

# KWAZULU-NATAL PROVINCIAL OFFICE

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## NATIONAL OFFICE

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## APPLICATION FOR THE REGISTRATION OF A PRACTICAL VOCATIONAL TRAINING CONTRACT AND SCREENING OF PROSPECTIVE PUPILS

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### NOTE

It is of the utmost importance that the practical vocational training contract and supporting documentation be lodged with the Provincial Office of the Legal Practice Council **within 2 months** from the date of the contract to ensure compliance with Rule 22.2.2.2 of the Rules promulgated in terms of the Legal Practice Act, No. 28 of 2014.

Documents may be lodged at the Provincial Offices of the Legal Practice Council on **weekdays** from **08:00 to 12:30**:

### DOCUMENTS TO BE SUBMITTED AND FEES PAYABLE

- the original practical vocational training contract, signed and witnessed and two copies thereof;
- a **certified copy** of the Applicant's identity document or birth certificate;
- a **certified copy** of the Applicant's LLB degree/ proof of compliance with the requirements for the LLB degree obtained at a South African University, or a certified copy of a law degree obtained at a foreign University and certification by SAQA that the degree is equivalent to the LLB degree;
- payment of the registration fee in the amount of **R345**. Proof of payment must be submitted with your documents.
- registration application form, completed and signed by the training supervisor and the pupil.
- proof to the satisfaction of the Council that he/she is a fit and proper person to serve as a pupil under a practical vocational training contract (two written character references, not older than six months, by persons in a position of authority);
- if the pupil has a criminal conviction, an affidavit must be submitted setting out the details and sentence (notwithstanding an expungement/pardon/indemnity given). A copy of the Court record is also required;
- If there are pending criminal charges/ disciplinary enquiries against the pupil, an affidavit must be submitted setting out the details.

### BANK DETAILS

Electronic payments can be made into the Legal Practice Council's bank account, using the following details:

Account holder: KwaZulu-Natal Law Society  
Bank: First National Bank  
Branch name: Boom Street  
Branch code: 221325  
Account number: 509 339 274 91  
Reference to be used: PVT Pupil – initial + surname of candidate.

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### DETAILS OF THE APPLICANT (use block capital letters)

Full name and surname of the applicant: .....

Date of birth: ..... Cell phone number: ..... E-mail: .....

Physical address: .....

Postal address: .....

University degree/s already obtained: .....

University(ies) attended, giving dates: .....

Details, with dates, of any previous employment other than casual employment: .....

Current employment, with dates: .....

Have you ever been charged with any type of misconduct, disciplined and/or dismissed from previous employment? If so give details: .....

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.....  
Have you ever been charged with and/or convicted of criminal offences (notwithstanding the fact that such conviction may have been expunged or pardoned or that you may have been indemnified from prosecution therefore)? Indicate the place and date of convictions, nature of offence and sentences passed or admissions of guilt paid (applicants are also required to submit a separate written explanation regarding the circumstances relating to the offence and a copy of the Court and other relevant documents should be provided): .....

.....  
.....  
Have you ever been charged and/or convicted and/or disciplined by a University or any other tribunal or faced any charges and/or conviction of a disciplinary nature (notwithstanding the fact that such conviction may have been expunged or pardoned or that you may have been indemnified from prosecution therefore or that it is not included in your academic record)? Furnish detailed particulars thereof (a detailed written explanation should be furnished by the applicant as well as copies of all relevant documents relating to the transgression): .....

.....  
.....  
Are there any criminal charges or disciplinary enquiries pending against you? If so, provide details. ....

.....  
.....  
Supply any other information which may be relevant to determining your fitness to register a practical vocational training contract. ....

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.....  
Has your estate ever been sequestrated? ..... If yes, date of sequestration: .....

Proposed period of practical vocational training?  1 year  2 years

Have you read the Legal Practice Act, No. 28 of 2014 and the Rules and Regulations and are you acquainted with the provisions thereof? .....

**NOTE THAT FAILURE TO DISCLOSE ALL RELEVANT INFORMATION MAY NEGATIVELY AFFECT AN APPLICATION WHEN APPLYING FOR ADMISSION AS AN ADVOCATE**

**DECLARATION**

I solemnly and sincerely declare that the facts set out by me are true in every respect and I apply to the Legal Practice Council to be recognised as a fit and proper person to enter in a practical vocational training contract and for the subsequent registration thereof.

I declare that I have disclosed all relevant information which may relate to my fitness to register a practical vocational training contract.

I accept and realise that failure to disclose all relevant information may negatively affect me when applying for admission as an advocate.

**SIGNED AT** ..... **ON THIS** ..... **DAY OF** ..... **20** .....

.....  
**SIGNATURE OF PUPIL**

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**TO BE COMPLETED BY THE TRAINING SUPERVISOR (ADVOCATE)**

**Practising Advocate [Regulation 7(4)(a)]**

I, the undersigned (full names and surname) .....

a practising advocate at (business address) .....

telephone: ..... e-mail: .....

do hereby certify:

1. I am a practising advocate as referred to in Regulation 7(4)(a) to the Legal Practice Act, 2014;
2. At the time when the practical vocational training contract was entered into, I have practised continuously as an advocate for not less than three years, or that I have practised as an advocate for a period of three years in the preceding four years [Regulation 7(5)].
3. I have, at date hereof ..... pupils registered to me under a practical vocational training contract [Regulation 7(7)].
4. I agree to take ..... (insert name of pupil) as a pupil under a practical vocational training contract and to supervise the training of the pupil for the whole term of the contract.

**SIGNED AT** ..... **ON THIS** ..... **DAY OF** ..... **20** .....

.....  
**SIGNATURE OF TRAINING SUPERVISOR (ADVOCATE)**

**OR**

**Advocate in Full-time Employment [Regulation 7(4)(b)]**

I, the undersigned (full names and surname) .....

an advocate in the full-time employment of :

	Legal Aid South Africa
	A Legal Aid Institution approved by the Council
	Another institution approved by the Council

at (business address) .....

telephone: ..... e-mail: .....

do hereby certify:

3. I am a practising advocate in full-time employ of Legal Aid South Africa or a Legal Aid or other Institution approved by the Council, as referred to in Regulation 7(4)(b) to the Legal Practice Act, 2014;
4. At the time when the practical vocational training contract was entered into, I have practised for at least three years or for three years in the preceding four years prior to be engaged by Legal Aid South Africa or the Institution concerned.
3. I have, at date hereof ..... pupils registered to me under a practical vocational training contract [Regulation 7(7)].
4. I agree to take ..... (insert name of pupil) as a pupil under a practical vocational training contract and to supervise the training of the pupil for the whole term of the contract.

**SIGNED AT** ..... **ON THIS** ..... **DAY OF** ..... **20** .....

.....  
**SIGNATURE OF TRAINING SUPERVISOR (ADVOCATE)**