



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

Trust Account Management Under South African Law Training

Business, Commerce and Management Studies / Office Administration

Unit Standard 116597 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course provides legal professionals and trust administrators with comprehensive knowledge of trust account management under South African law. Participants will gain the skills to manage trust accounts in compliance with the Legal Practice Act and relevant regulations, ensuring ethical and accurate handling of client funds.

Category	Business, Commerce and Management Studies
Subfield	Office Administration
Unit Standard	116597
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of trust account management as per the Legal Practice Act and related regulations.
- Analyze trust account transactions to ensure compliance with South African law and ethical standards.
- Evaluate internal controls and procedures to safeguard trust funds and prevent misappropriation.
- Demonstrate accurate reconciliation of trust accounts and preparation of trust account statements.
- Implement record-keeping and reporting requirements for trust accounts as prescribed by law.

WHO SHOULD ATTEND

- This course is designed for attorneys, candidate attorneys, legal practitioners, bookkeepers, and trust account administrators working in law firms or trust environments in South Africa.

COURSE OUTLINE

Day 1: Introduction to Trust Accounts and Legal Framework

- Definition and characteristics of trust accounts.
- Overview of the Legal Practice Act 28 of 2014.
- Role of the Legal Practice Council.
- Fiduciary responsibilities and ethical obligations.
- Types of trust accounts: attorneys, notaries, conveyancers.
- Basic terminology: trust creditor, trust money, trust ledger.

Day 2: Regulatory Requirements and Compliance

- Requirements for trust account registration.
- Annual audit and reporting requirements.
- Prohibition on using trust money for business expenses.
- Penalties for non-compliance: fines, suspension, removal from roll.
- Case law examples of trust account mismanagement.
- Role of the Fidelity Fund.

Day 3: Accounting Principles for Trust Accounts

- Principles of trust accounting: separate, accurate, up-to-date.
- Double-entry system: trust cash book, trust ledger.
- Recording receipts: deposits, transfers.
- Recording payments: withdrawals, disbursements.
- Bank reconciliation process for trust accounts.
- Common errors and how to avoid them.

Day 4: Trust Account Documentation and Record-Keeping

- Types of documents: receipts, payment vouchers, bank statements.
- Trust ledger: client-specific records.
- Trust journal: chronological entries.
- Filing and storage requirements.
- Retention periods: 5 years after matter closed.
- Electronic record-keeping considerations.

Day 5: Trust Account Transactions and Disbursements

- Receipt of trust money: deposits, transfers from other firms.
- Disbursements: payments to third parties, transfers to business account.
- Authorization requirements for withdrawals.
- Interest calculation and distribution to clients.
- Unclaimed funds: reporting and escheatment.
- Handling of trust money in conveyancing transactions.

Day 6: Trust Account Audits and Inspections

- Annual audit requirements: appointment of auditor, scope.
- Inspection by Legal Practice Council: triggers and process.
- Audit report: contents and implications.
- Common audit findings and how to address them.
- Corrective action plans.

- Maintaining audit trails.

Day 7: Trust Account Management for Different Practice Areas

- Conveyancing: deposits, transfers, bond registrations.
- Litigation: settlement funds, maintenance payments.
- Estate administration: executor accounts, distribution.
- Commercial transactions: escrow arrangements.
- Sector-specific rules: notaries, patent attorneys.
- Case studies of various practice areas.

Day 8: Advanced Topics and Ethical Dilemmas

- Multi-currency trust accounts and exchange control.
- Trust accounts for multiple clients in same matter.
- Ethical issues: conflicts of interest, confidentiality.
- Technology: online banking, automated systems.
- Recent amendments to the Legal Practice Act.
- Trends in trust account regulation.

Day 9: Practical Integration and Assessment

- Practical simulation: opening, operating, closing trust account.
- Mock audit exercise.
- Review of key concepts and Q&A;
- Assessment preparation: format and tips.
- Personal action plan for ongoing compliance.
- Course evaluation and feedback.

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 **12 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	19 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Mauritius
17 Aug 2026	27 Aug 2026	On-Campus	Dubai, 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 116597) 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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