

LSSA 2024 GUIDE FOR APPLICANTS

LAW SOCIETY OF SOUTH AFRICA

Tel +27 (12) 366 8800
Fax +27 (12) 362 0969

Postal address:
PO Box 36626
Menlo Park 0102

Docex 82 Pretoria Website:
www.LSSA.org.za

LEGAL EDUCATION AND DEVELOPMENT

Tel: +27 (12) 441 4600
Postal address:
PO Box 27167,
Sunnyside 0132

Docex 227 Pretoria Physical
address: 161 Lynnwood Road,
Brooklyn Pretoria, 0001
E-mail:

See individual campus e-mail
addresses on application form.

Website:
www.LSSALEAD.org.za



LAW SOCIETY
OF SOUTH AFRICA



PVT School for Legal Practice Practical Legal Training Course 2024

Please note that the School is discretionary in nature. Its focus is to provide all candidate legal practitioners who are unable to secure practical vocational training (PVT) contracts with enhanced and best-practice practical legal skills training. This will equip candidates to be more proficient in legal practice, thereby increasing their chances of access to the legal profession by attaining a PVT contract. The School is open for candidates who want to be registered as legal practitioners (attorneys or advocates). Candidates in PVT contracts can register with a Night School. The minimum training requirement for a candidate in a PVT contract is the 21-days PVT short course. [There is a separate online programme specifically for advocates.](#)

Admission as a legal practitioner is subject to the Rules of the Legal Practice Act 28 of 2014 (LPA). Candidates are advised to confirm the criteria. Please visit the Legal Practice Council (LPC) website at www.LPC.org.za or contact the regional LPC office.

1. About the School

The PVT School, established by the Law Society of South Africa (LSSA) and implemented via its Legal Education and Development division (LEAD), provides a postgraduate vocational training course for law graduates and is registered by SAQA and accredited by the LPC.

PVT Schools are available at nine campuses. These are situated in: Bloemfontein, Cape Town, Durban, East London, Johannesburg, Polokwane, Port Elizabeth, Potchefstroom, and Pretoria. This is a minimum four-month attendance course. In addition, the LSSA offers a distance School in conjunction with the University of South Africa (UNISA); this is a minimum five-month course. [Click here for the contact details for all the Schools.](#)

LLB law graduates who successfully complete the course qualify to reduce their PVT contract period by 12-months should they wish to be admitted as attorneys. Those who want to be admitted as advocates only require a 12-month PVT contract, and no reduction is applicable.

A limited number of places are available at each campus, and applicants go through a selection process before being accepted (refer to item 8 for key selection criteria). Therefore, the attached application form does not guarantee acceptance. A formal acceptance letter will be sent.

Subject to adequate applications, registrations and capacity, the LSSA may open a third School in the final trimester (September to December) at the nine attendance Schools or an additional course at the LSSA-UNISA Distance Learning School (July to December).

2. Objective of the course

To allow law graduates to acquire and develop practical legal skills to become effective legal practitioners. Training is provided by practising legal practitioners.

The primary benefit of attending the course is that law graduates gain a full spectrum of skills and knowledge, which they may not gain as candidate legal practitioners during their period of service under a PVT contract. As an ancillary outcome, candidates are trained in preparation for the competency-based admission examinations written by candidate legal practitioners intending to practice as an attorney.

3. Attendance and after-hours course (Excludes LSSA-UNISA Distance Learning School)

Depending on the campus, the course is offered during the day (Day School) and/or after-hours (Night School); the Night School accommodates applicants who are employed during the day.

4. Nature of study

The School course consists of modules as prescribed by the regulations as per the LPA (as amended). Training is practice-orientated to ensure that candidates can perform most tasks at entry-level with minimal supervision once they have completed the course.

Candidates are trained in a practical context, in a simulated law firm environment. Each candidate is allocated to a 'law firm'. Moot courts and practical work form the foundation of the training activities. Candidates exchange pleadings and draft the necessary court papers in action and application proceedings.

5. Modules

The programme is standardised and uniform throughout South Africa and is based on experiential training defined as 'notional hours'. Regulation 6 of the LPA is for candidates who want to be admitted as attorneys. Regulation 7 is for candidates who want to be admitted as advocates, for which there is a separate programme.

Please click here (www.LSSALEAD.org.za/regulations-subject-comparisons/) to view the subjects included in the regulations.

6. Instruction

The medium of instruction is English.

