THE SOUTH AFRICAN
LAW SCHOOL

Greenmarket Square College (Pty) Ltd

CERTIFICATE COURSE:

CONVEYANCING PRACTICE AND FINANCES

2019

ACCREDITED BY CSSA AND SASSETA • EXCELLENT CAREER OPPORTUNITIES

Director: Brett Norton Herron B.A. LL.B. ¦ Greenmarket Square College (Pty) Ltd (No. 2000/003474/07)
Cape Town: 1st Floor Anreith Corner, Hans Strijdom Avenue, CBD ¦ PO Box 163, Cape Town, 8000 ¦ Tel. 0861 111 556 / 021 418 4355 ¦ Fax. 021 418 4363
Johannesburg: Suite 250, Level 6, Randburg Square, Cnr Oak & Hill Road, Ferndale ¦ Tel. 0861 111 556 / 011 326 2991 ¦ Fax. 011 326 3165
Durban: Mezzanine Floor, Perm Building, 34 Field Street (Joe Slovo Street) ¦ Tel. 0861 111 556 / 031 301 0452
Pretoria: Office XX01014, 1st Floor Domus Building, Corner Glenwood & Kasteel Road, Lynwood Glen ¦ Tel. 0861 111 556 / 012 010 0402
Email. info@lawschool.co.za ¦ **www.lawschool.co.za**

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Let us help you qualify as a Conveyancing Secretary or Paralegal and get a head start on your professional career.

Why train with the best?

If you are looking to secure a career in law or business, the South African Law School offers you the leading edge in accredited training. Established in 1996, the school has successfully delivered specialist courses focused on vocational expediency. Expertly facilitated by qualified attorneys, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

Course outline

The course consists of 4 modules offered part-time (6–8 months), Saturday class only. Compulsory modules include:

- Introduction to the theory of Conveyancing.
- Administration of a 'typical' Transfer instruction
- Administration of a Mortgage Bond instruction
- Administration of a Bond Cancellation file.

The course combines essential theoretical learning and practical training. Students receive a basic introduction to GhostConvey and the drafting of documents using this third-party conveyancing software.

Career prospects

A certification in Conveyancing Practice offers exciting prospects for careers in law firms, banks, property development or property management companies and estate agencies.

Our reputation for excellence provides an advantage for career placement and employers frequently contact us when looking to employ legal staff. We also assist our graduates with career placement by drawing up effective CV's and distributing these to law firms and employers.

In addition, familiarity with Conveyancing Practice and Finances is an advantage for anyone seeking to further their paralegal skills to include Administration of Deceased Estates and conveyancing instructions owing from the administration thereof.

Study options

Part-time (6–8 Months): Sat mornings (09:00–12:00)

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Procedure towards competency

- Classes are lecture based combined with a certain amount of practical training.
- Students will write ongoing assessments during the course of each module and an examination for each module at the end of the course.

Certification

For successful completion of the course:

- A pass mark of 50% or more in EACH module is required.
- All fees must be paid up.
- 80% Class attendance.

Admission Requirements

Since a certain amount of mature comprehension is required it is recommended that prospective students:

- Have completed Grade 12 (matric) OR be at least 23 years of age OR have at least 2–3 years work experience.
- Be familiar with computers and Microsoft Word.
- Ability to touch-type is an advantage.

Please feel free to discuss any concerns you may have.

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Applicants will be notified of an aptitude test once the application fee (R150) is received.

2019 Course fees*

Cash: Payment in full **R14 200**
Payment Plan: Deposit + instalments **R16 700**
Option 1: Deposit R6 150 + 6 consecutive monthly instalments of R1 758
Option 2: Deposit R7 150 + 6 consecutive monthly instalments of R1 592
***Course fees exclude stationery and course manuals.**

Contact us

For more information and assistance with fees & application forms please contact the Student Enrolment Officer by phone or email.

Cape Town Campus: 0861 111 556 / 021 418 4355
info@lawschool.co.za / consulting@lawschool.co.za
1st Floor Anreith Corner, Hans Strijdom Avenue, CBD

Johannesburg Campus: 0861 111 556 / 011 326 2516
joburg@lawschool.co.za / marketing@lawschool.co.za
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