



## **IPCE Law School**

# **Introduction to the IPCE Law School & Application Form**

<b>Campus Information</b>
<p><b>Rosebank</b></p> <p>Email: <a href="mailto:pvt@ipce.co.za">pvt@ipce.co.za</a></p> <p>Address: B2 House, 8 Tyrwhitt Avenue, Rosebank.</p> <p>Tel: 083 670 8300</p> <p>WhatsApp: 083 670 8300</p>

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# Introduction to the IPCE Law School

## Introducing the IPCE Law School and the Practical Vocational Programme for Candidate Attorneys

The IPCE Law School (IPCE-LS) was established in 2012 and is accredited by the Legal Practice Council (LPC).

There are a limited number of places available and applicants undergo a selection process before being accepted. An application form is attached to this information sheet and serves only as an application form – your acceptance is not guaranteed. All applicants will be informed via letter of the outcome of their application.

## Purpose of the IPCE's Practical Vocational Programme for Candidate Attorneys:

*To provide law graduates with the opportunity to acquire and develop practical legal skills required to become competent legal practitioners.*

*The primary benefit of attending the IPCE-LS' Practical Vocational Programme is that law graduates gain a comprehensive set of competencies, which they may not gain as candidate legal practitioners during their period of service under a practical vocational training contract.*

## Pedagogical Learning and Delivery

The *IPCE-LS' Practical Vocational Programme* consists of modules as prescribed by the regulations of the LPA. Learning is experience-centred to ensure that candidates will be able to perform on an entry level with minimal supervision.

Candidates learn within a practical context, in a simulated law firm environment. Each candidate is allocated to a 'law firm' - each 'law firm' has access to an office and to computers and a law library.

Mock-courts and practical work form the foundation of the learning. Candidates exchange pleadings and draft the necessary court papers in action and application proceedings.

The medium of instruction is English, and the learning is provided by practising legal practitioners.

## Introduction

Before admission as a legal practitioner an LLB graduate must serve as a candidate legal practitioner with a practicing legal practitioner for 24 months and attend a short, structured course approved by the Legal Practice Council (LPC).

The course is currently as per reg 6 in terms of s109 (1)(a) of the Legal Practice Act 28 of 2014 (LPA). This compulsory course for candidate legal practitioners has been approved to prepare candidates for the admission examinations.

The course consists of two modules:

- **Module I** is designed to assist students to prepare for the first paper in the Admission Examination.
- **Module II** is designed to assist students prepare for the second, third and fourth papers in the Admission Examination.

The course is presented on a full-time; part-time; and evening basis.

**The entire compulsory course** for candidate legal practitioners has to be completed within 36 months of the registration of the practical vocational training (PVT) contract in terms of reg 6(a)(ii) or the participant will be required to repeat the programme.

## Who may attend?

- Registered candidate legal practitioners, during their terms of service under their PVT contracts or after completion of their PVT contracts.
- Preference is given to candidate legal practitioners in their final year of their PVT contracts.

## Full time course

**23-30 days split in two sessions.**

- **Module I** is presented so as to assist candidate legal practitioners with their preparation for the first paper of the Admission Examination.
- **Module II** is presented with the focus on preparation for the second to fourth papers of the Admission Examination.

## Times

Evening online course: Training takes place from approximately 17:30 to 21:00.

## Material

Students receive the following from IPCE some two weeks prior to lectures starting:

- Confirmation of registration for the online programme and details of the venue;
- Instructions with regard to preparation

***\*Should the student register late, the material will be available once lectures begin.***

## Subjects

### Module I

#### Practice and Procedure

- Constitutional Practice;
- High Court Practice;
- Magistrates Court Practice;
- Criminal Court Practice;
- Personal Injury Claims (blended learning);and
- Professional Legal Ethics

### Module II

#### Practice and Procedure

- Wills and Estates;
- Drafting of Contracts;
- Matrimonial Law (blended learning);
- Labour Dispute Resolution;
- Alternative Dispute Resolution;
- Information and communications technology for practice, and associated aspects of cyber law (online); and
- Insolvency Practice (blended learning).

