

Certificate Course in Conveyancing Practice and Finances

INTRODUCTION

The South African Law School proudly introduces its Certificate Course in Conveyancing. This course is aimed at qualifying capable and competent Conveyancing Secretaries and Paralegals.

THE COURSE

The course consists of four modules and runs over a period of approximately 5 months full time or 12 months part-time. The compulsory modules are:

- Deeds registration procedure – bonds and transfers
- Includes comprehensive training in Ghostconvey
- Finances

The certificate course combines essential theoretical learning and practical training on drafting conveyancing documents by using the popular Ghostconvey software.

The certificate course can be completed either:

- Full time Mondays to Thursdays
- Part time Tuesday or Thursday evenings (6 months from 17H45 – 19H30)
 or Saturday Mornings (1 year from 09H00 – 11H00)

CAREER PROSPECTS

One only needs to look in the employment columns of newspapers to be convinced of the huge number of job opportunities for properly qualified Conveyancing Paralegals or Secretaries.

The South African Law School assists its graduates with career placement by drawing up effective CV's and distributing these to law firms and other employers. Also, because of the school's reputation for providing outstanding training, employers frequently contact the school when looking to employ legal staff.

It opens opportunities for careers with attorneys, banks and estate agents.

ADMISSION

The school operates on a rolling admission basis, which means that students may enroll throughout the year.

There are no formal admission requirements, however it is recommended that learners have completed Grade 12 (Matric) and are already familiar with PC's and MS Word.

COURSE FEES

Full time and Part time

1. Payment in full upon registration R7000
 - Price includes course manuals
2. Payment plan option R8400
 - R3000.00 upon registration
 - and then R900.00 per month
 - over a 6 month period
 - Price includes course material

For more information or for application forms please contact Mark de la Cruz (Business Development Manager) on (021) 422 5610 or info@lawschool.co.za

Greenmarket Square College (Pty) Ltd t/a South African Law School.