

The LSSA is accredited by SASSETA as a training provider  
Legal Education & Development (L.E.A.D)

## INVITATION TO FREE SEMINARS / LEGAL IMBIZOS

### Assistance to draft a workplace skills plan (WSP) for 2010/2011 & annual training report (ATR) for 2009/2010

### Come to LSSALEAD – SASSETA FREE SEMINARS

#### PRESENTERS:

<b>Durban</b>	Ms Cynthia Naidoo & Dr Nalini Maharaj
<b>BFN / Welkom</b>	Mr Emil Boshoff & Dr Nalini Maharaj
<b>Auckland Park</b>	Mr Emil Boshoff & Dr Nalini Maharaj
<b>Pretoria</b>	Mr Emil Boshoff & Dr Nalini Maharaj
<b>Polokwane</b>	Mr Emil Boshoff & Dr Nalini Maharaj
<b>Port Elizabeth</b>	Ms Stephanie Kritzmann
<b>Cape Town</b>	Ms Stephanie Kritzmann
<b>East London</b>	Ms Stephanie Kritzman

#### TIME:

09:30 – 15:00

#### VENUES & DATES:

<b>Cape Town</b> (Waalburg Conference Centre)	01 April 2010
<b>BFN / Welkom (TBA)</b>	29 April 2010

#### Schools for Legal Practice:

<b>Durban</b>	14 May 2010
<b>JHB (Auckland Park)</b>	08 April 2010
<b>Pretoria</b>	09 April 2010
<b>Polokwane</b>	16 April 2010
<b>Port Elizabeth</b>	23 April 2010
<b>East London</b>	31 May 2010

#### AIM OF SEMINARS

- Guide firms in drafting their work skills plans and annual training reports
- Organizational Framework Occupations (OFO Codes)
- Registration with SARS for levies and Law firm's tax rebates
- Inform Law firms about Candidate Attorneys Learnership
- LSSA information Tool kids

#### BENEFIT

- Levy paying firms: info on access to claim 50% re-imburement
- Levy & Non levy paying firms: easy access tax rebates
- First hand information about skills development in the legal sector

#### REGISTRATION FEES

**No fees!**

#### WHO SHOULD ATTEND?

Practitioners, SDF and or any individual responsible for the completion and submission of the Workplace plan (WSP) and report (ATR) with the SASSETA

**L.E.A.D reserves the right to cancel a workshop should the number of delegates not justify the costs involved.**

#### Please forward registration form to:

**William Mashao**  
(Programme Coordinator)  
Fax: 086 692 0044  
Tel: (012) 441-4652/70 or 071-142-1724  
E-mail: [williamm@lssalead.org.za](mailto:williamm@lssalead.org.za)

#### Enquiries

**Modi Vinger**  
Skills Development Officer  
Tel. (012) 441-4649 or 072-957-2093  
E-mail: [modi@lssalead.org.za](mailto:modi@lssalead.org.za)

#### NB!!

1. **Bring necessary documentation and information as per attached check list**

**PLEASE RSVP NOT LATER THAN 5 DAYS PRIOR TO DATE OF SEMINAR**

<b>REGISTRATION: SEMINARS/ LEGAL IMBIZOS</b>		<b>Forward the completed registration form to:</b> • Tel: (012) 441-4652 / 70 • Fax: 086 692 0044 • E-mail: <a href="mailto:williamm@lssalead.org.za">williamm@lssalead.org.za</a> Please complete a separate registration form for each delegate	
<b>Surname:</b>		<b>First name:</b>	<b>Title:</b>
<b>ID number:</b>		<b>Gender:</b>	<b>Race (Optional):</b>
<b>Firm:</b>		<b>Position:</b>	
<b>Postal address:</b>		<b>DX address:</b>	
<b>Tel: (    )</b>	<b>Fax: (    )</b>	<b>Cell:</b>	<b>e-mail:</b>
<b>Centre of attendance:</b>			
<b>Signature:</b>		<b>Date:</b>	

## SASSETA WSP/ATR CHECKLIST

- RECENT COPY OF YOUR EMP 201 FORM

### Client's Statutory info:-

- Physical and Postal addresses
- Contact telephone numbers
- Details of CFO
- Banking details and cancelled cheque if first submission
- Planned training Budget
- Estimated annual payroll

### Employee profile by:-

- Occupation/Race/Gender/Age
- List of Scarce and Critical Skills (Will be discussed at the Seminar)

### Planned Training:-

- Planned training by:
- Occupation/Race/Gender/Age

### Summary of Training:-

- Number of staff trained by occupation category (for employed and unemployed)
- Cost of training and description