#### Legal Practice

- Numeracy Skills (offered online);

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- Introduction to Practice Management (offered online);
- Legal Costs;
- Legal Practitioners' Accounts Management (currently referred to as 'Bookkeeping') ; and
- Value-Added Tax.

## Registration Fees

All participants must register on the course individually.

Course modules/subjects	Fees candidate legal practitioner	Fees non-registered candidate legal practitioner
Full-time / Online: Module I & Module II	R7000.00	R9000.00
<b>All notes will be made available online via Dropbox. If you require a printed set of notes, you will need to pay an additional charge as well as courier.</b>		R1000.00

## Banking Details

The registration fee of R1500.00 must be paid upon acceptance. The balance can be paid in 2 instalment payments.

**Bank details:** First National Bank (FNB)  
**Branch:** Universal  
**Branch Code:** 251445  
**Account Holder:** Illovo Paralegal College of Education  
**Account Number:** 623 756 39724  
**Reference:** (Surname, PVT 5)

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- Payment should be made by electronic funds transfer (EFT) only. Remember to email your proof of payment to [pvt@ipce.co.za](mailto:pvt@ipce.co.za).
- Registration will be confirmed only if proof of payment for the full amount, has been received by IPCE.
- Invoice: If you require an invoice before registering, kindly send an email to [pvt@ipce.co.za](mailto:pvt@ipce.co.za)

## Language medium of course

Medium of instruction is English. Please note that the language medium of the course is independent of the language medium at the relevant university. IPCE retains the right to change the language medium.

## Code of conduct and satisfactory attendance

1. Candidate legal practitioners are expected to attend and participate actively in all training activities in a satisfactory manner. Mere physical presence does not constitute satisfactory attendance.
2. If a candidate legal practitioner is unable to attend a lecture for whatever reason, they will be marked as 'absent'. This includes sickness, family responsibility leave or duty at their firm. In exceptional cases, a 'catch-up' class can be arranged with the course coordinator at a fee.

Candidates should note the citation of *Ex parte Postma* 1999(3) SA762 (T) where Van Dijkhorst J commented on satisfactory attendance. 'The applicant was absent for four out of the 23 days of the course which was definitely not satisfactory attendance'.

3. IPCE suggests that candidate legal practitioners ensure that they have a 100% attendance in order to avoid complications with their application for admission as a legal practitioner.
4. Candidate legal practitioners should further note that late arrival and/or early departure is equal to non-attendance.
5. Candidate legal practitioners must–
  - prepare adequately for every training session;
  - conduct themselves in a courteous manner towards fellow attendees, instructors and course coordinators;

- execute the prescribed evaluation procedure pertaining to the course; and
  - refrain from disrupting training activities in anyway.
6. The LPC regards any fraudulent actions regarding the attendance registers in a very serious light and severe action will be taken by the LPC on proof of such misconduct by candidate legal practitioners. The LPC reserves the right to terminate the attendance of an attendee who does not comply with the code of conduct. No attendance certificate will be issued under such circumstances.
  7. Fraudulent entries in the attendance register, is a serious breach of ethical conduct and will be reported to the LPC.
  8. Attendance and preparation are key factors to successfully complete the programme.
  9. Candidates are expected to be proficient in knowledge of the substantive law.
  10. Due to severe time constraints, candidates are expected to do independent self-study prior to attending lectures.

