

COMPULSORY Practical vocational training for candidate legal practitioners - 2021



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

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Lifelong learning towards a just society

www.LSSALEAD.org.za

Introduction

Before admission as a legal practitioner an LLB graduate must serve as a candidate legal practitioner with a practising legal practitioner and attend a short course approved by the Legal Practice Council (LPC).

The course is currently as per regulation 6 in terms of s 109(1)(a) of the Legal Practice Act 28 of 2014 (LPA).

This compulsory course for candidate legal practitioners has been approved to prepare candidates for the admission examinations.

The course consists of two modules:

- **Module I** is designed to assist students to prepare for the first paper in the Admission Examination.
- **Module II** is designed to assist students to prepare for the second, third and fourth papers in the Admission Examination.

The course is presented on a full-time; part-time; and evening basis.

Who may attend?

Registered candidate legal practitioners, during their terms of service under their practical vocational training (PVT) contracts or after completion of their PVT contracts. Preference is given to candidate legal practitioners in their final year of their PVT contracts.

Legal practitioners Admission Examinations

Candidate legal practitioners may complete the four papers of the examination in any sequence. The LPC prescribes examination rules.

Examination dates

The dates are prescribed by the LPC and candidates must confirm the dates on the LPC website or with the regional LPC office.

Below is guidance to the approximate dates:

- **Date 1:** 17 and 18 March 2021
- **Date 2:** 17 and 18 August 2021

First paper:

High Court procedure; magistrate's court procedure; personal injury claims and criminal procedure.

Second paper:

Administration of deceased estates, drafting of wills, succession.

Third paper:

Practice, duties, ethics and functions of a legal practitioner.

Fourth paper:

Legal Practitioners Accounts Management (Legal Accounting).

Full time course

23 days split in two sessions over the year

Module I is presented during the first semester of 2021 so as to assist candidate legal practitioners with their preparation for the first paper of the Admission Examination session in the third quarter 2021.

Module II is presented in the second semester of 2021 with the focus on preparation for the second to fourth papers of the Admission Examination session in the following year.

Part-time course (Modules I and II)

The part-time course will, as far as possible, be presented on one full day per week over a period of approximately five months.

Attendance of the part-time course assists candidate legal practitioners to prepare for all the papers of the Admission Examination session held during the third quarter of 2021. (An exception is the Cape Town (II) (part-time) and Johannesburg (Evening 2) courses commencing in May 2021, which prepares candidates for the first quarter 2022 session of the Admission Examination.)

The advantage of the part-time course is that candidate legal practitioners are not absent from the office for extended, continuous periods. They also have time between sessions to apply the skills they have learnt, as well as to prepare for the next session. Below are the days of the week that the part-time course is presented, unless otherwise arranged.)

- Pretoria – University of South Africa: Wednesdays
- Durban – University of KwaZulu-Natal: Thursdays
- Cape Town (I) – (part-time): Fridays
- Cape Town (II) – (part-time): Fridays.

Evening court in Johannesburg

The course is presented on two evenings per week over a period of five months. Evening 1(A) is presented on Monday and Wednesday evenings. Evening 1(B) is presented on Tuesday and Thursday evenings.

Only 100 candidate legal practitioners will be enrolled for Evening 1(A). Once the aforesaid number has been reached, all further registrations will automatically be enrolled for Evening 1(B).

- **Evening 1(A) and (B):** Modules I and II assist candidate legal practitioners with their preparation for the entire Admission Examination session during the third quarter of 2021.
- **Evening 2:** Modules I and II assist candidate legal practitioners with their preparation for the entire Admission Examination in the first quarter of 2022.

Times

Full-time and part-time course: Training takes place from approximately 08:00 to 16:00.

Johannesburg evening course: Training takes place from approximately 17:30 to 21:00.

Material

Students receive the following from LEAD some three weeks after the registration closing date –

- confirmation of registration, daily programme and details of the venue;
- instructions with regard to preparation; and
- documentation in support of the lectures, practical exercises, notes, forms, etcetera.

Should the student register late, the material will be available at the course centre.

Subjects

Module I

Practice and procedure

- Constitutional practice;
- High Court practice;
- Magistrate's Court practice;
- Criminal Court practice;
- Personal injury claims (blended learning); and
- Professional legal ethics.

Module II

Practice and procedure

- Wills and estates;
- Drafting of contracts;
- Matrimonial law (blended learning);
- Labour dispute resolution;
- Alternative dispute resolution;
- Information and communications technology for practice, and associated aspects of cyber law (online); and
- Insolvency practice (blended learning).

Legal practice

- Numeracy skills (offered online, including attendance for those who fail the online assessment);

- Introduction to practice management (offered online);
- Legal costs;
- Legal practitioners accounts management (currently referred to as 'Bookkeeping'); and
- Value-Added Tax.

