please indicate with an X in which category you are applying for financial assistance)

<input type="checkbox"/>	Attendees who have to reside away from home to attend the course.	<input type="checkbox"/>	Attendees who live close enough to the centre and do not require accommodation, but who have to travel a return trip of 80 km or more per day to attend the course.	<input type="checkbox"/>	Distance from permanent home to course venue (one way):
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Monthly statement of income and expenditure is attached	<input type="checkbox"/> Y	<input type="checkbox"/> N
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SIGNATURE, CANDIDATE ATTORNEY:	Date:	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
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SIGNATURE, PRINCIPAL:	Date:	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
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BANKING DETAILS (Please complete all fields)

Bank:	Branch name:
Branch number:	Account number:
Type of account: <input type="checkbox"/> Current (cheque) <input type="checkbox"/> Savings	Note: No credit card account payments can be made.
Full name of account holder:	

PERSONAL PARTICULARS (Please complete all fields)

Surname:	Full names:															
Date of birth:	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	ID number:	<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"/>	<input type="text"/>	<input type="text"/>	Title:
Marital status:																
Employer:																
Postal address:															Code:	
Residential address:															Code:	
Docex address:																
Tel no (w): ()								Tel no (h): ()								
Fax no: ()								Cell no: ()								
E-mail:								Language:								
Emergency contact name:								Cell:								
Tax office:								Tax number:								

If you have a tax directive for the current tax year, complete the following information and attach a copy of the directive.

Directive number:	Percentage:
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I declare that the above information is correct.

NAME:	SIGNATURE:	Date:	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
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