

# COMPULSORY SPECIAL MODULE 1 & 2 PROGRAMME

## Practical vocational training for candidate legal practitioners - 2023



### 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

### Introduction

*This special program is meant for all the candidate legal practitioners that have already attended module 1 or 2 and are given a chance to complete the outstanding module to make sure they comply with the sunset clause. The entire compulsory course for candidate legal practitioners has to be completed within 36 months of the registration of the PVT contract in terms of Regulation 6(a)(ii) or the participant will be required to repeat the programme.*

Before admission as a legal practitioner, an LLB graduate must serve as a candidate legal practitioner with a practising legal practitioner for 24 months and attend a short, structured course approved by the Legal Practice Council (LPC).

The course is currently as per reg 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 competency-based 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 and have already attended one module.

### Competency-Based Admission Examinations that is in terms of Rule 21.11

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. Presently the competency-based admission examinations are usually in March and August of a year.

## First paper:

High Court Procedure; Magistrate's Court Procedure; Personal Injury Claims and Criminal Court Procedure.

## Second paper:

Administration of Deceased Estates, Drafting of Wills, Succession.

## Third paper:

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

## Fourth paper:

Attorneys bookkeeping.

## Full time course

23 days split into two sessions over the year. Module I is presented during the first semester of 2022 so as to assist candidate legal practitioners with their preparation for the first paper of the Admission Examination.

Module II is presented in the second semester of 2022 with the focus on preparation for the second to fourth papers of the Admission Examination.

## 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).

Course modules/ subjects	Fees candidate legal practitioner	Fees non-registered candidate legal practitioner
Full-time: Module I	R 2 480	R 3 030
Full-time: Module II	R 3 030	R 3 690

## 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 (eLeader) for candidates to work through on their own. Material will be online and no hard-copies will be provided. Students must submit assignments to LEAD via eLeader.

## Catch-up classes

Catch-up classes can be arranged at a cost of R 200 per subject and the catch-up form will be uploaded on the eLeader platform.

For attendance of certain subjects only, candidates and other interested parties may enroll for certain subjects. Contact the course co-ordinator for more details.

## How to register

Register for this course online at [www.LSSALEAD.org.za](http://www.LSSALEAD.org.za)

All participants must register for the course individually. See below 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.**

## Registration fees

### Refer to the Fees table

## Banking details

The registration fee must be paid in full on registration.

**Bank details:** First National Bank

**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](mailto:Annelie@LSSALEAD.ORG.ZA)

## 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 co-ordinators

Contact the following LEAD co-ordinators for all your course queries:

### Nomsa Sethosa: Manager

Telephone: +27 (0)12 441-4600

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

Course centres:

- Special PVT Programme

### Dodo Dubazane: Online Training Co-ordinator

Telephone: +27 (0)12 441 4647

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

**Course centre:**

- UNISA (part time).
- WSU (part time).
- Notarial Practice.
- North West University (full time).
- Special Programme.

## Code of conduct and satisfactory attendance

1. Candidate legal practitioners 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 a candidate legal practitioner is unable to attend a lecture for whatever reason, they will be marked as 'absent'. This includes sickness, family responsibility leaves or duty at their firm. In exceptional cases, a 'catch-up' class can be arranged with the course co-ordinator at a fee.

Candidates 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 which was definitely not satisfactory attendance".

3. 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.

4. Candidate legal practitioners should further note that late arrival and/or early departure is equal to non- attendance.

5. Candidate legal practitioners must –

- prepare adequately for every training session;
- conduct themselves in a courteous manner towards fellow attendees, instructors and course co-ordinators;
- execute the prescribed evaluation procedure pertaining to the course; and
- refrain from disrupting training activities in any way.

6. 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 candidate legal practitioners. 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.

7. Fraudulent entries in the attendance register is a serious breach of ethical conduct and will be reported to the LPC.

8. Attendance and preparation are key factors to successfully complete the programme.

9. Candidates are expected to be proficient in knowledge of the substantive law.

10. Due to severe time constraints, candidates are expected to do independent self-study prior to attending lectures.

11. Candidates must download the learner guide on eLeader.

## Course Schedule Module I and II 2023

(Closing dates for registration appear in red)

Note: Dates will be assessed, and reviewed based on the COVID-19 regulations.

Course modules/ subjects	Course Schedule/closing date
Special Module 1	5/6/2023 15/6/2023 5/5/2023
Special Module 2	6/11/2023 22/11/2023 6/10/2023