



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

Drafting Wills And Administering Deceased Estates Training

Law, Military Science and Security / Justice in Society

Unit Standard 116098 · NQF Level 7 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the practical skills and legal knowledge required to draft valid wills and administer deceased estates in accordance with South African law. Participants will gain a thorough understanding of the Wills Act, the Administration of Estates Act, and the duties of executors, ensuring compliance and minimizing disputes.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	116098
Accreditation	SAQA Accredited · NQF Level 7 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal requirements of a valid will under the Wills Act 7 of 1953.
- Draft wills that accurately reflect the testator's intentions and comply with formalities.
- Analyze the duties and responsibilities of an executor in administering a deceased estate.
- Evaluate the process of estate accounting, including asset valuation and distribution.
- Implement procedures for dealing with intestate estates and claims against the estate.
- Demonstrate the ability to manage estate administration from death to final distribution.

WHO SHOULD ATTEND

- This course is designed for legal practitioners, paralegals, estate administrators, trust officers, and financial advisors who are involved in drafting wills or managing deceased estates.
- It is also suitable for individuals seeking to enhance their expertise in estate planning and administration.

COURSE OUTLINE

Day 1: Foundational Legal Framework and Introduction to Wills

- Overview of the law of succession: testate vs intestate
- The Wills Act and requirements for a valid will
- Types of wills: formal, mutual, living wills
- Capacity to make a will
- Revocation and amendment of wills
- Key role players: executors, heirs, beneficiaries, Master of the High Court

Day 2: Drafting Wills and Key Clauses

- Structure of a will: preamble, clauses, signatures
- Drafting key clauses: appointment of executor, bequests, residuary estate
- Incorporation of trusts in wills: testamentary trusts
- Estate planning considerations: minors, usufruct, fideicommissum
- Common errors in will drafting and how to avoid them
- Ethical considerations for drafters

Day 3: Deceased Estate Administration Process

- Reporting the estate to the Master: forms and procedures
- Appointment of executor and letters of executorship
- Inventory and valuation of assets
- Debts and claims: advertisement, proof, and payment
- Calculation of estate duty and capital gains tax
- Distribution and account: liquidation and distribution account

Day 4: Advanced Applications, Practical Integration, and Ethics

- Handling insolvent estates and insolvency administration
- Estates with foreign elements: cross-border assets and beneficiaries
- Ethical dilemmas and professional conduct
- Case study: from will drafting to final distribution
- Review of key concepts and assessment preparation
- Practical exercises in document completion

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 **7 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,600.00	R 23,600.00
1	In-House	R 30,600.00	R 30,600.00
1	On-Campus (Pretoria)	R 35,400.00	R 35,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
18 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

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 116098) 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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