



Conveyancing Paralegal Course

ABOUT US

The Black Conveyancers Association Training Academy (BTA) together with its partners Juta SA and Korbitec, A LexisNexis® Company presents a training initiative aimed specifically at conveyancing secretaries and paralegals. Learners will be introduced to the conveyancing and property law landscape.

METHODOLOGY

This course will be formally lectured by our Conveyancers and subject matter experts. Learner interaction and participation is encouraged by way of formal assignments, class tests, case studies, occasional role-play situations and self-study. On-going assessment (formative and summative) takes place in order to ensure the learner has a practical understanding of the process to adequately prepare them for prospective employment.

ADMISSION REQUIREMENTS

1. Learners must have completed and Passed Grade 12 (Matric)
2. Learners must have basic computer literacy and numeric skills
3. Learners must have a current email account

WHO SHOULD ATTEND

Those individuals who desire to equip themselves with the skills and knowledge needed to enter the industry and in due course become successful conveyancing paralegals. This course will also appeal to and benefit attorneys, candidate attorneys, bank staff, estate agents, property developers and legal software support staff who seek a better understanding of basic conveyancing procedures.

HOW TO REGISTER

For an application form and detailed course brochure, email: tasneem@ourbestpractice.co.za

COURSE OVERVIEW

Learners will be provided with a good working knowledge and understanding of what conveyancing is all about, who the role-players are and be given a fairly detailed grasp of what the transfer, bond and bond cancellation process entails, including GhostConvey practical sessions.

COURSE DURATION

6 months, available in Cape Town, Durban, Johannesburg and Port Elizabeth only.

SESSIONS: Once a week, 3 hourly sessions

COURSE DATES

Registrations close:
3 May 2017

Course starts:
17 May 2017

COURSE FEES

R 4 500 (which includes the course material, "THE ABC OF CONVEYANCING")

CERTIFICATION

A certificate of Competency is awarded on completion of the course to learners based on successful assessment outcomes and the full payment of course fees.

CONTACT

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