

LSSA 2020 GUIDE FOR APPLICANTS

LAW SOCIETY OF SOUTH AFRICA (LSSA)

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Menlo Park 0102

Docex 82 Pretoria

Website:

www.LSSA.org.za

LEGAL EDUCATION AND DEVELOPMENT (LEAD)

Tel: +27 (12) 441 4600

Postal address:

PO Box 27167,

Sunnyside 0132

Docex 227 Pretoria

Physical address:

Old Main Building,

UNISA Sunnyside Campus,

145 Steve Biko Street,

Sunnyside, Pretoria

E-mail:

See individual campus

e-mail addresses on

application form.

Website:

www.LSSALEAD.org.za

School for Legal Practice

Practical Legal Training Course 2020

1. About the School

The School, established by the Law Society of South Africa (LSSA) in 1990 and implemented via its Legal Education and Development division (LEAD); provides a postgraduate, vocational training course for law graduates and is accredited by SAQA

In-depth practical vocational training is offered at nine campuses. These are situated at: Bloemfontein, Cape Town, Durban, East London, Johannesburg, Polokwane, Port Elizabeth, Potchefstroom, and Pretoria. **This is a 6-month attendance course.**

A distance-learning school is offered jointly with the University of South Africa (UNISA). Should you not be accepted to the attendance school of your choice, due to the course being oversubscribed, remember that you can apply to the LSSA-UNISA Distance Learning School. **This is a 6-month distance learning course.**

The brochure, application form and additional information including School contact details and email addresses is available on the LEAD website: www.LSSALEAD.org.za

LLB law graduates who successfully complete the course qualify for one year's credit for their practical vocational training contract period (articles) as candidate attorneys.

There are a limited number of places available at each campus and applicants go through a selection process before being accepted (*refer to item 8, below for key selection criteria*). Therefore, the form attached is only an application form and **your acceptance is not guaranteed.**

Subject to adequate applications, the LSSA may elect to open a 3rd 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).



LAW SOCIETY
OF SOUTH AFRICA



LEGAL EDUCATION & DEVELOPMENT

2. Objective of the course

To provide law graduates with the opportunity to acquire and develop practical legal skills to become effective legal practitioners. Training is provided by practicing 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 attorneys during their period of service under practical vocational training contract (articles).

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. The after-hours course is called the "Night School" and it 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 Legal Practice Act No 28 of 2014 (as amended). Training is practice-orientated to ensure that students will be able to perform most tasks on an entry level with minimal supervision once they have completed the course.

Students are trained in a practical context, in a simulated law firm environment. Each student is allocated to a "law firm." Each "law firm" has access to an office and the students have access to computers and a law library.

Moot courts and practical work form the foundation of the training activities. Students exchange pleadings and draft the necessary court papers in action- and application proceedings.

5. Modules

The programme is standardised and uniform throughout the Republic and comprises of the following modules consisting of *400 notional hours in total*:

Alternative Dispute Resolution	Attorneys' Bookkeeping;
Constitutional Practice;	Criminal Court Practice;
Drafting of Contracts;	High Court Practice;
Information and communication technology for practice, and associated aspects of cyber law	Introduction to Practice Management;
Labour Dispute Resolution;	Legal Costs;
Magistrate's Court Practice	Matrimonial Law;
Personal Injury Claims	Professional Legal Ethics;
Wills and Estates.	

6. Instructors

The medium of instruction is English.

7. School hours

Day School:

Monday – Friday, 08h15–16h00 and certain Saturdays from 08h30–13h30

Night School:

Monday – Friday, 17h00–22h00 and certain Saturdays from 08h30– 13h30

8. Admission requirements and selection

8.1 Candidates who will be considered:

- Candidates who have completed the LLB degree at a S.A. university; or
- Candidates who have been awarded a S.A. BProc degree prior to 31 December 2004; or
- Candidates who have completed a law degree in a foreign country which is equivalent to the S.A. LLB degree, and which is recognized by SAQA as equivalent.

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 preference will be given to applicants who reside within the School's region.

9. Dates

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

10. Tuition fee

The fee is subject to subvention by the LPC, due to uncertainty on subvention, the fee estimate is R 14 500 (15 % VAT included)

If your application is successful, payment of the fee must be done *before the course commences*.

The fee includes study material but excludes stationery.

Students are responsible for their own arrangements and expenses regarding accommodation and travelling. Students may wish to defer making accommodation and travelling arrangements until it is confirmed that the course is proceeding.

