



LAW SOCIETY
OF SOUTH AFRICA



Bookkeepers & Conveyancing Assistants Training at NO COST!



We offer support staff in attorneys' firms the opportunity to attend courses at no cost.



Supported by SASSETA & The Black Lawyer Association

LSSA (L.E.A.D), PO Box 27167, Sunside 0132
t. +27 (0)12 441 4600 (switch board)
f. +27 (0)12 341 1339 e. liaison@LSSALEAD.org.za
w. www.LSSALEAD.org.za

2009

*Lifelong learning
towards a just society*

PURPOSE

- To increase your firm's productivity
- To equip your support staff
 - with knowledge and skill;
 - in gaining confidence, and
 - to enhance their careers.

FOCUS OF TRAINING:

Participants will;

- understand the crucial elements of the legal work environment;
- learn basic skills in bookkeeping, conveyancing and office administration;
- understand ethical obligations of firms and their employees with an emphasis on the LSSA rules and
- understand and be exposed to the role of computers in the firm.

WHO CAN ATTEND?

Support staff of law firms. Legal office staff with little experience and no formal qualifications in bookkeeping and conveyancing.

WHO WILL PRESENT THE COURSES?

Trainers with experience in the operations of law firms.

COST OF THE COURSE

Due to the generous support by SASSETA, this course is free of charge.

Participants must provide own transport and accommodation.

A nominal amount may be made available as financial assistance for travelling. In DESERVING cases a written motivation must accompany the application form together with:

- a letter from the partner at the law firm confirming the applicant's financial situation, co-signed by applicant.

COURSE DURATION

Each course will last between 4 to 5 days, from 09h00 – 16h00. Training will be intensive and will require full attendance and hard work.

CERTIFICATE

A certificate will be awarded only if attendance and performance are satisfactory.

REGISTRATION DEADLINE

14 September 2009

Please note:

If insufficient applications are received, LEAD may cancel a course.

To obtain an application form:

e. portia@LSSALEAD.org.za

f. 086 550 7151

INFORMATION

Martha Lubasi t. +27 (012) 441 4609

Portia Kadi t. +27 (012) 441 4614

CENTRES	CONVEYANCING FOR SECRETARIES	BOOKKEEPING
Johannesburg	05-09 Oct 09	02-06 Nov 09
Polokwane	19-23 Oct 09	16-20 Nov 09
Cape Town	12-16 Oct 09	02-06 Nov 09
Durban	19-23 Oct 09	09-13 Nov 09
East London	12-16 Oct 09	09-13 Nov 09
Pretoria	23-27 Nov 09	16-20 Nov 09

BOOKKEEPING COURSE: APPLICATION FORM

Indicate the centre where you will be attending and the course you will be taking with an **X**

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Polokwane		
Cape Town		
Durban		
East London		
Pretoria		

ADDITIONAL REQUIREMENTS

Please note that the following documents must be attached to your application form:

- A certified copy of your identity document
- Certified copies of your appropriate qualifications

APPLICATION TO BE SUBMITTED:

Closing date **14 September 2009**

Applications must be submitted to LEAD, with all relevant documentation, and may be delivered by hand, e-mail or faxed.

DELIVER BY HAND TO:

Practice Management
LEAD (Sunnyside UNISA Campus)
145 Mears Street
Sunnyside

DELIVER BY E-MAIL OR FAX TO:

Portia Kadi
f. 086 550 7151
e. portia@LSSALEAD.org.za

QUERIES CAN BE DIRECTED TO:

Martha Lubasi t. (012) 441 4609
Portia Kadi t. (012) 441 4614

PARTICULARS OF APPLICANT

Surname:

Full names:

Title:

Name known by:

ID Number:

Date of birth:

Home language:

Female

Male

Race:

CONTACT DETAILS OF APPLICANT

Postal address:

City:

Code:

Firm name & address:

City:

Code:

Please indicate the address to which post must be sent with an **X**

Postal address

Firm name & address

Tel no:

Fax no:

Cell no:

E-mail:

Number of employees in firm:

City of firm:

Signature:

Date: (dd/mm/yy)