



LAW SOCIETY  
OF SOUTH AFRICA



## 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

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) – 2019

Providing legal practitioners with the tools to manage their law firms efficiently on a sustained basis.

## Is practice management training mandatory for legal practitioners?

Yes, for those legal practitioners issued with their first Fidelity Fund certificates after 14 August 2009. This was introduced in terms of Sections 8 to 10 of the Judicial Matters Second Amendment Act 55 of 2003 and remains in the Legal Practice Act 28 of 2014 (LPA). Advocates who practice in terms of Section 34(2)(a)(ii) and (b) of the LPA will also be required to complete practice management training.

Section 85(1)(b) of the LPA provides that every legal practitioner (an attorney or advocate taking direct instructions from the public) who is obliged to be in possession of a Fidelity Fund certificate and who, for the first time, practices as such, must complete a legal practice management course approved by the Legal Practice Council (LPC). See also Rule 27 of the Legal Practice Council rules relating to the management course to be completed.

## How do legal practitioners comply?

The practice management training (PMT) course offered by the Law Society of South Africa's education division, Legal Education and Development, has been approved by the LPC as determined in the LPA [Section 85(1)(b) read with Section 95(1)(zL)].

## By when do legal practitioners have to comply?

In terms of the LPA, the training must be completed to the satisfaction of the Legal Practice Council within a period of one year. Every legal practitioner who is obliged in terms of section 84(1) of the LPA to be in possession of a Fidelity Fund certificate and who is not in possession of a Fidelity Fund certificate must, within a period of one year after the

date on which the legal practitioner was required for the first time to be in possession of a Fidelity Fund certificate, or within such further period as the LPC may approve in any specific case, complete to the satisfaction of the LPC a legal practice management course approved by the LPC.

A legal practitioner can apply to the LPC for an extension or exemption, on the basis of prior experience and or qualifications.

## What does the LEAD Practice Management Training offer?

This LEAD PMT course was developed to assist legal practitioners to 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 legal practitioners with the tools to manage their practices 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 Legal Practitioners' Fidelity Fund, is designed to provide training and guidance to legal practitioner 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.

## Format of the training

PMT is offered either during the week after hours (10 sessions) or on Saturdays (4 sessions). LEAD has training centres around the country. The same outcomes, content and assessment apply to both modes. 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

## Assessments

1. Law Business Finance (assignment)
2. Risk Management and Insurance (assignment)
3. Business Plan Portfolio (assignment)
4. Five online test and quizzes

## Duration of course

### Weekday attendance (after hours weekly from 17:30 - 20:30) – 10 sessions

The duration of the attendance training is six months and training is provided two or three times a week in three-hourly sessions.

Training takes place at the following centres: Cape Town, Durban, Johannesburg and Pretoria.

### Saturday attendance – 4 sessions

The duration of the Saturday training is also six months and workshops are held on four Saturdays from 09:00 - 16:00.

Training takes place at the following centres: Bloemfontein, Cape Town, Durban, East London, Johannesburg, Kimberley, Mthatha, Pietermaritzburg, Polokwane, Port Elizabeth, Potchefstroom, Pretoria and eMalahleni/Mbombela\* \* **The course will be presented at a centre where we have more registrations (only applicable for eMalahleni/Mbombela).**

LEAD reserves the right to convert a weekday course to a Saturday course or cancel a learning activity in a particular centre should the number of delegates not justify the costs involved.

## Tuition fee

Full course: R2 500 (VAT inclusive)  
Per individual module: R500 each (VAT inclusive) if exempted from other modules.

Registration will be confirmed only if proof of payment for the full amount has been received by LEAD. **No payment plans are permitted for the PMT course.**

## Registration dates

There are two intakes per year.

**First intake:** Closing date for registration is 07 December 2018. The course will start in February.

**Second intake:** Closing date for registration is 31 May 2019. The course will start in July.

**All registered participants will be sent further information prior to the commencement of the course. If you require confirmation of your registration, please email [Annelie@LSSALEAD.org.za](mailto:Annelie@LSSALEAD.org.za).**

## Legal Practice Act

Transitional provisions relating to qualifications in the Legal Practice Act, 28 of 2014, 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 120(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.

## Requirements when registering for PMT

Upon registration, legal practitioners are to ensure they have an active individual e-mail address as well as internet access. They will need to access e-LEADer (LEAD's e-learning platform) where important notices, submission and marking of assignments and relevant information about the training will be posted. **No sharing of e-mail addresses is allowed. Legal practitioners must have individual e-mail accounts.**

## Exemption and extension process

Legal practitioners can apply to be exempted from the full training or certain modules. The exemption and extension process is dealt with by a formal application to the Legal Practice Council. Contact details available on the Law Society of South Africa website: [www.LSSA.org.za](http://www.LSSA.org.za)

## 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 course. (Please note that a 10% admin fee will be charged.) Failure to notify the department timeously will result in the practitioner forfeiting all the fees paid. This provision, however, does not apply if formal exemption has been granted by the Legal Practice Council. In such a case, a refund will be paid upon receipt of written confirmation of the exemption from the Legal Practice Council. 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, the material not required should be returned to LEAD within two weeks. If the material has been damaged or needs to be repackaged, LEAD will charge the student a 'reasonable amount' to cover the cost of restoring the material to its original condition.

