

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.

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: distance@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



Postgraduate Distance Education Courses for Legal Practice – 2019

Joint venture by the Law Society of South Africa (LSSA) and the University of South Africa (UNISA*)

Introduction

The LSSA joined forces with the UNISA Centre for Business Law (CBL) to offer two accredited postgraduate, distance-education "Short Learning Programmes" to law practitioners.

These "Short Learning Programmes" are in the form of certificate courses and have been developed by the UNISA Centre for Business Law (CBL) to update or broaden a law practitioner's skills and knowledge in specific fields where having up-to-date knowledge is essential to practice. This underscores the LSSA's commitment to provide life-long learning and assist the legal practitioner with his/her continuing professional development.

It is important to note that Short Learning Programmes are, by nature, short and are not formal qualifications.

Postgraduate courses

The two courses are:

1. Corporate Law (NQF level: 7; Credits: 24); and
2. Deceased Estates Practice (NQF level: 7; Credits: 24)

Closing date for registration is 01 February 2019.

General details for both courses

Individual course details and the registration form are found on the accompanying pages.

Tuition material

Tuition material has been compiled by the UNISA Centre for Business Law (CBL) in consultation with the LSSA.

Registration and administration

Student registration is done by Legal Education and Development (LEAD), the educational division of the LSSA. Course administration is done by the UNISA Centre for Business Law (CBL) of the University of South Africa.

Determination of learning outcomes

A consultative process between the LSSA and UNISA Centre for Lifelong Learning is undertaken to determine the needs and priorities of each course.

Assessments

The formative assessment and examination admission comply with UNISA's formative assessment rules and policies.

Method of tuition

- Tutorial letters and assignment will be available online via UNISA Online Platform (myUnisa).
- This will enable students to access the electronic distance education facilities in order to download study material and submit assignments. *Please note that the material will not be available in hard copy format.*
- At least one workshop is arranged for students, provided there is enough interest in an area to make it financially feasible. The workshops are facilitated by the programme presenters.

COURSE IN CORPORATE LAW

Accreditation

NQF level of module: 7

Credits: 24

(Qualification Code 76252. Module code CCPL01D)

Purpose of the certificate course

To equip students with an advanced knowledge of the provisions of the Companies Act 71 of 2008 with respect to various issues. These include the incorporation and registration of companies, company shares, shareholders and company meetings, directors and board meetings, capacity and representation of a company, public offers of securities, take-overs and insider trading, remedies and enforcement, business rescue proceedings and compromises, as well as close corporations.

Duration

Two compulsory semesters

Dates

March 2019 – December 2019

Closing date for registration: 01 February 2019

Target group

Students must be in possession of an LLB, BProc degree.

Prospective students who have any other appropriate degree or who feel that they have the necessary knowledge and practical experience to register for the course may make written submissions with the necessary supporting documents to the LEAD course coordinators for submission to the university for consideration. The applicant will be informed of the outcome in writing.

Outline of course content

Semester 1

- Introduction to companies
- Incorporation and registration of companies
- Corporate finance: shares, debentures and distributions
- Shareholders and company meetings
- Directors and board committees
- Capacity and representation of a company

Semester 2

- The registration, transfer and public offerings of company securities
- Corporate financial reporting, auditing and enhanced accountability and transparency
- Fundamental transactions, takeovers and insider trading
- Remedies and enforcement
- Groups of companies
- Business rescue: compromises with creditors, winding up, deregistration; and dissolution
- Close corporation

Assessment

The formative assessment and examination admission complies with UNISA's formative assessment rules and policies.

Formative assessment: One assignment per semester.

Summative assessment: All registered students will be required to submit a portfolio as summative assessment at the end of the second semester which is based on the work covered during both semesters. Satisfactory completion (a final mark of at least 50%) will qualify the student for a certificate.

Fees

The course fee includes all material for the course. The fee does not include travel and accommodation expenses to attend any workshop that may be held.

Course administrator at UNISA

Prof Muthundinne Sigwadi BProc (Univen), LLB (Pretoria), LLM (Pretoria), LLM (Harvard Law School). Admitted Attorney (SA), Mercantile Law Department

Certificates

Certificates are issued jointly by the UNISA Centre for Business Law (CBL) and the LSSA on the successful completion of the course and full payment of the fee.

Language medium

The tuition material is provided to students in English.

Financial assistance

Limited financial assistance is available from the LSSA LEAD for financially deserving students upon proof of need and on a first-come first-served basis. Please contact the LEAD course coordinator for more information.

LEAD course coordinator

Corporate Law course: Molalatladi Modiba

E-mail: Distance@LSSALEAD.org.za

Tel: +27 (0)12 441 4600

Requirements when register

Upon registration, students are to ensure they have an active individual email address as well as internet access. They will need to access the UNISA Online Platform (myUnisa) where important notices, submission and marking of assignments and relevant information about the training will be posted. No sharing of email addresses is allowed – students must have individual email accounts.