7. School hours (Excluding LSSA-UNISA Distancing Learning School)

| Day School: | Night School: |
|---|--|
| Monday to Friday, 8:15 –16:00 and certain Saturdays from 8:30 –13:30. | Monday to Friday, 17:00 – 21:00 and certain Saturdays from 8:30 – 13:30. |

8. Admission requirements and selection

- 8.1 Consideration will be given to candidates –
- who have completed the LLB degree at a South African university;
 - who have been awarded a South African BProc degree; or
 - who have completed a law degree in another country, which is equivalent to the South African LLB degree and recognised by SAQA as equivalent.
 - Non-SA citizens must attach a study permit valid for the duration of training.
 - **NB: Confirmation of foreign accreditation by SAQA is the responsibility of the applicant.**
- 8.2 A selection committee will consider the applications. The committee may require applicants to attend interviews.
- 8.3 Due to the large number of applications, preferences will be given to applicants who reside within the School's region.
- 8.4 *Non-SA Citizens must please note the requirements of the LPA regarding admission to practice for non-SA Citizens.*

9. Dates

The School's Advisory Committee reserves the right to change dates and/or cancel any course if the number of applicants or registrations is not sufficient. Applicants will be given adequate notice of cancellation.

10. Tuition fee

The fee is subject to subvention by the LPC. Due to uncertainty about the subvention, the estimated fee is R 19 100 (15 % VAT included).

If your application is successful, the fee must be paid before the course commences. The fee includes study material but excludes stationery. Candidates are responsible for their own arrangements, accommodation and travelling expenses. Candidates may wish to defer making accommodation and travelling arrangements until it is confirmed that the course is proceeding.

11. Candidate evaluation and certification

- 11.1 A student's progress is monitored throughout the duration of the course.
- 11.2 Preparation and participation are of paramount importance to complete the programme successfully. Candidates are expected to be proficient in knowledge of the substantive law prior to attending the programme. Due to severe time constraints, candidates are expected to do independent self-study prior to attending lectures, where applicable.
- 11.3 Formative and summative assessments will be conducted.
- 11.4 For the attendance Schools, a minimum of 50% per summative assessment and full attendance is required to complete the programme successfully.
- 11.5 For the UNISA Distance School, a minimum of 50% per summative assessment and assignments is required to complete the programme successfully.

12. Documents to be included

To be considered for the course, applicants must submit the following documents with their application forms –

- 12.1 a certified copy of the applicant's South African identity document; and
- 12.2 proof of law degree–
- a certified copy of the applicant's LLB degree from a South African university or an original letter from the Dean of Law of the University concerned, stating that the student has completed their LLB degree in the current year; alternatively, will have no more than two modules outstanding by the time the School commences; or
 - a certified copy of the applicant's BProc degree; or
 - a certified copy of written proof of a completed law degree in another country, which SAQA recognises as an equivalent to the South African LLB degree, and a certified copy of written proof of such recognition by SAQA.

APPLICATION FORM: PVT School for Legal Practice 2024

Only submit the application form when applying. Please complete this form and submit it to the campus of your choice by post, e-mail or hand delivery. The LSSA reserves the right to change dates for the school.

CAMPUS BLOEMFONTEIN (Attendance only)

INTAKES: Night school intake 1 Night school intake 2

ENQUIRIES: Hanlie Bezuidenhout, bloemfonteinschool@LSSALEAD.org.za,

PHYSICAL ADDRESS: 2nd Floor President Reitz Street, Bloemfontein

POSTAL ADDRESS: Advocates Chambers, 3 Zola Budd Street, Bloemfontein, 9301

PRINCIPAL: Motseki Morobane

CAMPUS: CAPE TOWN (Attendance only)

INTAKES: Day school intake 1 Day school intake 2

Night school intake 1 Night school intake 2

ENQUIRIES: Zulpha Anthony, zulpha.anthony@uct.ac.za, Tel: (021) 650 4481

PHYSICAL ADDRESS: 1st Floor, Burg House, Belmont Office Park, Belmont Road, Rondebosch

POSTAL ADDRESS: University of Cape Town School for Legal Practice Private Bag X3, Rondebosch, 7701

PRINCIPAL: Gail Kemp

CAMPUS: DURBAN (Attendance only)

INTAKES: Day school intake 1 Day school intake 2

Night school intake 1 Night school intake 2

ENQUIRIES: Nadira Sewnarain, sewnarainn1@ukzn.ac.za, Tel: (031) 260 2351, Fax: (031) 260 2179

PHYSICAL ADDRESS: University of KwaZulu-Natal, Howard College Campus, Room 266, Innovation Centre, Gate 9, Rick Turner Road, Durban

POSTAL ADDRESS: University of KwaZulu-Natal, Howard College Campus, Durban, 4014

PRINCIPAL: Fahreen Kader

CAMPUS: EAST LONDON (Attendance only)

