



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

Legal Technology Skills For South African Practitioners Training

Law, Military Science and Security / Justice in Society

Unit Standard 116104 · NQF Level 6 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips legal practitioners in South Africa with the essential digital skills required to effectively leverage legal technology tools in their daily practice. Participants will gain proficiency in electronic document management, legal research databases, practice management software, and e-filing systems, ensuring compliance with modern legal standards and enhanced efficiency.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	116104
Accreditation	SAQA Accredited · NQF Level 6 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legal technology tools to manage electronic documents, case files, and client communications securely and efficiently.
- Analyze the ethical and regulatory implications of using technology in legal practice, including data protection and confidentiality.
- Evaluate different legal practice management software and select appropriate solutions for specific practice needs.
- Implement e-filing procedures in accordance with South African court requirements and digital case management protocols.
- Demonstrate proficiency in conducting legal research using online databases and digital resources.
- Design a basic digital workflow for a legal practice, incorporating document automation and collaboration tools.

WHO SHOULD ATTEND

- Legal professionals including attorneys, advocates, paralegals, and legal advisors practicing in South Africa who seek to integrate technology into their workflow and improve service delivery.

COURSE OUTLINE

Day 1: Foundations of Legal Technology in the South African Context

- Overview of legal technology landscape in SA
- Introduction to SA legal tech tools: Caselines, LexisNexis, Juta
- POPIA compliance and ethical use of technology
- Digital legal research: online databases and search strategies
- Document automation basics: templates and workflows
- Cybersecurity fundamentals for legal practitioners
- Practical session: setting up cloud-based practice management

Day 2: Advanced Legal Tech Applications and Workflow Optimisation

- Document automation: advanced templates and conditional logic
- E-discovery: data identification, preservation, and review
- Case management software: features and integration
- AI in legal drafting: contract analysis and clause generation
- Electronic evidence handling under SA law
- Workflow automation: task management and billing integration
- Practical session: using AI for contract review

Day 3: Strategic Integration and Future Trends in Legal Technology

- Technology adoption strategies for SA firms
- Blockchain and smart contracts in SA property and commercial law
- AI ethics and bias in legal decision-making
- Internet of Things (IoT) and legal implications
- Data analytics for litigation strategy and risk management
- Building a tech-forward practice: change management
- Capstone exercise: end-to-end digital matter management
- Assessment and reflection on unit standard outcomes

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 **6 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 19,700.00	R 19,700.00
1	In-House	R 25,600.00	R 25,600.00
1	On-Campus (Pretoria)	R 29,500.00	R 29,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	20 Aug 2026	On-Campus	Harare, Zimbabwe
18 Aug 2026	20 Aug 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 116104) 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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