



LAW SOCIETY
OF SOUTH AFRICA



LEGAL EDUCATION & DEVELOPMENT



LEGAL BOOKKEEPING | 2019

Online Course for Legal Practitioners and Support Staff What you need to know to work more efficiently

About this course

The main aim of this course is to give you the basic accounting knowledge for application in a legal firm. You will gain an insight and an overall understanding of legal bookkeeping to enable you to work more efficiently.

This course is exclusively presented online and there are no contact sessions.

Course duration and registration

1st Intake: 14 January to 28 February 2019

Registration closes: 08 January 2019

2nd Intake: 15 April to 28 June 2019

Registration closes: 05 April 2019

3rd Intake: 12 August to 18 October 2019

Registration closes: 02 August 2019

Who should register?

The course is essential for all legal practitioners who intend to open their own practice and all legal support staff. It will also benefit practitioners who are currently practicing in their own firms. The course will impart a sound understanding of the basic business principles that will assist a practitioner to conduct a successful and profitable legal practice.

Course presentation

This course is conducted online and all communication is done via eLEADer, LEAD's online learning portal. The material is presented in an interactive format, supplemented by written material for downloading.

The training is intensive and demanding and requires hard work and dedication. To enhance the learning experience, there is an online discussion platform where you can interact with other students. In addition, the course facilitator will be available online at times.

This course is presented in English only and all assignments must be submitted in English.

Course content

- Introduction to bookkeeping
- Basic business control principles and the practical running of a law firm
- Trust and business principles unique to a law firm
- Accounting records, systems and procedures
- Cash books – trust and business and petty cash book
- Disbursement/billing
- Correspondent transactions and accounts
- Month-end procedures and requirements
- Statutory regulations
- Conveyancing transactions
- VAT

Cost of this online course

R1 700 per person (VAT inclusive)

Registration

Email the completed registration form as well as your EFT payment proof to annelie@LSSALEAD.org.za.

A confirmation email will be sent you within five days after the closing date of registrations.

Contact the course administrator

For more information about this online course, contact: Grace Mukuru on T: +27 (0)12 441 4612.

Please take note

1. Should you need to cancel your registration, this must be done in writing within 7 business days before the closing date to avoid the full fee being charged.
2. Fees must be paid to the designated Law Society of South Africa's (LSSA) bank account.
3. LEAD reserves the right to cancel an e-course should the number of delegates not justify the costs involved. Registered participants will be given reasonable notice of cancellation.
4. Ensure that you read and accept the **Terms and Conditions** (click below) and **Learning Outcomes** (see left column) for this course.
5. Should you be unable to participate in this course, you may nominate another participant to replace you. This should be done 7 days before the course commences.
6. It is a participant's responsibility to follow-up with Grace Mukuru if no confirmation email has been received.

[TERMS AND CONDITIONS](#)



Why train online?

- Train in your own time and in your own setting.
- The course material is in electronic format.
- Online courses are more cost-effective than attendance ones.
- Save in transport costs since there are no contact sessions.

LEAD's online training requirements

- A computer with an Internet connection
- Basic computer skills
- Dedication and time to study

Other online courses

- Introduction to Medical Law
- Office Administration and Client Care for Support Staff
- Risk Management for Support Staff

[MORE ABOUT ONLINE COURSES](#)



REGISTRATION FORM

Legal Bookkeeping – online course | 2019



Complete this form *digitally* and e-mail it together with proof of payment to annelie@LSSALEAD.org.za

Dates (Select your intake choice with a ✓ on the box to the left)	Fees
1st Intake: 14 January to 28 February 2019 Registration closes: 08 January 2019	Registration fee: R1 700 (VAT inclusive) per person
2nd Intake: 15 April to 28 June 2019 Registration closes: 05 April 2019	
3rd Intake: 12 August to 18 October 2019 Registration closes: 02 August 2019	

Participant category (Select your choice with a ✓ on the box to the left of the category's name)	
<input type="checkbox"/> Practising legal practitioners (attorneys & advocates)	<input type="checkbox"/> Candidate legal practitioners
<input type="checkbox"/> Legal support staff	<input type="checkbox"/> Non-practising legal practitioners/others

Your details													
Surname:													
First Name:										Title:			
ID number:													
Gender:		<input type="checkbox"/> F	<input type="checkbox"/> M	Race (for reporting):									
Firm/company:													
Your position:													
Tel (w):		()			Fax:		()			Cell:		()	
Email:													
Postal address or docex:										Postal code:			

EFT Payment (Registration will be confirmed only if the proof of payment has been received)	
<input type="checkbox"/> Payment by electronic funds transfer (EFT)	Amount: R1 700.00
Account Name: Law Society of South Africa Bank: FNB Pretoria Branch Code: 251445 Account: 6200 9641 079 Reference: NAME & SURNAME and CELL NO	

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1. Fees must be paid into the designated LSSA bank account. The LSSA will not accept liability if any other bank account is used.
 2. Should you need to cancel your registration it must be done in writing and e-mailed to annelie@LSSALEAD.org.za, within five days after the registration closing date to avoid the full fee being charged.
 3. LEAD reserves the right to cancel an online course should the number of registered students not justify the costs involved. Registered students will be given reasonable notice of cancellation.

Registration and invoice queries: Annelie Dagnin | E: annelie@LSSALEAD.org.za | T: 012 441 4669/00
Onlines courses queries: Grace Mukuru | T: +27 (0)12 441 4612 / 4600
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