INTAKES: Day school intake 1 Day school intake 2

Night school intake 1 Night school intake 2

ENQUIRIES: Sue Donovan, sue@LSSALEAD.org.za, Tel: (043) 726 4319/4172, Fax: (043) 726 4390

PHYSICAL ADDRESS: 6 Stewart Road, Berea, 5251

POSTAL ADDRESS: PO Box 1475, East London, 5200

PRINCIPAL: Bongji Nkohla

CAMPUS: JOHANNESBURG (Attendance only)

INTAKES: Day school intake 1 Day school intake 2

Night school intake 1 Night school intake 2

ENQUIRIES: Ridhwaan Mahomed, ridhwaan@LSSALEAD.org.za, Motsamai Mokoena, motsamai@LSSALEAD.org.za, Tel: (011) 726 4154, Fax: (011) 726 4011

PHYSICAL ADDRESS: 1st Floor, Richmond Forum 1, Cnr Cedar and Napier Roads, Richmond, Auckland Park, Johannesburg

POSTAL ADDRESS: PO Box 31649, Braamfontein, 2017

PRINCIPAL: Chandika Singh

CAMPUS: POLOKWANE (Attendance only)

INTAKES: Day school intake 1 Day school intake 2

Night school intake 1 Night school intake 2

ENQUIRIES: (Day) S Maloka, malokas@edupark.ac.za, (Night) N Maakamedi, nombe@LSSA.org.za Tel: (015) 290 2811/13/88, Fax: (015) 290 2814

PHYSICAL ADDRESS: 1st Floor, A Block Edupark, Campus Road, Polokwane

POSTAL ADDRESS: PO Box 3148, Polokwane, 0700

PRINCIPAL: Nothando Queen Gopo

APPLICATION FORM: PVT School for Legal Practice 2024

ONLY submit the application form when applying. Please complete this form and submit it to the campus of your choice by post, e-mail or hand delivery. The LSSA reserves the right to change dates for the school.

CAMPUS: PORT ELIZABETH

INTAKES: Night school intake 1 Night school intake 2 (subject to sufficient registrations)

ENQUIRIES: Anita Strydom, Anita.Strydom@mandela.ac.za, Tel: (041) 504 2264, Fax: (041) 504 4087

PHYSICAL ADDRESS: Nelson Mandela University, South Campus, Building 6, Dept. of Education, Lower Ground, Room 06LG111, Admiralty Way, Summerstrand, Port Elizabeth

POSTAL ADDRESS: PO Box 77000, Nelson Mandela University, Port Elizabeth, 6000

PRINCIPAL: Desiree David

CAMPUS: POTCHEFSTROOM (Attendance only)

INTAKES: Night school intake 1 Night school intake 2 (subject to sufficient registrations)

ENQUIRIES: Ben Sasnowske, 32659830@mynwu.ac.za, Tel: (018) 299 4438, Fax: (018) 299 4439

PHYSICAL ADDRESS: North-West University, Faculty of Law, First Floor, Main Building, Potchefstroom

POSTAL ADDRESS: PO Box 20810, Noordbrug, Potchefstroom, 2522

PRINCIPAL: Michelle Beatson

CAMPUS: PRETORIA (Attendance only)

INTAKES: Day school intake 1 Day school intake 2
Night school intake 1 Night school intake 2

ENQUIRIES: Ali Haji, ali@LSSALEAD.org.za / Theresa Harding, theresa@LSSALEAD.org.za, Tel: (012) 441 4600, Fax: 086 679 3858

PHYSICAL ADDRESS: 161 Lynnwood Road, Brooklyn Pretoria, 0001

POSTAL ADDRESS: PO Box 27167, Sunnyside, 0132

PRINCIPAL: Michelle Beatson

CAMPUS: VENDA (Attendance only)

INTAKES: Night school intake 1 Night school intake 2 (subject to sufficient registrations)

ENQUIRIES : Thakgalo Mokolo, thakgalo@LSSA.org.za

Tel: (015) 015 962 9284 | 290 2811/13/88 Fax: (015) 290 2814

PHYSICAL ADDRESS: University of Venda, Office No G5, Mobile Office Complex, University Road, Thohoyandou, 0950

POSTAL ADDRESS: Private Bag X5050, Thohoyandou, 0950

PRINCIPAL: Ms Nothando Queen Gopo

Attendance Program Dates (Excluding LSSA-UNISA Distance Learning)

Dates are a guide and schools may differ in their starting and ending dates, and candidates must seek confirmation from the school principal.