DOWNLOAD REGISTRATION FORM



Category	Full cost (Vat Inclusive)	Payment Plan		
		Amount payable on registration	Balance payable Module 1	Balance payable Module 2
Attorneys	R 9 800	R 4 900	R 2 450	R 2 450
Non attorneys	R 11 800	R 5 900	R 2 950	R 2 950

COURSE IN DECEASED ESTATES PRACTICE

Accreditation

NQF level of module: 7

Credits: 24

Purpose of the certificate course

To equip students with the legal and practical knowledge and skills necessary for drawing up wills, establishing trusts and administering deceased estates.

Duration

Two compulsory semesters

Dates

March 2019 – December 2019

Closing date for registration: 01 February 2019

Target group

Anyone wanting to practise in deceased estates. This includes attorneys, legal advisors, government officials and private sector employees working in the field of administration of estates, paralegals, and staff in law firms with sufficient practical experience.

Outline of course content

Module 1: Wills, Trusts and Reporting the Estate (WTRE01B)

- Testamentary formalities
- Interpretation of wills
- Revocation of wills
- Capacity to make a will
- Capacity to benefit under a will
- Content of wills, substitution, the trust, formation of the trust
- Revocation of a trust
- Formalities of registering a trust
- Reporting the estate
- The executor

Module 2: Administration of Estates (WTRE02C)

Assessment

The formative assessment and examination admission complies with UNISA's formative assessment rules and policies

Formative assessment: Two assignments per module
Summative assessment: One four-hour examination per module

Satisfactory completion (a final mark of at least 50%) will qualify the student for a certificate.

Fees

The course fee includes all material for the course. The registration fee does not include travel and accommodation expenses to attend any workshop that may be held.

Course administrator at UNISA

Prof Muthundinne Sigwadi BProc (Univen), LLB (Pretoria), LLM (Pretoria), LLM (Harvard Law School). Admitted Attorney (SA), Mercantile Law Department

Certificates

Certificates are issued jointly by the UNISA Centre for Business Law (CBL) and the LSSA on the successful completion of the course and full payment of the fee.

Language medium

The tuition material is provided to students in English.

Financial assistance

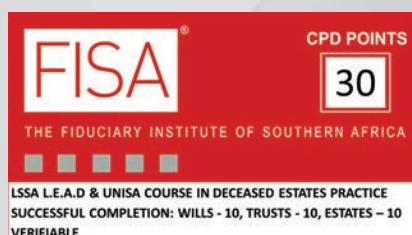
Limited financial assistance is available from the LSSA LEAD for financially deserving students upon proof of need and on a first-come first-served basis. Please contact the LEAD course coordinator for more information.

LEAD course coordinator

Course in Deceased Estates Practice:
Dodo Dubazane
E-mail: Distance@LSSALEAD.org.za
Tel: +27 (0)12 441 4600

Requirements when register

Upon registration, students are to ensure they have an active individual email address as well as internet access. They will need to access the UNISA Online Platform (myUnisa) where important notices, submission and marking of assignments and relevant information about the training will be posted. No sharing of email addresses is allowed – students must have individual email accounts.



Category	Full Cost (Vat Inclusive)	Payment Plan		
		Amount Payable on Registration	Balance Payable Module 1	Balance Payable Module 2
Attorneys	R 9 800	R 4 900	R 2 450	R 2 450
Non attorneys	R 11 800	R 5 900	R 2 950	R 2 950

DOWNLOAD REGISTRATION FORM



* UNISA is a public higher education institution established in terms of the Higher Education Act (Act 101/1997) and does not have or require a provider registration number at the Department of Education or SAQA.

REGISTRATION FORM

Courses in Corporate Law OR Deceased Estates Practice



Please note:

Part 1: UNISA Registration form to be completed by the student

Part 2: Payment – LEAD payment section, to be completed and submitted with registration form

Closing date for registration for both courses: 01 February 2019

Complete in block letters and send to Annelie@LSSALEAD.ORG.ZA, Fax 0862156764

The following required documents must be attached to your registration form

- A certified copy of your identity document/passport
- Certified copies of your highest degree obtained
- Proof of payment or payment details

PART 1: UNISA REGISTRATION (TO BE COMPLETED BY THE STUDENT)

Select a course	Qualification Code (Office use only)		Fees Attorneys	Fees Non-attorneys
Course in Corporate Law	76252 Module Code CCPL01D	Semesters 1 and 2	R 9 800	R 11 800
Course in Deceased Estates Practice	Module 1: WTRE01B Module 2: WTRE02C	Module 1: Wills, Trusts and Reporting the Estate Module 2: Administration of Estates	R 9 800	R 11 800

DETAILS OF PARTICIPANT (BIOGRAPHICAL INFORMATION)