Note:

Legal Practitioners Accounts Management is presented over one full week. LEAD arranges the subject in this manner as the subject should be concluded before the Admission Examination.

Introduction to **practice management, forms of business enterprise, numeracy skills and customary law** will be conducted online via the e-learning platform (e-Leader) for candidates to work through on their own. Material will be online and no hard-copies will be provided. Students must submit assignment to LEAD via e-Leader.

Catch-up classes

Catch-up classes can be arranged at a cost of R 200 per class. These are subject to adequate registrations, contact the course coordinator for more information.

Attendance of certain subjects only

Students and other interested parties may enroll for certain subjects. Contact the course coordinator for more details.

How to register

Register for this course online at www.LSSALEAD.org.za. All participants must register for the course individually. See page 3 for banking details.

STEP 1: CLICK HERE TO REGISTER.

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

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

Tuition fees payable on registration

Times indicated may be changed to accommodate local centre requirements, subject to consultation with candidates.

Registration fees

Register for this course online at www.LSSALEAD.org.za.

All participants must register for the course individually.

Course modules/ subjects	Fees candidate legal practitioner	Fees non-registered candidate legal practitioner
Full-time: Module I	R 2 070	R 2 545
Full-time: Module II	R 2 545	R 3 125
Part-time and evening	R 4 615	R 5 670
Attendance of certain subjects only		
Full-time, part-time and evening per subject, excluding attorneys accounting (bookkeeping)	R 300	R 350
Attorneys Bookkeeping only	R 350	R 400

Language medium of course

Medium of instruction is English at all the centres. Please note that the language medium of the course is independent of the language medium at the relevant university. LEAD retains the right to change the language medium.

Course coordinators

Contact the following LEAD coordinators for all your course queries:

Molalatladi Modiba: Supervisor – Distance and Courses

Tel: +27 (0)12 441 4655

E-mail: courses@LSSALEAD.org.za

Course Centre:

- Pretoria – University of South Africa (part-time)

Maria Mokwape: Senior Training Coordinator

Tel: +27 (0)12 441 4623

E-mail: maria@LSSALEAD.org.za

Course centres:

- Durban – University of KwaZulu-Natal (part-time)
- University of Pretoria (Eng 1 and 2)
- Durban – University of KwaZulu-Natal (full-time)
- Potchefstroom – University of North West (full-time)

Prudence Mabena: Training Coordinator

Tel: +27 (0)12 441 4624

E-mail: Prudence@LSSALEAD.org.za

Course centres:

- Cape Town (full-time)
- Cape Town (I) and (II) – Waalburg (full-time and part-time)
- Bloemfontein – University of the Free State (full-time)

Dodo Dubazane: Online Training Coordinator

Tel: +27 (0)12 441 4647

E-mail: dodo@LSSALEAD.org.za

Course centre:

- All centres (online)

Jackson Ndhlovu: Training Coordinator

Tel: +27 (0)12 441 4628

E-mail: jackson@LSSALEAD.org.za

Course centres:

- Johannesburg – University of the Witwatersrand (Evening 1(A) and (B))
- Johannesburg – University of the Witwatersrand (full-time)
- Johannesburg – University of the Witwatersrand (Evening 2)

Tamara Sihlangu: Mediation Project

Tel: +27 (0)12 441 4673

Course centres:

- Port Elizabeth – Nelson Mandela University (full-time)

Banking details

The registration fee must be paid in full on registration.

Bank details: Bank First National Bank(FNB):

Branch: Pretoria Branch Code: 251445

Account Holder: Law Society of South Africa:

Account Number: 62009641079,

Reference: (Surname, Cell Number, Intake I or II)

- Payment should be made by electronic funds transfer (EFT) only. Remember to upload your proof of payment in PDF format in step 2 on the online registration form.
- 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 Registration Department at Annelie@LSSALEAD.ORG.ZA

- Johannesburg – School for Legal Practice (full-time)
- Pietermaritzburg – University of KwaZulu-Natal (full-time)

Course directors

- **Bloemfontein** – University of the Free State: Mr EC Muller
- **Cape Town** – Waalburg: Dr MA Sulaiman
- **Durban (full-time)** – University of KwaZulu-Natal: Ms F Kader
- **Durban (part-time)** – University of KwaZulu-Natal: Ms M Govender
- **Johannesburg (full-time)** – University of the Witwatersrand: Mr D Dass
- **Johannesburg (part-time)** – School for Legal Practice: Ms C Singh
- **Johannesburg (Evening 2)** – University of the Witwatersrand: Mr D Dass
- **Pietermaritzburg** – University of KwaZulu-Natal: Ms C Badul
- **Port Elizabeth** – Nelson Mandela University: Ms D David
- **Potchefstroom** – North-West University: Ms M van Wyk
- **Pretoria** – University of Pretoria: Prof A Kok
- **Pretoria** – University of South Africa: Mr NC Malatsi.