| | | |
|-----------------------------|--|---|
| Intake 1 | Day school: January 2024 – April 2024 Closing date for applications: 31/10/2023 | Night school: January 2024 – April 2024 Closing date for applications: 31/10/2023 |
| Intake 2 | Day school: May 2024 – August 2024 Closing date for applications: 29/02/2024 | Night school: May 2024 – August 2024 Closing date for applications: 29/02/2024 |
| Intake 3 (IF APPLICABLE) | Day school: September 2024 – December 2024 Closing date for applications to be determined by campus | Night school: September 2024 – December 2024 Closing date for applications to be determined by campus. |

LSSA-UNISA Distance Learning (ONLINE)

Intake 1: January 2024 – July 2024 Closing date for Applications: 31/10/2023

Intake 2: June 2024 – December 2024 Closing date for Applications: 29/03/2024

ALL APPLICATIONS AND ENQUIRIES MUST BE SUBMITTED TO: LSSAUNISA@LSSA.ORG.ZA;

ENQUIRIES: Zukiswa Kala, Tel: (012) 441 4641, Phyllis Mphasha, Tel: (012) 441 4603,

Dorcas Kanyuchi, Tel: (012) 441 4662 Linda Sokopo, Tel: (012) 441 4649

PHYSICAL ADDRESS: 161 Lynnwood Road, Brooklyn Pretoria, 0001

POSTAL ADDRESS: PO Box 27167, Sunnyside, 0132

PRINCIPAL: Kay Malema

APPLICATION FORM: Continued

PVT School for Legal Practice 2024

Please note the LSSA complies with POPIA and will not share your details without consent. If you wish to remain on our membership subscribers list and/or mailing list, no action is required. If **not**, tick the box

A. DETAILS OF APPLICANT:

Surname: _____ Full names (as per your ID Document): _____ Initials: _____

Residential address (Include town/province): _____ Code: _____

Postal address (for a reply to your application): _____ Code _____

Tel (H): () _____ Tel (W): () _____ Cell: _____

Identity number: _____ E-mail: _____

Are you a South African citizen? Yes No If 'no' state citizenship: _____

Required only for statistical purposes: Race: _____ Gender: _____ Male Female

School and city/town where matriculated: _____

Indicate PVT contract registration: _____

Special needs: Please describe the nature of the need, if any, for special needs assistance required from the School

B. EDUCATION

| LAW DEGREE | UNIVERSITY AND COUNTRY | YEAR REGISTERED | YEAR COMPLETED |
|--|------------------------|-----------------|----------------|
| LLB obtained or not more than two subjects outstanding for completion (subject to confirmation letter from the Dean) | | | |
| BProc | | | |
| Law degree completed in a foreign country recognised by SAQA as equivalent to the South African LLB law degree | | | |

C. TUITION FEE

The fee is subject to subvention by the LPC; due to uncertainty on the amount of the subvention, the *estimated* fee is R 19 100 (15 % VAT included).

D. PREVIOUS CONVICTIONS

Have any disciplinary steps been taken against you by a university or any other authority? (mark with an X) Yes No

If 'yes' please specify: _____

Have you ever been found guilty of a criminal offence? (mark with an X) Yes No

If 'yes' please specify: _____

E. DECLARATION BY THE APPLICANT

- I understand that this is an application to be a candidate legal practitioner at the School for Legal Practice. I declare that if I am accepted as a candidate to the School, the following will apply. I will –
 - promptly execute all lawful instructions from the School principal, their assignee or instructors;
 - ensure that I am punctual for all classes;
 - ensure that I am not absent from the course without the prior knowledge of the School principal; and
- Pretoria, LSSA-UNISA Distance, Polokwane Night school, East London, Johannesburg Campuses**
 I understand that candidates attending the above campuses must pay their fees into 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: 62352453692.
Please add your full name and surname as a reference.
NB: Bloemfontein, Polokwane Day school, Cape Town, Durban, Port Elizabeth and Potchefstroom Campuses
 I understand that all fees must be paid into the bank account specified by each individual university. Please confirm banking details.
NB – Please do not pay the fee until you have received formal confirmation from LEAD or the university that your application has been successful.
- I accept that a certificate of compliance will be awarded only if I have completed the course in strict accordance with the conditions set out in my undertaking, to be signed after selection.
- I have familiarised myself with the School's cancellation policy.
- I accept that the School has the right to terminate my participation should I not pay the course fee as required.
- I accept that the admission requirements for a legal practitioner are as per the Legal Practice Act and the rules and regulations of the LPC.
- I accept that, should I discontinue my attendance prior to the end of the programme, I shall be held liable for the full tuition fee.

Signed _____ D D M M Y Y Y Y

NB: Include a certified copy of your identity document and LLB degree (where applicable) with your application.