

# Practice Management Training (PMT) 2024

Providing legal practitioners with the tools to manage their law firms efficiently



## WHY CHOOSE LEAD?

With 30 years of experience, the legal education division of the Law Society of South Africa (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 Practice Council provides funding to make these activities affordable to the profession.

## Legal Education and Development

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## Lifelong learning towards a just society

## Is practice management training mandatory for legal practitioners?

Section 84(1) of the Legal Practice Act 28 of 2014 (LPA) provides that every attorney or any advocate referred to in section 34(2)(b) – trust account advocate – who intends to practice for their own account, either alone or in partnership or as a director of a juristic entity, must be in possession of a Fidelity Fund certificate (FFC).

Section 85(1)(b) provides that every legal practitioner who, for the first-time practices as such, must within the period determined in the rules, complete a legal practice management course approved by the Legal Practice Council (LPC).

## 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 (LEAD), has been approved by the LPC as determined in the LPA (s 85(1)(b) read with s 95(1)(zL)).

## By when do legal practitioners have to comply?

Rule 27(1) provides that every legal practitioner who is obliged in terms of s 84(1) to be 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 Council may approve in any specific case, complete to the satisfaction of the Council a legal practice management training course approved by the Council.

This Rule applies to legal practitioners who practise as attorneys.

## What does the LEAD Practice Management Training offer?

The LEAD PMT course was developed to assist legal practitioners to manage their practice efficiently by combining their legal expertise with strategic business management.

The course focuses on the fundamentals of practice management relating to management, marketing, technology and finance. The 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 is designed to provide training and guidance to legal practitioners on:

- 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
- prudently administering the affairs of clients and the business.

## Format of the training

The PMT course will be presented online. The training is based on modules and requires the participant to submit three compulsory assignments and complete online assessments (tests and quizzes).

The LSSA awards the final attendance certificate only once the participant has successfully completed and complied with all 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 assessments (tests and quizzes)
5. Online attendance quizzes.

## Duration of the course

The duration of each intake will be four months, namely:

- February – May 2024
- May – August 2024
- August – November 2024

## Tuition fee

**Full course: R 2 840 (VAT inclusive)**

Registration will be confirmed only if proof of payment for the full amount has been received by LEAD.

## Bank details:

Bank First National Bank (FNB)  
 Branch: Pretoria  
 Branch Code: 251445  
 Account Holder: Law Society of South Africa  
 Account Number: **62009641079**  
 Reference: (Surname, Initials, cell number, intake 1, 2, or 3)

Registration will be confirmed only if proof of payment for the full amount, has been received by LEAD.

**Invoice:** If you require an invoice before registering, kindly contact the PMT department at [PMT@LSSALEAD.org.za](mailto:PMT@LSSALEAD.org.za)

## Registration dates

There will be three intakes.

- **First intake:** Closing date for registration is 8 January 2024. The course will start in February.
- **Second intake:** Closing date for registration is 15 April 2024. The course will start in May.
- **Third intake:** Closing date for registration is 15 July 2024. The course will start in August.

All registered participants will receive confirmation of registration prior to the commencement of the training.

## Requirements when registering for PMT

Upon registration, participants are to ensure that they have an active individual e-mail address as well as internet access. They will need to access eLeader (LEAD's e-learning platform), where important notices, submissions and marking of assignments and relevant information about the training will be posted.

**Participants must have an individual e-mail account as no sharing of e-mail addresses will be allowed.**

## Cancellation of registration

Cancellation is to be made in writing and submitted to the LEAD PMT department at least 30 days prior to the commencement of the course. (Please note that a 10% administration fee will be charged). Failure to notify the department timeously will result in the legal practitioner forfeiting all the fees paid.

## Assignment deadlines and requirements

1. Participants must submit assignments to the LEAD PMT department on or before the set closing date, via the eLeader platform. **No e-mailed or faxed assignments will be accepted.**
2. A participant who fails to submit an assignment by the set date, will only be allowed to submit their assignment with the following intake's scheduled assignment submission date.

## Successful completion of the PMT Course

To complete the course, participants are required to comply with all requirements of the training (eight modules) and also have to pass the three compulsory assignments and online assessments (tests and quizzes). Participants are, however, required to complete the PMT course in full within 12 months from the date of registering.

## Code of conduct

Participants should note that any misconduct will be reported to the Legal Practice Council (LPC).

Examples of misconduct are plagiarism of any assignment, and any other acts of dishonesty and unprofessional conduct.

## Enquiries

Contact the PMT department at:

**Tel: (012) 441- 4600**

**E-mail: [PMT@LSSALEAD.org.za](mailto:PMT@LSSALEAD.org.za).**

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

## How to register

Kindly note that you can only register online. Participants should register individually.

**STEP 1:** Payment should be made by electronic funds transfer (EFT) only. Remember to upload your proof of payment in PDF format in step 2 (Online registration form).

**STEP 2: [CLICK HERE TO REGISTER](#)**

**STEP 3:** Once you have successfully registered, you will receive an e-mail confirmation.

