

Black Conveyancers Association Training Academy (BTA)

Course Brochure: Conveyancing Paralegal Course (2019)



About the Black Conveyancers Association (BCA)

The Black Conveyancers Association (BCA) was formed in May 2005 in response to the historical inequalities in the conveyancing industry. As the only identifiable, credible black conveyancing organisation, this organisation is instrumental in advancing and representing the interests of black conveyancers nationally.

Aims and Objectives

With its vision of transforming the conveyancing industry to reflect the demographics of South Africa, the BCA association had to accept that the key to unlocking this vision remains education.

The objective for the BCA is to deliver on its socio-political mandate within a context of improving the excellence and sustainability of the member firms thereby achieving intellectual growth and endless potential.

It remains the aim of the BCA to ensure that its members have access to educational platforms that are supported by all the leading role players in the industry thereby ensuring mutually beneficial partnerships and ultimately providing a world-class service to our clients, the banks.

Continuous training and skills enhancement remains key to any conveyancing practise and further serves to enhance the overall experience to achieving our targets and goals.

The aim of the conveyancing paralegal course is twofold. Firstly, it is driven by a passion to empower individuals to enter the property practitioner's employment market and secondly, is committed to maintaining high standards of service delivery within the conveyancing industry, for the benefit of consumers and the industry at large.

Course description and scope of the training programme

Over a six-month period, students are introduced to the conveyancing landscape. Students are provided with a good working knowledge and understanding of what conveyancing is all about; whom the role-players are and how their interaction proceeds; what the conveyancing and registration process aims to achieve; and an overview of what the transfer, bond and cancellation process entails.

Course overview and learning outcomes include the following:

- To describe what conveyancing is about.
- To distinguish between Immovable property, ownership and real rights.
- The different faces of property ownership: freehold, leasehold and sectional titles.
- The South African deeds registration system.
- To identify the role-players in the transfer process, the receiving and processing of a transfer instruction.
- Agreements: Terminology, legal principles and practice.
- To demonstrate an understanding of the Common clauses in a property sale agreement.
- To interpret and deeds office printouts and deeds searches.

- Illustrate an understanding of The FICA and its implications for conveyancing transactions.
- Communicating with the role-players at the outset of the transfer.
- The legal nature of clients' Marriage law and conveyancing.
- Summarize legal entities such as companies, close corporations, trusts and partnerships.
- Discuss the monitoring, reporting, drafting and signing of transfer documents.
- Analyse and interpret the managing the finances in the transfer file, including Transfer duty / VAT rates and levy clearance and including compliance certificates.
- Introduction to mortgage bonds, including the drafting of bond documents.
- Compare the Different types of bonds.
- Review the Cancellation of mortgage bonds.
- Discuss the Consumer Protection Act and a brief summary of the National Credit Act from a conveyancing perspective.
- We also have practical sessions with Lexis® Convey (formerly known as GhostConvey) trainers who take the students thorough the capturing of a “*typical*” transfer and bond on Lexis®Convey software.

Methodology

The course is formally lectured (face-to-face delivery). Student interaction and participation is encouraged by way of formal assignments, quick self-tests, formal tests, case studies and occasional role-play situations and self-study. On-going assessment (formal and informal) take place in order to ensure the students keep up with the pace .The students are required to write a final examination at the end of the course.

Lecturing Staff

Our lecturers are all members of the BCA group, all Conveyancers who run their own law practices and bring with them a wealth of knowledge and practical work experience to our students.

Course Dates

Registrations close: **Friday, 1 March 2019**
 Course starts: Wednesday, 13 March 2019
 Course ends: Wednesday, 25 September 2019

Sessions

Once a week, on a Wednesday from
 2 pm-5 pm (Cape Town and Port Elizabeth)
 1 pm-4 pm (Durban and Johannesburg)
 3-hour sessions
 +/-7 month course

Course Venues

Cape Town	Great Westerford, 240 Main Road, Rondebosch
Durban	To be confirmed (depending on student numbers)
Johannesburg	21 Woodlands Drive, Building 8 Country Club Estate, Woodmead
Port Elizabeth	1st Floor, Harbour View Building, Oakworth Road, Humewood

Course Textbook

Our textbook is the “ABC of Conveyancing” – Authors, M Botha and L Kilbourn

About this Publication

This publication deals with all aspects of conveyancing without pre-supposing any previous knowledge of conveyancing.

The author, who runs a training institute for conveyancing secretaries, carefully explains all concepts and provides a step-by-step explanation through the conveyancing process.

Apart from numerous examples, each chapter provides an overview of the learning outcomes as well as a ‘test yourself’ section. All steps in the conveyancing process are illustrated with samples of documents, forms and precedents.

The textbook retails for approximately R 1 500 from Juta Publications and **is included in the current course fee of R 5 000.**

Payment

Course fee: R 5 000

Option 1	Option 2(deposit + monthly instalment)	
Once – off payment R5 000 by the 6 March 2019	Deposit R1 500 due by 6 March 2019 1 st instalment R 875 by 6 April 2019 2 nd instalment R 875 by 6 May 2019 3 rd instalment R 875 by 6 June 2019 4 th instalment R 875 by 6 July 2019	

Registration process

- Any interested person/s may email the course facilitator directly at tasneem@ourbestpractice.co.za for an application form.
- If the applicant is successful, BTA banking details will be forwarded to the student.
- Once proof of payment has been received, an information pack is emailed to the student, which includes a lecture schedule, BTA course policy documents, venue map etc.
- **Registrations close on Friday, 1 March 2019.**

BTA Cancellation Policy

BTA shall have the right in its sole discretion to postpone or cancel the course on the basis of insufficient demand.

For any further information:

Contact

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National Course Facilitator

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