



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

Case File Administration for Legal Professionals

Law, Military Science and Security / Safety in Society

Unit Standard 253986 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips legal professionals with the skills to efficiently administer case files, from opening to archiving. It covers file management principles, documentation standards, and compliance with legal and organisational requirements. Participants will learn to maintain accurate, accessible, and secure case files in both paper and digital formats.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	253986
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 file management procedures to open, maintain, and close case files
- Demonstrate accurate indexing and filing of legal documents
- Implement security and confidentiality measures for case files
- Evaluate file contents for completeness and compliance with legal standards
- Analyze record-keeping systems to recommend improvements
- Design a digital filing system for efficient case file retrieval

WHO SHOULD ATTEND

- Legal professionals, including paralegals, legal secretaries, and junior attorneys, who are responsible for managing case files in law firms or legal departments.

COURSE OUTLINE

Day 1: Introduction to Case File Administration

- Overview of the South African legal system and case file regulations.
- Key terms: case file, docket, affidavit, exhibit, etc.
- Roles of legal professionals: attorneys, paralegals, case managers.
- Ethical considerations: confidentiality, integrity, and access control.
- Stages of case file management: creation, maintenance, storage, disposal.
- Introduction to relevant legislation: POPIA, Criminal Procedure Act, etc.

Day 2: Documenting and Organising Case Files

- Document types in case files: pleadings, correspondence, reports, evidence.
- Indexing methods: alphabetical, numerical, alphanumeric.
- Filing systems: physical vs. electronic, hybrid approaches.
- Standard operating procedures for file organisation.
- Quality assurance: completeness checks and gap analysis.
- Practical exercise: organising a sample case file.

Day 3: Case File Tracking and Monitoring

- Manual tracking: registers, logs, and sign-out sheets.
- Electronic tracking: case management software, databases.
- Key performance indicators for case progression.
- Escalation procedures for overdue cases.
- Reporting: dashboards and status reports.
- Role-play: updating a client on case status.

Day 4: Confidentiality and Data Protection in Case Files

- POPIA overview: conditions for lawful processing.
- Physical security: lockable cabinets, restricted areas.
- Digital security: encryption, passwords, audit trails.
- Access control policies: need-to-know basis.
- Breach response: notification and remediation.
- Case study: analysing a confidentiality breach.

Day 5: Archiving and Disposal of Case Files

- Retention schedules: statutory and organisational policies.
- Archiving process: packaging, labelling, indexing.
- Storage options: off-site, digital repositories.
- Disposal methods: shredding, secure deletion.
- Archival retrieval procedures.
- Practical exercise: archiving a closed case file.

Day 6: Quality Assurance and Auditing of Case Files

- Audit frameworks: ISO standards, legal requirements.
- Audit checklist development.
- Sampling techniques for file reviews.
- Common errors: missing signatures, misfiling.
- Root cause analysis and corrective action plans.

- Role-play: presenting audit results.

Day 7: Technology in Case File Administration

- Overview of case management software: features and benefits.
- DMS functionalities: version control, metadata.
- Workflow automation: alerts, reminders.
- Data migration: from physical to digital.
- Cybersecurity basics for case files.
- Hands-on: using a sample DMS.

Day 8: Advanced Case File Management for Complex Cases

- Complex case structures: class actions, appeals.
- Stakeholder communication: courts, opposing counsel.
- Privilege log maintenance.
- Evidence management: chain of custody.
- Specialised file requirements: e-discovery, forensic.
- Case study: managing a high-profile case file.

Day 9: Integration, Review and Certification Preparation

- Recap of core principles and best practices.
- Developing a case file policy manual.
- Mock assessment: practical case file scenario.
- Feedback and improvement strategies.
- Assessment requirements and portfolio of evidence.
- Course evaluation and certification process.

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
11 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Mauritius
13 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
19 Aug 2026	31 Aug 2026	On-Campus	Shenzhen, China

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 253986) 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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