Course Schedule 2021 (Closing dates for registration appear in red)

Note: Dates will be assess and review based on the COVID-19 regulations.

Town/city centre	Full time Module I	Full time Module II	Part-time Module I & II	Evening Module I & II
Bloemfontein University of the Free State	1/3/2021 – 12/3/2021 1/2/2021	4/10/2021 – 20/10/2021 3/9/2021	–	–
Cape Town (I)	3/5/2021 – 14/5/2021 6/4/2021	12/7/2021 – 28/7/2021 11/6/2021	26/2/2021 – 9/7/2021 30/1/2021	–
Cape Town (II)	–	–	16/7/2021 – 26/11/2021 17/6/2021	–
Durban University of KwaZulu-Natal	31/5/2021 – 11/6/2021 30/4/2021	25/10/2021 – 10/11/2021 24/09/2020	18/2/2021 – 17/6/2021 15/1/2021	–
Johannesburg School for Legal Practice	21/6/2021 – 2/7/2021 21/5/2021	1/11/2021 – 17/11/2021 2/10/2021	–	–
Johannesburg University of the Witwatersrand (Evening 1A)	21/6/2021 – 2/7/2021 21/5/2021	1/11/2021 – 17/11/2021 2/10/2021	–	15/2/2021 – 7/7/2021 15/1/2021
Johannesburg University of the Witwatersrand (Evening 1B)	–	–	–	23/3/2021 – 21/7/2021 26/2/2021
Johannesburg University of the Witwatersrand (Evening 2)	–	–	–	4/5/2021 – 21/9/2021 3/4/2021
Pietermaritzburg University of KwaZulu-Natal	31/5/2021 – 11/6/2021 30/4/2021	2/11/2021 – 18/11/2021 9/10/2021	–	–
Port Elizabeth Nelson Mandela Metropolitan University	31/5/2021 – 11/6/2021 30/4/2021	8/11/2021 – 19/11/2021 8/10/2021	–	–
Potchefstroom North-West University (English)	21/6/2021 – 2/7/2021 21/5/2021	4/10/2021 – 20/10/2021 3/9/2021	–	–
Pretoria University of South Africa	–	–	17/2/2021 – 14/7/2021 18/1/2021	–
Pretoria University of Pretoria (English 1)	17/5/2021 – 29/5/2021 16/4/2021	5/7/2021 – 21/7/2021 4/6/2021	–	–
Pretoria University of Pretoria (English 2)	7/6/2021 – 18/6/2021 7/5/2021	4/10/2021 – 20/10/2021 3/9/2021	–	–

Accommodation, refreshments and meals

Students should make their own accommodation arrangements and will be responsible for settling their own accounts. Refreshments and meals are not included in the registration fee.

Dress code

Informal, but neat.

Code of conduct and satisfactory attendance

- 1 Students are expected to attend and participate actively in all training activities in a satisfactory manner. Mere physical presence does not constitute satisfactory attendance.
- 2 If an attendee is unable to attend a lecture for whatever reason, they will be marked as 'absent'. This includes sickness, family responsibility leave or duty at their firm. In exceptional cases, a 'catch-up' class can be arranged with the course coordinator at a fee.
- 3 Attendees should note the citation of *Ex parte Postma* 1999 (3) SA 762 (T) where Van Dijkhorst J commented on satisfactory attendance. 'The applicant was absent for four out of the 23 days of the course. This is definitely not satisfactory attendance.'

Workload is no excuse' (freely translated from Afrikaans to English). This citation was reported and noted by other judges.

- 4 LEAD suggests that candidate legal practitioners ensure that they have a 100 % attendance in order to avoid complications with their application for admission as a legal practitioner.
- 5 Students should further note that late arrival and/or early departure is equal to non-attendance.
- 6 Students must –
 - prepare adequately for every training session;
 - conduct themselves in a courteous manner towards fellow attendees, instructors and course coordinators;
 - execute the prescribed evaluation procedure pertaining to the course; and
 - refrain from disrupting training activities in any way.
- 7 The LSSA regards any fraudulent actions regarding the attendance registers in a very serious light and severe action will be taken by the LSSA on proof of such misconduct by students. The LSSA reserves the right to terminate the attendance of an attendee who does not comply with the code of conduct. No attendance certificate will be issued under such circumstances.

- 8 Fraudulent entries in the attendance register is a serious breach of ethical conduct.
- 9 Attendance and preparation are key factors to successfully complete the programme
10. Candidates are expected to be proficient in knowledge of the substantive law.
- 11 Due to severe time constraints, candidates are expected to do independent self-study prior to attending lectures.
- 12 Candidates must download the learner guide on e-Leader.

In terms of the LPC Rules, rights of appearance in Superior Courts by practitioners are subject to three years' post-admission, unless a trial advocacy certificate is obtained from a training provider accredited by the LPC.