Surname:										Title:											
Full names:																					
Date of birth:					Gender:																
Occupation/Job title:					Employer:																
ID number (ONLY South African Citizens):																					
Passport number (ONLY applicable for Non-South African Citizens):																					
Nationality:					Ethnic group (Only for South African Citizens):																
E-mail:					Cell (mobile phone):																
Fax: ()					Tel: ()																
Postal address: <i>I select the following address for delivery of all correspondence and confirm that anything sent to me at this address will be received by me for the full duration of this programme.</i>																					
Postal code and country:					Docex (if available) DX:																
Have you previously registered at UNISA? If so, please provide us with your student number:																					
Where did you hear about the course?																					
<table border="1"> <tr> <td>E-mail</td> <td>Post</td> <td>Website</td> <td>Word of mouth</td> <td>Newspaper</td> <td>Employer</td> <td>Other</td> </tr> </table>															E-mail	Post	Website	Word of mouth	Newspaper	Employer	Other
E-mail	Post	Website	Word of mouth	Newspaper	Employer	Other															

STUDENT DECLARATION

1. I declare that all the particulars furnished by me on this form are true and correct.
2. I understand that all fees must be paid to 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.
3. I understand that the initial payment needs to be made before any material will be mailed to me.
4. I understand that the LSSA may cancel my participation in the event of non-payment of the programme fee.
5. I accept that, should I fail a programme, no credits can be carried over to a following programme.
6. I understand that the LSSA reserves the right to cancel the course should the number of students not justify the costs involved. Registered students will be given reasonable notice of cancellation.
7. I accept that Unisa's **cancellation** policies and procedures will apply to any cancellation. A cancellation/handeling fee of 15% of full course fee will be deducted from the amount due to the student.
8. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto, and I have taken note of advice that may be applicable to students in general.
9. I, as a student registered with UNISA or an applicant intending to study with UNISA, hereby consent that UNISA may collect, use, distribute, process and communicate my personal information for all required academic processes pertaining to my application/registration to study with UNISA, which may include, but is not limited to, internal administrative processing, institutional and scholarly research, funding submissions, processing by the Matriculation Board and Admissions Committees, Higher Education South Africa, the Department of Higher Education and Training, the Council on Higher Education, the South African Qualifications Authority, other public higher education institutions and Qualification Verification Agencies.
10. I accept that a certificate will be issued only if I comply with the academic and financial requirements of the course.
11. I undertake to respect and protect the LSSA and UNISA's copyright and not to make unauthorised copies of any programme tutorial matter, or to allow such copies to be made.
12. I confirm that I have access to the internet. I understand that the course material as well as assignments (portfolios) will be made available only electronically via myUnisa (UNISA's online system) and/or e-mail.
13. I agree to submit my original own work and will not obtain any external assistance except from the course facilitator. I understand that if I am found not to be complying with this, my participation in the course may be terminated and the matter reported to my statutory provincial law society.
14. I understand that the LSSA or UNISA Centre for Business Law (CBL) reserves the right to call in any student for an oral examination.

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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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.

LEAD Course Coordinators

Course in Corporate Law: Molalatladi Modiba | e-mail: Distance@LSSALEAD.org.za | Tel: +27 (0)12 441 4600

Course in Deceased Estates Practice: Dodo Dubazane | e-mail: Distance@LSSALEAD.org.za | Tel: +27 (0)12 441 4600

REGISTRATION FORM

Courses in Corporate Law OR Deceased Estates Practice



Closing date for registration for both courses: 01 February 2019

Complete in block letters and send to Annelie@LSSALEAD.ORG.ZA, Fax 0862156764

PART 2: LEAD PAYMENT SECTION (TO BE COMPLETED AND SUBMITTED WITH PART 1 OF THE REGISTRATION FORM)

Select a course	Qualification Code (Office use only)		Fees Attorneys	Fees Non-attorneys
Course in Corporate Law	76252 Module Code CCPL01D	Semesters 1 and 2	R 9 800	R 11 800
Course in Deceased Estates Practice	Module 1: WTRE01B Module 2: WTRE02C	Module 1: Wills, Trusts and Reporting the Estate Module 2: Administration of Estates	R 9 800	R 11 800

PAYMENT OPTIONS

Responsible for payment:	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Student
Payment to be made:	<input type="checkbox"/>	Full fee	<input type="checkbox"/>	Payment plan

STUDENT DETAILS

Surname:										Title:				
Full names:														
ID number (ONLY South African Citizens):														
Passport number (ONLY applicable for Non-South African Citizens):														
E-mail:							Cell (mobile phone):							
Fax: ()							Tel: ()							
Postal address:														
Postal Code:							DoceX (if available):							

EMPLOYER DETAILS (PLEASE COMPLETE ONLY IF THE STUDENT IS SPONSORED BY THE EMPLOYER)

Firm/company name:														
Tel: ()							E-mail:							
Contact person:							Job title:							
Postal address:														
I, _____ (the employer's authorised signatory) hereby declare the above information to be correct. I accept full responsibility for fees payable to the Law Society of South Africa for the above-mentioned learner and course.														
Employer Signature:							Date: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>							

Payment by electronic funds transfer (EFT)

(Registration will be confirmed only if the payment details or proof of payment have been received.)

Amount: R

Account Name: Law Society of South Africa | Account: 6200 9641 079 | Bank: FNB Pretoria | Branch Code: 251445

Reference: UNISA Course name; surname and initials

Student Signature:							Date: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>							
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