

# COMPULSORY 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

Compulsory Practical Vocational Training

## Introduction

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 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.

**The entire compulsory course** for candidate legal practitioners has to be completed within 36 months of the registration of the practical vocational training (PVT) contract in terms of r 6(a)(ii) or the participant will be required to repeat the programme.

## Who may attend?

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

## Competency-Based Admission Examinations which is in terms of r 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 in two sessions over the year:

- **Module I** and **Module II** are combined as of 2022. There will be a break in between the two modules to assist candidate legal practitioners with their preparation for all four papers of the Admission Examination. The candidates are given enough time in between the two modules to complete the online assessments.

## 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 2022. (An exception is the Cape Town (II) (part-time) and Johannesburg (Evening 2) courses commencing in May 2022, which prepares candidates for the first quarter 2023 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
- Walter Sisulu University (part-time): Thursdays

## Evening course in Johannesburg

The course is presented on five evenings per week over a period of three months. All the evening programmes will be presented every evening from Monday to Friday. All evening programmes will assist candidate legal practitioners with their preparation for the entire Admission Examination.

Each group for evening programmes will accommodate 100 candidate legal practitioners at a time. When each group reaches the targeted number, candidates will automatically be

registered for the next evening programme.

**NB: EVEN IF THE CANDIDATE HAS REGISTERED BEFORE THE CLOSING DATE, REGISTRATION WILL BE CAPTURED FOR THE NEXT GROUP.**

## 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);
- Introduction to Practice Management (offered online);
- Legal Costs;
- Legal Practitioners' Accounts Management; 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, customary law, information and communication technology for practice, and associated aspects of cyber law, financial consciousness, and e-commerce 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 assignments to LEAD via e-Leader.

#### 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 e-Leader platform.

For attendance of certain subjects only, Candidates 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](http://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.**

## Registration fees

Register for this course online at [www.LSSALEAD.org.za](http://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 & Module II	R 5 500	R 6 720
Part-time and evening	R 5 500	R 6 720
<b>Attendance of extra subjects only (contact the coordinator)</b>		
Full-time, part-time and evening per subject, excluding attorneys accounting (bookkeeping)	R 330	R 380
Attorneys Bookkeeping only	R 380	R 430

## 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:

### Nomsa Sethosa: Manager – Courses and Distance Education

Tel: +27 (0)12 441 4616

#### Course Centre:

- Special program (Module I and II)

### Milton Mogashane: Training

#### Coordinator

Tel: +27 (0)12 441 4623

E-mail: [Milton@LSSA.org.za](mailto:Milton@LSSA.org.za)

#### Course centres:

- University of Pretoria (Eng 1 and 2)
- Johannesburg – School for Legal Practice (full-time)
- Port Elizabeth – Nelson Mandela University (full-time)

### Prudence Mabena: Training Coordinator

Tel: +27 (0)12 441 4624

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

#### Course centres:

- University of Witwatersrand
- Evening 1
- Evening 2

- Evening 3
- Evening 4

### Dodo Dubazane: Training Coordinator

Tel: +27 (0)12 441 4647

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

#### Course centre:

- Pretoria – University of South Africa (part-time)
- Walter Sisulu University (part-time)
- Potchefstroom – University of North West (full-time)

### Jackson Ndhlovu: Training Coordinator

Tel: +27 (0)12 441 4628

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

#### Course centres:

- Bloemfontein – University of the Free State (full-time 1 and 2)
- Pietermaritzburg – University of KwaZulu-Natal
- Durban – University of KwaZulu-Natal (part-time)

### Tamara Sihlangu: Course Coordinator

Tel: +27 (0)12 441 4673

[Tamara@LSSALEAD.org.za](mailto:Tamara@LSSALEAD.org.za)

#### Course centres:

- Cape Town (I) and (II) – Waalburg (part-time)
- Cape Town (full-time)
- Durban – University of KwaZulu-Natal (full-time)

## Course directors

- **Bloemfontein** – University of the Free State: Mr EC Muller
- **Cape Town** – Waalburg: Dr MA Sulaiman

## Banking details

The registration fee must be paid in full on registration.

**Bank details:** First National Bank (FNB)

**Branch:** Pretoria

**Branch Code:** 251445

**Account Holder:** Law Society of South Africa

**Account Number:** 62009641079

**Reference:** (Surname and initials)

- 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)

- **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: Advocate NC Malatsi
- **Walter Sisulu University** – Advocate A Bodlani

## 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 leave or duty at their firm. In exceptional cases, a 'catch-up' class can be arranged with the course coordinator 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 coordinators;
  - 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 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.**

## Course Schedule 2023 (Closing dates for registration appear in red)

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

Town/city centre	Full time Module I & II	Part-time Module I & II	Evening Module I & II
<b>Bloemfontein (I)</b> University of the Free State	27/3/2023 – 25/5/2023 22/2/2023	–	–
<b>Bloemfontein (II)</b> University of the Free State	4/9/2023 – 2/11/2023 5/8/2023	–	–
<b>Cape Town (I)</b>	29/5/2023 – 1/8/2023 28/4/2023	17/2/2023 – 23/5/2023 17/1/2023	–
<b>Cape Town (II)</b>	–	4/8/2023 – 24/11/2023 4/7/2023	–
<b>Durban</b> University of KwaZulu-Natal	1/8/2023 – 2/10/2023 4/7/2023	16/2/2023 – 3/8/2023 16/1/2023	–
<b>Johannesburg</b> School for Legal Practice	5/6/2023 – 10/8/2023 20/5/2023	–	–
<b>Evening 1</b> University of the Witwatersrand (programme offered virtually via MS Teams)	–	–	6/2/2023 – 5/5/2023 13/1/2023
<b>Evening 2</b> University of the Witwatersrand (programme offered virtually via MS Teams)	–	–	8/5/2023 – 31/7/2023 14/4/2023
<b>Evening 3</b> University of the Witwatersrand (programme offered virtually via MS Teams)	–	–	14/8/2023 – 17/10/2023 7/7/2023
<b>Evening 4</b> University of the Witwatersrand (programme offered virtually via MS Teams)	–	–	18/9/2023 – 5/12/2023 18/8/2023
<b>Pietermaritzburg</b> University of KwaZulu-Natal	15/5/2023 – 13/7/2023 14/4/2023	–	–
<b>Port Elizabeth</b> Nelson Mandela University	2/5/2023 – 20/7/2023 4/4/2023	–	–
<b>Potchefstroom</b> North-West University (English)	19/6/2023 – 17/8/2023 12/5/2023	–	–
<b>Pretoria</b> University of South Africa	–	8/3/2023 – 26/7/2023 9/2/2023	–
<b>Pretoria</b> University of Pretoria (English 1)	15/5/2023 – 13/7/2023 14/4/2023	–	–
<b>Pretoria</b> University of Pretoria (English 2)	14/8/2023 – 12/10/2023 14/7/2023	–	–
<b>Walter Sisulu University</b> (New Centre)	–	4/8/2023 – 24/11/2023 4/7/2023	–