

CERTIFICATE COURSE: **CONVEYANCING PRACTICE AND FINANCES**

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 flowing from the administration thereof.

STUDY OPTIONS

- **PART-TIME (6–8 MONTHS):** Sat mornings (09:00–12:00)

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.

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

2018 COURSE FEES: (PART-TIME)*

Cash: Payment in full **R12 900**

Payment Plan: Deposit + instalments **R14 800**

Option 1: Deposit R6 050 + 6 consecutive monthly instalments of R1 458

Option 2: Deposit R7 050 + 6 consecutive monthly instalments of R1 292

***Course fees exclude stationery, textbooks and course manuals.**

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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