



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

Demonstrate An Understanding Of Procedure In Courts And Other Fora Training

Law, Military Science and Security / Justice in Society

Unit Standard 119503 · NQF Level 5 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips learners with a foundational understanding of court procedures and other legal fora in the South African context. It covers the structure of the court system, key procedural rules, and the roles of participants, enabling learners to navigate legal processes effectively.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	119503
Accreditation	SAQA Accredited · NQF Level 5 · 20 Credits
Duration	17 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the hierarchy and jurisdiction of South African courts and other fora.
- Apply knowledge of procedural rules in civil and criminal matters.
- Analyze the roles and responsibilities of key participants in court proceedings.
- Evaluate the importance of adherence to court procedures and timelines.
- Demonstrate awareness of ethical considerations in legal proceedings.
- Implement basic procedures for filing documents and managing court appearances.

WHO SHOULD ATTEND

- This course is ideal for legal support staff, paralegals, and professionals who interact with courts or tribunals, such as compliance officers, HR practitioners, and administrative personnel.

COURSE OUTLINE

Day 1: Introduction to the South African Legal System

- Overview of the South African legal system
- Sources of law: Constitution, legislation, common law, case law
- Court hierarchy: Constitutional Court, Supreme Court of Appeal, High Courts, Magistrates' Courts
- Role of the Constitution and Bill of Rights

Day 2: Understanding Jurisdiction and Types of Proceedings

- Definition and types of jurisdiction
- Civil proceedings vs criminal proceedings
- High Court vs Magistrates' Court jurisdiction
- Specialised courts: Labour Court, Land Claims Court
- Forum shopping and its implications

Day 3: Courtroom Structure and Personnel

- Roles: Judge, magistrate, prosecutor, defence attorney
- Court officials: Registrar, clerk of the court, interpreter, usher
- Courtroom etiquette and dress code
- Seating arrangements and addressing the court

Day 4: Pre-Trial Procedures in Criminal Courts

- Arrest and charge sheet
- First appearance and bail application
- Preliminary inquiries and Section 119 notices
- Criminal docket management
- Pre-trial conferences

Day 5: Pre-Trial Procedures in Civil Courts

- Summons and particulars of claim
- Pleadings: declaration, plea, replication
- Discovery of documents and interrogatories
- Pre-trial conferences and case management
- Summary judgment applications

Day 6: Trial Procedures in Criminal Courts

- Opening statements
- Examination-in-chief, cross-examination, re-examination
- Presentation of exhibits and witnesses
- Closing arguments
- Verdict and sentencing procedures

Day 7: Trial Procedures in Civil Courts

- Action proceedings vs application proceedings
- Trial: opening, evidence, closing
- Burden of proof in civil cases
- Judgment and orders
- Costs and taxation

Day 8: Evidence and Proof

- Types of evidence: oral, documentary, real
- Admissibility: relevance, hearsay, privilege
- Burden of proof in criminal and civil cases
- Standard of proof: beyond reasonable doubt vs balance of probabilities

Day 9: Witness Handling and Examination

- Subpoena and witness summons
- Examination-in-chief: open-ended questions
- Cross-examination: leading questions, impeachment
- Re-examination and redirect
- Hostile witnesses and refreshing memory

Day 10: Sentencing and Orders

- Purposes: retribution, deterrence, rehabilitation
- Types of sentences: imprisonment, fines, correctional supervision
- Mitigating and aggravating factors
- Civil remedies: damages, interdicts, specific performance
- Enforcement of orders

Day 11: Appeals and Reviews

- Appeal vs review: differences
- Leave to appeal and petition
- Record of proceedings
- Heads of argument
- Judgment on appeal: confirmation, reversal, remittal

Day 12: Specialised Fora: Labour and Equality Courts

- Labour Court and Labour Appeal Court
- CCMA: conciliation, arbitration
- Equality Court: complaints, proceedings
- Other fora: Electoral Court, Competition Tribunal

Day 13: Alternative Dispute Resolution (ADR)

- Types of ADR: negotiation, mediation, arbitration
- Mediation process: opening, joint sessions, caucuses
- Arbitration: binding vs non-binding
- Ombudsman schemes: FAIS, PPO
- Advantages and disadvantages of ADR

Day 14: Court Documents and Filing

- Key documents: summons, notice of motion, affidavit
- Filing procedures and deadlines
- Service: personal, substituted, edictal citation
- Drafting pleadings: format, content, signature
- Case management and indexing

Day 15: Ethics and Professional Conduct

- Legal profession codes of conduct
- Duty to the court: candour, fairness
- Duty to client: confidentiality, competence

- Conflict of interest and disclosure
- Disciplinary proceedings and sanctions

Day 16: Mock Court Simulations

- Preparation of mock case facts
- Role allocation: judge, counsel, witnesses
- Conducting trial: opening, evidence, closing
- Feedback and debriefing
- Reflection on learning outcomes

Day 17: Integration and Assessment

- Review of key concepts from all days
- Case study analysis: multi-fora scenario
- Written assessment: multiple choice and short answer
- Practical assessment: oral presentation on a procedure
- Feedback and certification

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 **20 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 56,500.00	R 56,500.00
1	In-House	R 73,400.00	R 73,400.00
1	On-Campus (Pretoria)	R 84,700.00	R 84,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	01 Sep 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	02 Sep 2026	On-Campus	Dubai, UAE
12 Aug 2026	03 Sep 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	04 Sep 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	07 Sep 2026	On-Campus	Durban, South Africa
14 Aug 2026	07 Sep 2026	On-Campus	Mauritius
17 Aug 2026	08 Sep 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	08 Sep 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 119503) 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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