11. Student evaluation and certification

- 11.1 A student's progress is monitored throughout the duration of the course.
- 11.2 Attendance and preparation is of paramount importance to complete the programme successfully. Students are expected to be proficient in knowledge of the substantive law prior to attending the programme. Due to severe time constraints, students are expected to do independent self-study prior to attending lectures.
- 11.3 Formative and summative assessment 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 130 hours of "participation" 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 S.A. identity document; and
- 12.2 Proof of law degree:
 - A certified copy of the applicant's LLB degree from a S.A. university or an original letter from the Dean of Law of the University concerned, stating that the student has completed his/her LLB degree; or
 - A certified copy of the applicant's BProc degree, awarded prior to 31 December 2004; or
 - A certified copy of written proof of a completed law degree in a foreign country which is recognized by SAQA as equivalent to the SA LLB degree, and a certified copy of written proof of such recognition by SAQA.

APPLICATION FORM: SCHOOL FOR LEGAL PRACTICE 2020

Submit the front and back of this page **ONLY** 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.



CAMPUSES 1-5 (SCHOOLS TO COMPLETE)

CAMPUS: BLOEMFONTEIN

INTAKES Night school Intake 1 Night school Intake 2

ENQUIRIES Hanlie Bezuidenhout, Bloemfonteinschool@LSSALEAD.org.za, Tel.: 051 448 6462

PHYSICAL ADDRESS Palm Park, Suite 7, 94 Kellner Street, Bloemfontein

POSTAL ADDRESS PO Box 319, Bloemfontein, 9300

PRINCIPAL Willem Spangenberg

CAMPUS: CAPE TOWN*

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*

INTAKES Day school Intake 1 Day school Intake 2 Night school Intake 1 Night school Intake 2

ENQUIRIES Nadira Sewnarain, sewnarain1@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*

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 Donald Road, Vincent, East London

POSTAL ADDRESS PO Box 1475, East London, 5200

PRINCIPAL Bongzi Nkohl

CAMPUS: JOHANNESBURG*

INTAKES Day school Intake 1 Day school Intake 2 Night school Intake 1 Night school Intake 2

ENQUIRIES Titus Mbatha (titus@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

DIRECTOR Chandika Singh

CAMPUSES 6-9

CAMPUS: POLOKWANE*

INTAKES Day school Intake 1 Day school Intake 2 Night school Intake 1 Night school Intake 2

ENQUIRIES Louisa Motana, motanal@edupark.ac.za, Tel.: 015 290 2811, 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

CAMPUS: PORT ELIZABETH

INTAKES Night school Intake 1 Night school Intake 2

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

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

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

PRINCIPAL Desiree David

CAMPUS: POTCHEFSTROOM

INTAKES Night school Intake 1 Night school Intake 2

ENQUIRIES Ben Sasnowske, Ben.Sasnowske@nwu.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*

INTAKES Day school Intake 1 Day school Intake 2 Night school Intake 1 Night school Intake 2

ENQUIRIES Ali Haji, ali@LSSALEAD.org.za, Tel.: 012 441 4600, Fax: 012 440 6060

PHYSICAL ADDRESS Old Main Building, UNISA Sunnyside Campus, 145 Steve Biko Street, Sunnyside, Pretoria, 0001

POSTAL ADDRESS PO Box 27167, Sunnyside, 0132

PRINCIPAL TBA

Intake 1 (first half of year)

Day school: 06/01/2020 – 06/06/2020
Closing date for applications: 18/10/2019

Night school: 06/01/2020 – 06/06/2020
Closing date for applications: 18/10/2019

Intake 2 (second half of year)

Day school: 04/05/2020 – 19/09/2020
Closing date for applications: 14/02/2020

Night school: 01/07/2020 – 28/11/2020
Closing date for applications: 14/02/2020

* The Schools may include an additional School (3) in 2020, subject to a minimum number of applications, please enquire directly from the School centre - **Closing date 29 May 2020**

APPLICATION FORM – SCHOOL FOR LEGAL PRACTICE 2020 (Continued)

A. DETAILS OF APPLICANT:

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

Home address: _____ 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: _____

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 2 subjects outstanding for completion, (subject to confirmation letter from the Dean)			
BPROC			
Law degree completed in a foreign country recognized by SAQA as equivalent to S.A. LLB law degree			

C. TUITION FEE:

The fee is subject to subvention by the LPC, due to uncertainty on subvention, the fee estimate is R 14 500 (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 student at the School for Legal Practice. I declare that, if I am accepted as a student to the School the following will apply. I will:
 - execute promptly all lawful instructions from the School principal, his/her assignee or instructors;
 - ensure that I am punctual for all classes;
 - ensure that I am not absent from the course without the prior consent 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: 62009641079. Please add full name and surname as a reference.
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 is as per the Legal Practice Act and the rules and regulations of the Legal Practice Council.
- 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: _____ Date:

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