



is proud to announce a

NATIONAL CERTIFICATE IN NEW LEGAL BUSINESS CREATION

A SASSETA funded project



❖ INTRODUCTION

Kingsbury International College, in conjunction with LSSA (LEAD) and SASSETA, is offering a New Legal Business Creation (SMME) Programme, which focuses on the essential skills that are required of a successful entrepreneur in the legal business environment. The course is divided into seven skills programmes which are aligned with the SAQA Qualification: National Certificate: New Venture Creation (SMME) and includes free attendance of the LEAD's Practice Management course (if not attended previously)

❖ PURPOSE

To equip people from historically disadvantaged background who are candidate attorneys, unemployed attorneys or professional assistants with the necessary entrepreneurial and management competence to establish and run an attorney's firm successfully.

❖ FOCUS OF TRAINING

- Creating and planning a new business venture
- Researching business opportunities
- Financing new business ventures
- Compiling business plans
- The financial management of a new venture
- Managing resources
- Strategic planning and marketing

❖ WHO CAN PARTICIPATE?

Candidate attorneys & attorneys who are not practising for own account or who have been issued with their first Attorneys Fidelity Fund certificate no earlier than 6 months prior to enrollment.

❖ WHO WILL PRESENT THE COURSES?

Kingsbury International College in conjunction with L.E.A.D and SASSETA. Kingsbury is an accredited New Venture Creation provider.

❖ COST OF THE COURSE

Due to the generous support of the SASSETA, this course is free of charge. Participants must provide own transport and accommodation.

❖ COURSE DURATION

- The course will require the following:
- Successful completion of LEAD's practice management training programme of six months.
 - Successful completion of Kingsbury's programme over a maximum

period of 9 months. This component will include 20 days contact training, assignments and projects.

The periods of the two components may overlap.

❖ CONTACT CENTRES

The contact training will be presented at the following centres: Pretoria, Johannesburg, Polokwane, Cape Town, Durban and East London.

❖ CERTIFICATE

A National Certificate in New Venture Creation (NVC) will be awarded to candidates who successfully complete the NVC programme requirements and the LEAD course in terms of attendance of lectures, as well as submission and successful assessment of all course work.

❖ CLOSING DATE

Closing date for all courses: 31 May 2010
(If insufficient enrolments are received, the course may be cancelled.)

❖ APPLICATION SUBMISSION:

- Applications must be submitted to L.E.A.D and may be delivered by hand, email or faxed with all relevant documentation
- Complete the application form in block letters using a black pen. Give concise answers. Where applicable, mark with an X.

Submission by HAND:

Old Main Building
Unisa Sunnyside Campus,
145 Mears Street
Sunnyside, Pretoria

Submission by FAX:

086 676 6626

❖ ADDITIONAL REQUIREMENTS:

The following documents must be attached to your application form:

- A certified copy of your identity documents
- Certified copies of your appropriate qualifications
- Enrolment form for LEAD's practice management course or copy of certificate

❖ INFORMATION

Modi Vinger and Nkhutliseng Mlangeni at

E-Mail: Modi@LSSALEAD.org.za

Nkhutliseng@LSSALEAD.org.za

Tel no: (012) 441 4600/9

COURSE OUTLINE AND APPLICATION



NATIONAL CERTIFICATE IN NEW LEGAL BUSINESS CREATION

Please note: A separate application form for the LEAD course must be obtained and submitted

❖ COURSE OUTLINE

Skills Programme 1: New Venture Creation - (4 Days)

- Module 1: Occupational Learning
- Module 2: Entrepreneurial Profiles
- Module 3: Work Ethics
- Module 4: Time Management
- Module 5: Functioning in Teams
- Module 6: Team Motivation
- Module 7: Business Planning

Skills Programme 2: Scoping New Venture Opportunities (3 Days)

- Module 1: Researching Opportunities
- Module 2: Cost Analysis
- Module 3: Financing New Ventures
- Module 4: Financial Statements
- Module 5: Financial Aspects
- Module 6: Reading Comprehension

Skills Programme 3: Starting Up a New Venture (3 Days)

- Module 1: Business Plans
- Module 2: Business Writing

Skills Programme 4: Financing a New Venture (2 Days)

- Module 1: Financial Management
- Module 2: Negotiation Skills

Skills Programme 5: Mobilising Resources (3 Days)

- Module 1: Human Resources
- Module 2: Human Resource Management
- Module 3: Culture Diversity
- Module 4: Professional Office Administration
- Module 5: Stock & Asset Management
- Module 6: Labour Relations

Skills Programme 6: Launching a New Product, Service or Business (2 Days)

- Module 1: Written Communication
- Module 2: Marketing
- Module 3: Marketing Strategy

Skills Programme 7: Quality Management & Productivity (4 Days)

- Module 1: Performance Standards
- Module 2: Quality Assurance
- Module 3: Auditing
- Module 4: Strategic Planning
- Module 5: Problem Solving & Decision Making
- Module 6: Tendering
- Module 7: Contract Management
- Module 8: Service Providers
- Module 9: Business Operations
- Module 10: Presentation Skills

❖ APPLICATION FORM (Please enrol only one person per form. Photocopies may be used for further entries.)

Personal Details

Surname:..... First names:.....

Title:..... ID number:.....

Name of firm/organisation:..... Position in firm:.....

Postal address:.....

Postal code:..... Docex address:.....

Telephone:..... Fax:.....

Cell:..... E-mail:.....

Have you ever been admitted as an attorney? If "YES" provide date of admission:

I wish to register for the full course at the following centre:

Pretoria ☐ Johannesburg ☐ Polokwane ☐ Cape Town ☐ Durban ☐ East London ☐

I have completed a LEAD Practice Management course (copy of certificate attached) ☐

I require a LEAD brochure ☐

Declaration

1. I, declare that all the particulars given by me on this form are true and correct and I undertake to abide by the rules and regulations pertaining to the course.

2. I further acknowledge that the National Certificate in New Venture Creation shall only be awarded to me upon full compliance with the attendance, assignment and assessment requirements of the Kingsbury and LEAD training division.

Dated at this day of 200.....

Signature: