



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

Court Support Services for Legal Professionals

Human and Social Studies / People/Human-Centred Development

Unit Standard 243937 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips legal professionals with the practical skills and knowledge required to provide effective court support services. It covers court procedures, documentation, and stakeholder liaison to ensure efficient administration of justice. Learners will gain competence in preparing court files, managing exhibits, and supporting legal practitioners during proceedings.

Category	Human and Social Studies
Subfield	People/Human-Centred Development
Unit Standard	243937
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply knowledge of court structures, roles, and procedures to facilitate efficient court support.
- Prepare and manage court documentation, including summonses, pleadings, and orders, in compliance with legal requirements.
- Demonstrate effective communication and liaison with legal practitioners, court officials, and clients.
- Implement administrative processes for case flow management, including scheduling and file management.
- Evaluate and handle exhibits, evidence, and court records with accuracy and confidentiality.
- Analyze ethical and professional responsibilities in a court support context.

WHO SHOULD ATTEND

- This course is designed for legal secretaries, paralegals, court clerks, and administrative staff working in law firms, legal departments, or the judiciary who are responsible for court support functions.

COURSE OUTLINE

Day 1: Foundations of Court Support Services

- Overview of the South African court system and hierarchy
- Roles of court support staff (e.g., clerks, interpreters, ushers)
- Legal terminology and documentation (affidavits, summons, warrants)
- Courtroom protocols and etiquette
- Confidentiality, ethics, and professional boundaries
- Communication skills: verbal, written, and non-verbal
- Basic case file management and record-keeping

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	R 9,400.00
1	In-House	R 12,200.00	R 12,200.00
1	On-Campus (Pretoria)	R 14,100.00	R 14,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
21 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
21 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
24 Aug 2026	24 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
25 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
26 Aug 2026	26 Aug 2026	On-Campus	Shenzhen, China
27 Aug 2026	27 Aug 2026	On-Campus	Harare, Zimbabwe
28 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand

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 243937) 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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