## Timetable

The timetable for the school's activities are as follows:

**Online Night School:**

**Monday to Friday**

**17:30 – 21:00**

**Saturdays from 09:00 – 13:30.**

***See the dates on the Application Form.***

# IPCE LAW SCHOOL

**Looking forward to welcoming you at the  
*IPCE-LS' Practical Vocational Programme*  
shortly!**

# Application for Registration: 2026 - 5 Week 150 Notional Hours 2<sup>nd</sup> Intake. Lectures will begin in May.

Please complete this form and hand in at the IPCE Law School or send to [pvt@ipce.co.za](mailto:pvt@ipce.co.za)

NB: Include with your application:

- a certified copy of your identity document and
- LLB degree (where applicable) with your application

## Campus Information

### Rosebank

Email: [pvt@ipce.co.za](mailto:pvt@ipce.co.za)

Address: B2 House, 8 Tyrwhitt Avenue, Rosebank.

Tel: 083 670 8300

WhatsApp: 083 670 8300

Intake1	JAN 2025 DATE TBC- ONLINE	
Intake2	MAY 2025 DATE TBC - ONLINE	

**Registration for 2<sup>nd</sup> intake 2026 will open on 05 January 2026.**

## 1. STUDENT INFORMATION

<b>Surname:</b>		
<b>Full Names (as per ID Book):</b>	1.	
	2.	
<b>Initials:</b>		
<b>Residential Address</b>	Unit:	
	Street:	
	City:	
	Province:	
	Code:	
<b>Tel (h):</b>	<b>Tel (Cell):</b>	
<b>Email address:</b>		
<b>ID Number:</b>		
<b>Citizenship:</b>		
<b>Race</b> (for statistical purposes):		
<b>Gender</b> (for statistical purposes):		
<b>School where you matriculated:</b>		
<b>Firm where candidate is articled</b>		
<b>Registering for</b> (tick where appropriate)	<b>ONLINE:</b>	

## 2. EDUCATION

<b>Special Needs:</b> Kindly describe the nature of the need, if any, for special needs assistance required from the School:			
Law degree	University & Country	Year Registered	Year Complete
LLB obtained or not more than two subjects outstanding, (Subject to confirmation letter from the Dean)			
BProc			
Law degree completed in a foreign country recognised by SAQA as equivalent to the South African LLB law degree			

## 3. TUITION FEES

<p>The estimated fee is R7000.00 or R6750.00 upfront.</p> <p>We do assist with a payment plan over 2 months on the R7000.00 fee. You will pay R1500 on acceptance and the balance at the end Jan &amp; Feb of R2750.00 per month.</p>	
Tick to indicate acknowledgement:	

## 4. PREVIOUS CONVICTIONS

<b>Have any disciplinary steps been taken against you by a university or any other authority?</b>  <b>If yes kindly specify:</b>	
<b>Have you ever been found guilty of a criminal offence?</b>  <b>If yes kindly specify:</b>	

## 5. DECLARATION BY THE APPLICANT

5.1. I understand that this is an application to be a candidate legal practitioner at IPCE Law School. I declare that, if I am accepted as a candidate at the School the following will apply. I will:

5.1.1. promptly execute all lawful instructions from the School principal, their assignee or instructors;

5.1.2. ensure that I am punctual for all classes;

5.1.3. ensure that I am not absent from the course without the prior knowledge of the School principal; and

5.1.4. I understand that candidates attending must pay their fees into the designated IPCE bank account ONLY.

IPCE will not accept liability if fees are paid into any other bank account. IPCE banking details are as follows:

**Name of account: Illovo Paralegal College of Education;**

**Name of bank: First National Bank (FNB);**

**Account number: 62375639724.**

**Please add full name and surname as a reference.**

**NB**– Please do not pay the fee until you have received formal confirmation from IPCE that your application has been successful.

5.2. I accept that a certificate of compliance will be awarded only if I have completed the course in strict accordance with the conditions set out in my undertaking, to be signed after selection.

5.3. I have familiarised myself with IPCE's cancellation policy

5.4. I accept that IPCE has the right to terminate my participation should I not pay the course fee as required

5.5. I accept that the admission requirements for a legal practitioner is as per the Legal Practice Act and the rules and regulations of the LPC

5.6. I accept that, should I discontinue my attendance prior to the end of the programme, I shall be held liable for the full tuition fee

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**Full Name & Surname**

**Signature**