



THE SOUTH AFRICAN LAW SCHOOL

CERTIFICATE COURSE:

CONVEYANCING PRACTICE AND FINANCES 2023

ACCREDITED BY CGISA AND SASSETA · EXCELLENT CAREER OPPORTUNITIES

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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 LexisConvey 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 Months): Weekly evening online classes.

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 with 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

Registration closing date

We operate on a admissions system; this means that we commence with the program based upon the amount of registered students at any point during the year.

Applicants will be notified of registration procedure once the application fee (R150) is received.

2023 Course fees: excludes course material

Cash: Payment in full **R16 500**

Cash Arrangement: **R 17 000 (three consecutive monthly payments)**

Payment Plan 1: Deposit of **R 6 150** + 6 consecutive monthly installments **R18 900**

Payment Plan 2: Deposit of **R 7 150** + 6 consecutive monthly instalments **R18 900**





CONTINUE THE LEARNING:

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep learners, and the public, safe and healthy so we can stop the spread and continue the learning.

The South African Law School continued to provide training throughout 2020, and the various lockdown levels, by rapidly adapting our teaching methods so that our students could complete their qualifications as planned.

Our mission was to continue the learning.

While the future of the virus is still uncertain the ability of South Africans to adapt to challenges and to overcome obstacles is strong.

The South African Law School will continue to offer quality training and education. We will do so in our training rooms, using virtual and online platforms, or a blend of in-person and online training – depending on the needs of our students and on the regulations.

Please go to our website for a full list of protocols.

Contact us

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

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Your future in law starts here.