## Assignment deadlines & requirements

1. Legal practitioner 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 legal practitioner who fails to submit an assignment by the set date, can only submit his/her assignment with the following intake's scheduled assignment submission date.
3. Assignments submitted without signed declaration forms will **not** be accepted.

## Successful completion of the PMT Course

To complete the course, legal practitioners are required to have a satisfactory attendance record of the training (8 modules) as well as having passed the three assignments as well as tests and quizzes. Ideally, the practitioner should complete the training at the end of the first six months after registering. Legal practitioners 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 practitioner will have to re-register and repeat the entire training (8 modules including all assessments). The full cost of the training will have to be paid again.***

## Code of conduct

Legal practitioners should note that any misconduct will be reported to the Legal Practice Council 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 legal practitioner'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.

## Enquiries

Please contact the PMT Department on:

Tel: (012) 441-4600 | E-mail: [PMT@LSSALEAD.org.za](mailto:PMT@LSSALEAD.org.za).

For further information on Terms and Conditions of this course refer to our website: [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za).

# REGISTRATION FORM

## Practice Management Training (PMT) 2019



Please complete this form **DIGITALLY** or by hand **IN BLOCK LETTERS** and e-mail it together with **PROOF OF PAYMENT** and a certified copy of your **IDENTITY DOCUMENT** to **Annelie@LSSALEAD.org.za**. Alternatively, please fax the documents to **086 215 6764**.

Please note that this training is only for admitted attorneys.  
Photocopies of the form may be used or the form can be downloaded from [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za)

### ADDITIONAL DOCUMENTS REQUIRED

Proof of payment and certified copy of ID document

### A. DETAILS OF PARTICIPANT – PLEASE COMPLETE ALL FIELDS

Surname:											Title:							
Full names:											Initials:							
Identity number:											Date of Birth:		D	D	M	M	Y	Y
Race (required solely for statistical purposes):							Disability (if any):											
Employer:																		
Postal address:												Code:						
Docex address:																		
Tel no (w): (     )					Tel no (h): (     )					Fax no: (     )								
Cell no: (     )					E-mail:													
Attorney (provide date of admission):					Legal Practitioners Council membership no (optional):					Re-admission:								
Advocate (provide date of admission):					Legal Practitioners Council membership no (optional):					Re-admission:								

### B. COURSE REGISTRATION DETAILS

#### 1. Choice of Intake

Intake 1: Registration Closing Date: 07 December 2018					Intake 2: Registration Closing Date: 31 May 2019				
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#### 2. Method of Study

<b>Weekday attendance</b> (2 or 3 evening classes per week – 10 sessions)														
Centers of Attendance			Cape Town			Durban			Johannesburg			Pretoria		
OR <b>Saturday attendance</b> (4 sessions)														
Centers of Attendance			Bloemfontein			Cape Town			Durban			East London		
			Johannesburg			Kimberley			Mthatha			Pietermaritzburg		
			Polokwane			Port Elizabeth			Potchefstroom			Pretoria		
			Witbank* (Depending on numbers)						Nelspruit* (Depending on numbers)					

#### 3. Course Type

<b>Full Course</b> (Price: R2 500 VAT included). All 8 modules where no exemption has been granted														
OR														
<b>Partial Exemption Granted</b> (Price: R500 per module VAT included). Please provide exemption letter and specify which modules for which you wish to apply.														
Module 1: General Introduction to Management					Module 5: Practice Administration									
Module 2: Risk Management and Insurance					Module 6: Marketing of Legal Services									
Module 3: Law Business Finance					Module 7: Human Resources Management									
Module 4: Systems and Technology					Module 8: Strategic Management									

# REGISTRATION FORM (Continued)

## Practice Management Training (PMT) 2019

### C. DECLARATION

- 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.
- I acknowledge that
  - a certificate of completion shall be awarded to me only upon
    - full compliance with all course-related requirements; and
    - full settlement of the tuition fee prior to starting the course.
  - 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.
  - Should I discontinue my attendance prior to the end of the course, I shall be held liable for the full tuition fee.
- 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](http://www.LSSALEAD.org.za).

Signed:

Date:

D	D	M	M	Y	Y	Y	Y
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### D. PAYMENT OPTIONS

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

by Employer

Participant

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, cell number OR firm name; Intake 1 or 2) NB – please provide the required details to ensure prompt registration.

Payment by cheque:

by Employer

Participant

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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### ENQUIRIES:

For more information on this training, please consult the LEAD website or contact the PMT Coordinators:

Tel: (012) 441 4600 | E-mail: [PMT@LSSALEAD.org.za](mailto:PMT@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.

**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](http://www.LSSALEAD.org.za)) for more details on the cancellation and refund policy specific to this learning activity.

**Please complete this form DIGITALLY or by hand IN BLOCK LETTERS and e-mail it together with PROOF OF PAYMENT and a certified copy of your IDENTITY DOCUMENT to [Annelie@LSSALEAD.org.za](mailto:Annelie@LSSALEAD.org.za). Alternatively, please fax the documents to 086 215 6764.**