



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

Draft Legal Documents For Attorney Practice Training

Law, Military Science and Security / Justice in Society

Unit Standard 116118 · NQF Level 7 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips legal professionals with the practical skills to draft accurate and legally sound documents for attorney practice. Participants will learn to interpret instructions, apply legal principles, and produce documents that meet regulatory and professional standards.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	116118
Accreditation	SAQA Accredited · NQF Level 7 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of legal drafting to produce clear and unambiguous legal documents.
- Analyze client instructions and relevant legal frameworks to determine document requirements.
- Draft contracts, pleadings, and other legal documents in compliance with the Rules of Court and statutory requirements.
- Evaluate drafted documents for accuracy, completeness, and adherence to ethical standards.
- Implement revisions based on feedback from supervising attorneys or clients.
- Demonstrate competence in using standard legal terminology and document formats.

WHO SHOULD ATTEND

- This course is designed for legal practitioners, paralegals, and legal secretaries who are required to draft legal documents as part of their daily responsibilities in a South African attorney practice.

COURSE OUTLINE

Day 1: Introduction to Legal Drafting and Foundational Principles

- Overview of legal drafting in the South African context
- Principles of plain language in legal writing
- Ethical considerations: confidentiality, conflict of interest, and duty of care
- Structure and components of legal documents (e.g., headings, recitals, operative clauses)
- Common legal terminology and definitions
- Introduction to the SAQA Unit Standard 116118 requirements

Day 2: Drafting Contracts and Agreements

- Anatomy of a contract: parties, recitals, operative provisions, schedules
- Drafting specific clauses: warranties, indemnities, force majeure
- Techniques for avoiding ambiguity: defined terms, consistent language
- Reviewing and amending standard form contracts
- Practical exercise: drafting a simple service agreement

Day 3: Drafting Court Documents and Pleadings

- Overview of the Uniform Rules of Court and Magistrates' Court Rules
- Structure of pleadings: heading, body, prayer, signature
- Drafting particulars of claim: material facts, legal basis, relief sought
- Drafting notices: notice of motion, founding affidavit (basic)
- Common errors in pleadings and how to avoid them
- Practical exercise: drafting a simple summons and particulars of claim

Day 4: Drafting Wills, Trusts, and Estate Documents

- Requirements for a valid will: signature, witnesses, attestation clause
- Drafting key clauses: appointment of executor, guardians, legacies
- Revocation and amendment of wills: codicils
- Introduction to trust deeds: founders, trustees, beneficiaries
- Practical exercise: drafting a simple will and trust deed clause

Day 5: Advanced Drafting, Review, and Integration

- Drafting composite documents: settlement agreements, consent orders
- Techniques for reviewing and redlining documents
- Compliance checklists and peer review processes
- Ethics in finalising documents: certification and filing
- Capstone exercise: draft a comprehensive legal document (e.g., a deed of sale or employment contract) based on a given scenario
- Final assessment and reflection on learning 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 **8 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 26,400.00	R 26,400.00
1	In-House	R 34,400.00	R 34,400.00
1	On-Campus (Pretoria)	R 39,700.00	R 39,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 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 116118) 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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