



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Court Processes Procedures Legal Advice Application Training

Law, Military Science and Security / Justice in Society

Unit Standard 113806 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to understand court processes, procedures, and the application of legal advice in a South African context. It focuses on the practical application of court rules and legal procedures to ensure compliance and effective representation.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	113806
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the rules and procedures of South African courts in various legal contexts.
- Analyze court processes to identify appropriate legal advice for clients.
- Evaluate the effectiveness of legal strategies within court proceedings.
- Implement legal procedures in compliance with relevant legislation and court rules.
- Demonstrate the ability to draft legal documents required for court processes.
- Assess the impact of legal advice on court outcomes and client interests.

WHO SHOULD ATTEND

- This course is designed for legal professionals, paralegals, court officials, and individuals working in legal advisory roles who require a comprehensive understanding of court processes and procedures in South Africa.

COURSE OUTLINE

Day 1: Introduction to the South African Legal System

- Overview of the Constitution
- Common law, statute law, and customary law
- Court hierarchy: Constitutional Court, Supreme Court of Appeal, High Courts, Magistrates' Courts
- Role of legal practitioners, prosecutors, and magistrates

Day 2: Legal Advice and Ethical Considerations

- What constitutes legal advice
- Ethical duties of legal advisors
- Confidentiality and privilege
- Legal Practice Act 28 of 2014 provisions

Day 3: Criminal Court Processes

- Arrest and detention
- Bail applications
- Plea and trial
- Sentencing: fines, imprisonment, correctional supervision

Day 4: Civil Court Processes

- Summons and particulars of claim
- Appearance to defend and plea
- Pre-trial procedures
- Default judgment and summary judgment

Day 5: Family Law and Maintenance Court Procedures

- Divorce: contested vs. uncontested
- Care and contact arrangements
- Maintenance applications
- Domestic Violence Act protection orders

Day 6: Labour Court and Dispute Resolution

- CCMA: referral, conciliation, arbitration
- Unfair dismissal and unfair labour practices
- Labour Court jurisdiction
- Collective bargaining and strikes

Day 7: Magistrates' Court Practice and Procedure

- Magistrates' Court Act rules
- Civil procedure in district and regional courts
- Criminal procedure in magistrates' courts
- Enforcement: warrants of execution and arrest

Day 8: High Court Practice and Procedure

- Uniform Rules of Court
- Motion proceedings: application and affidavit
- Trial actions: discovery, pre-trial conference
- Case management and set-down

Day 9: Alternative Dispute Resolution (ADR)

- Mediation process and confidentiality
- Arbitration: binding vs. non-binding
- Negotiation strategies
- Enforceability of ADR outcomes

Day 10: Legal Research and Document Drafting

- Sources: statutes, case law, textbooks
- Legal research methodology
- Drafting: letters, affidavits, heads of argument
- Use of online legal resources

Day 11: Client Interviewing and Case Management

- Interview techniques and rapport building
- Fact-finding and issue identification
- Case management systems
- Communicating options and risks

Day 12: Integration and Practical Application

- Comprehensive case study analysis
- Role-play: client consultation and court procedure
- Peer review of legal documents
- Ethics and professionalism recap

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Mauritius
14 Aug 2026	31 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	01 Sep 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	02 Sep 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 113806) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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