



LAW SOCIETY
OF SOUTH AFRICA



PRACTICE MANAGEMENT TRAINING

NOW MANDATORY

Purpose?

The purpose is to equip attorneys for the management aspect of their legal business and to enhance sustained business success, leadership for the legal profession in general and professional services to the public.

Who must comply?

All attorneys who are issued with an Attorneys Fidelity Fund certificate for the first time after 14 August 2009 must complete a course to the satisfaction of the relevant statutory provincial law society. (Section 8 to 10 of the Judicial Matters Second Amendment Act 55 of 2003).

How to comply:

The training will be offered by the Law Society of South Africa's Legal Education and Development (L.E.A.D) division (or another accredited provider). The format will be either attendance (after hours) or distance-based.

The training will be practice orientated and offered by persons with experience in the following modules:

- Introduction to Management
- Risk
- Finance
- Systems
- Administration
- Marketing
- People
- Strategy

Duration and format

The duration of the attendance course will be six months and training will be provided for 120 hours on an after hours basis in sessions of three hours. The duration of the distance course will be 6 months too and the course will include workshops and assignments. Both forms will include the submission of a business plan and completion of a final open-book problem-based test.

By when must training completed?

The course must be completed before 31 December of the year which follows upon the year in which the first AFF certificate was issued.

Extension

Extension for compliance will be granted in exceptional cases only.

Exemption

A certificate of deemed compliance will be granted only if an applicant can demonstrate that he/she has acquired an appropriate qualification or appropriate experience in the following fields of the training, during the 5 years preceding the application:

- Risk
- Finance
- Marketing
- Business Strategy
- HR
- Technology
- Administration

The relevant committee may require an applicant to complete an assessment.

Application for extension and exemption

An attorney may submit an application under cover of a prescribed form to the director of the relevant law society

Information on Compliance and Attorney Fidelity Fund certificates can be obtained from your law society:

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|------------------------|------------------------------|--|
| • • Cape | Caron Jeaven
Marli Herman | jeaven@capelawsoc.law.za
marli.herman@capelawsoc.law.za |
| • • Free State | Alme Stanton | alme@fs-law.co.za |
| • • Kwazulu Natal | Shana Harryparsad | shana@lawsoc.co.za |
| • • Northern Provinces | Maud Ferreira | Maud@LSNP.org.za |

Information on practice management training can be obtained from:

Martha Lubasi

Fax number: 086 550 7153 or e-mail marthal@LSSALEAD.org.za