



# Conveyancing Paralegal Course

## ABOUT US

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

## COURSE OVERVIEW

Students 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 Lexis®Convey (formerly GhostConvey) practical sessions.

## METHODOLOGY

This course will be formally lectured (face-to face) by our conveyancers and subject matter experts. Student 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 student has a practical understanding of the process to adequately prepare them for prospective employment.

## ADMISSION REQUIREMENTS

1. Students must have completed and passed Grade 12 (Matric).
2. Students must have basic computer literacy and numeric skills.
3. Students must have a current, active 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](mailto:tasneem@ourbestpractice.co.za)

## COURSE VENUES

Cape Town,  
Durban,  
Johannesburg and  
Port Elizabeth only.

## COURSE DURATION AND SESSIONS

Over 6 months,  
Once a week,  
In 3 hourly sessions

## COURSE DATES

**Registrations close**  
2 March 2018

**Course starts**  
14 March 2018

**Course ends**  
26 September 2018

## COURSE FEES

R4 500 (includes the course material,  
*THE ABC OF CONVEYANCING*).

## CERTIFICATION

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

## CONTACT

Tasneem Kanjee  
☎ 082 678 1185  
✉ [tasneem@ourbestpractice.co.za](mailto:tasneem@ourbestpractice.co.za)