



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

Professional Legal Secretary

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0026 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips legal secretaries with the essential skills and knowledge to efficiently manage legal documentation, correspondence, and administrative tasks within a law firm or legal department. Participants will learn to produce accurate legal documents, manage filing systems, and communicate effectively in a legal environment, thereby enhancing office productivity and professionalism.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0026
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legal terminology and principles to draft and format legal documents and correspondence.
- Implement efficient filing and records management systems for legal documents.
- Demonstrate effective communication skills in a legal context, including client liaison and telephone etiquette.
- Manage legal diaries, appointments, and court schedules using appropriate tools.
- Utilize office technology and software to produce professional legal documents and presentations.
- Analyze and prioritize tasks to meet deadlines in a legal office environment.

WHO SHOULD ATTEND

- This course is designed for administrative professionals, secretaries, and clerical staff working in legal practices, corporate legal departments, or government legal offices who wish to specialize or upskill in legal secretarial functions.

COURSE OUTLINE

Day 1: Introduction to the Legal Environment and the Role of the Legal Secretary

- Overview of the South African legal system: courts, legislation, and common law.
- Key legal terms and abbreviations used in legal correspondence.
- Role of the legal secretary: duties, skills, and career path.
- Professional ethics: confidentiality, impartiality, and client care.
- Introduction to legal practice management: filing systems, diary management, and client communication.
- Overview of common legal documents: letters, affidavits, contracts, and pleadings.

Day 2: Legal Document Preparation and Formatting

- Formatting guidelines for legal letters, memoranda, and emails.
- Drafting affidavits: structure, jurat, and exhibits.
- Preparing summonses, particulars of claim, and notices.
- Using templates in Microsoft Word: styles, headers, footers, and numbering.
- Proofreading techniques: checking citations, dates, and party names.
- Document version control and tracking changes.

Day 3: Court Procedures and Filing

- Overview of Magistrates' Courts, High Court, and Supreme Court of Appeal.
- Filing procedures: issuing process, serving documents, and lodging papers.
- Important court forms: notices of motion, rule nisi, and interpleader summons.
- Diary management: calculating dies induciae and court dates.
- Case file management: indexing, pagination, and archiving.
- Telephonic and written communication with the Registrar and Sheriff.

Day 4: Legal Research, Correspondence, and Ethics

- Introduction to legal research: statutes, case law, and journal articles.
- Using Juta, LexisNexis, and SAFLII for research.
- Drafting letters of demand, settlement offers, and legal opinions.
- Ethical considerations: handling privileged information and avoiding misconduct.
- Basics of legal billing: time sheets, fee notes, and trust account reconciliation.
- Confidentiality in electronic communications and data protection.

Day 5: Practice Management, Technology, and Career Development

- Overview of legal practice management software: features and benefits.
- Electronic document management: scanning, naming conventions, and cloud storage.
- Time management and prioritisation in a busy legal practice.
- Career development: CV writing, interview skills, and professional associations.
- Simulated day: handling a typical workload from client instruction to filing.
- Review of course outcomes and Q&A.

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, 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 AATICD-0026) 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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