



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

Recovering Legal Fees And Disbursements In South Africa Training

Law, Military Science and Security / Justice in Society

Unit Standard 116101 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips legal professionals and support staff with the knowledge and skills to accurately recover legal fees and disbursements in compliance with South African law and practice. Participants will learn to apply the relevant rules, calculate costs, and manage the billing process effectively.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	116101
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of the South African legal cost recovery framework, including the Rules Board for Attorneys' tariffs.
- Calculate party-and-party costs, attorney-and-client costs, and disbursements in accordance with applicable tariffs.
- Analyze a bill of costs to ensure compliance with the Uniform Rules of Court and Practice Directives.
- Demonstrate the process of drafting and presenting a bill of costs for taxation or assessment.
- Evaluate the ethical considerations and statutory requirements in recovering legal fees and disbursements.

WHO SHOULD ATTEND

- This course is designed for legal practitioners, paralegals, legal secretaries, and accounts staff working in law firms or legal departments who are involved in billing and cost recovery.

COURSE OUTLINE

Day 1: Foundations and Practical Application of Recovering Legal Fees and Disbursements

- Overview of the Legal Framework: Legal Practice Act, Rules Board, and case law.
- Types of Legal Fees: Party-and-party, attorney-and-client, and contingency fees.
- Components of a Bill of Costs: Work done, disbursements, and VAT.
- Drafting and Presenting Bills of Costs: Best practices and common pitfalls.
- Taxation of Bills: Process, objections, and review.
- Recovery Mechanisms: Letters of demand, summons, and enforcement through writs.
- Ethical Considerations: Fiduciary duties, contingency fee agreements, and client communication.
- Practical Workshop: Drafting a bill of costs and simulating a taxation hearing.

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 **4 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	31 Jul 2026	On-Campus	Lagos, Nigeria
03 Aug 2026	03 Aug 2026	On-Campus	Mauritius
04 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, 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 116101) 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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