

# Pretoria Society of Advocates

## TRAINING COMMITTEE

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High Court Chambers  
Private Bag X480  
Pretoria  
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### INFORMATION IN RESPECT OF YOUR APPLICATION FOR PUPILLAGE 2021

#### **A. COMPLETION AND SUBMISSION OF APPLICATION:**

1.

- 1.1. The original completed and signed application, together with 5 copies thereof, must be handed in on or before 12h00 on 14 August 2020 at the Pretoria Society of Advocates (PSA), Room 110, 1<sup>st</sup> Floor, High Court Chambers, 220 Madiba Street, Pretoria. Proof of payment must accompany the application.
- 1.2. If you are unable to provide a typed response, ensure that each and every word is legibly handwritten. If the form does not provide enough space for you to answer a question, use a separate page. If you do so, ensure that (a) this fact is indicated under the relevant question on the application form and (b) the answer on the separate page is headed with the relevant paragraph number.
- 1.3. **Do not include this information letter in your application.**
- 1.4. Return the completed application form with the following supporting documents:
  - 1.4.1. A recent passport/ID colour photograph securely glued (not stapled) to the first page of the original application form;
  - 1.4.2. A certified copy of your identification document;
  - 1.4.3. If you are a South African citizen by naturalisation, a certified copy of the documents that prove the date that you obtained South African citizenship;
  - 1.4.4. If you are not a South African citizen, a certified copy of the documents that prove your status in South Africa (e.g. permanent residence);
  - 1.4.5. A certified copy of your matriculation certificate or equivalent secondary education qualification;

- 1.4.6. A certified copy of your degree certificate(s) or equivalent tertiary education qualification(s);
  - 1.4.7. A certified copy of your full tertiary academic record, showing each and every subject passed and failed, and all marks obtained towards any and all degrees;
  - 1.4.8. A testimonial from the Dean of your Law Faculty or a certificate of conduct from the Law Faculty. If you are unable to get such a testimonial or certificate, you must apply for the waiver of this requirement;
  - 1.4.9. A certified copy of your certificates showing successful completion of any attorney's admission examinations or equivalent professional qualifications;
  - 1.4.10. A certified copy of your certificates showing successful completion of any programmes in legal practice or equivalent practical qualifications;
  - 1.4.11. If you have been admitted as an attorney, a certified copy of the admission certificate as an attorney;
  - 1.4.12. If you have been granted the right of appearance in the High Court as an attorney, a certified copy of the certificate;
  - 1.4.13. If you have been admitted as an advocate, a certified copy of the court order admitting you as an advocate. If it is not available at the time of submitting your application, undertake to and provide it as soon as it becomes available;
  - 1.4.14. Proof of payment of the non-refundable registration fee;
  - 1.4.15. South African Police Clearance Certificate (to be provided when received) or proof of application (receipt).
- 1.5. The right to reject any application that is incomplete or does not include the documents requested above is reserved.
  - 1.6. Do not attach any documents that are not requested.
  - 1.7. An application will only be considered if it is hand delivered in hard copy (i.e. not by fax or email) with all required attachments at the office of the PSA, at Room 110, 1<sup>st</sup> Floor, High Court Chambers, 220 Madiba Street, Pretoria.

- 1.8. Should you wish to retract your application, you are requested to inform the PSA immediately, as this affects the administration and evaluation process. In such event, the deposit will be forfeited to the PSA.
  
2. A non-refundable registration fee of **R500.00** is payable to:  
Pretoria Society of Advocates  
Nedbank, Pretoria  
Account No: 160 412 3494  
Branch Code: 160 445  
Reference: Your surname and initials  
Proof of payment must be emailed to: [barfinance@law.co.za](mailto:barfinance@law.co.za)
  
3. The compulsory assessment examination will take place on 15 of August 2020.
  
4. After the assessment examination, applicants who qualify will telephonically be invited to a formal interview. Qualification for the formal interview will be determined after consideration of the application and the assessment examination.
  
5. The above evaluation process should be completed by the end of October 2020.
  
6. All applicants, whether successful or not, will be informed of the outcome of the application by e-mail - **PLEASE DO NOT CALL THE SOCIETY**
  
7. Successful applicants will commence with the pupillage programme on the 4<sup>th</sup> of January 2021.
  
8. The pupillage fee, as set out in paragraph 38 is payable **before** 1 December of the year preceding the start of pupillage.
  
9. All enquiries and correspondence must be addressed to Ms Ohnie Friebus at the above telephone number and e-mail address.
  
- B. NOTIFICATION OF ANY CHANGE TO CONTACT DETAILS:**
  
10. You are required, during the application process and, if successful, during your pupillage, to immediately notify the Administrative Officer of the PSA of any changes to any of your, or your next of kin's, contact details.
  
11. You will be deemed to have received any communication sent to your chosen and recorded email address. To ensure efficient communication, all applicants are urged to provide an email address.

**C. ASSESSMENT OF APPLICATIONS:**

12. The PSA receives a substantial number of applications for pupillage on an annual basis and is unable to accommodate all applicants. The main reason for limiting numbers are:
- 12.1. The training and development of Court skills require practical exposure to appearing in Court. This training takes place on a one-on-one basis or in small groups;
  - 12.2. The PSA does not have the resources in terms of facilities and manpower to accommodate all applicants;
  - 12.3. The PSA has a responsibility to ensure the quality of its training, not only to protect the public, but equips members to practice successfully;
  - 12.4. The PSA is committed to addressing inequalities in the composition of the Bar with regard to race, gender and previously disadvantaged individuals.
13. You are required to disclose your nationality, race, sex and any disability to enable consideration of the transformation goal.
14. The process of selecting pupils for pupillage is based on:
- 14.1. An assessment of the applicants' applications in general, academic records, experience and qualifications;
  - 14.2. An assessment of the results in the written assessment examination (Bar examination);
  - 14.3. After consideration of the assessment, applicants may be invited to an interview.

**D. ENTRANCE EXAMINATION:**

15. No application for pupillage will be entertained unless the Applicant has participated in such examination.
16. The assessment examination is set by the Training Committee and is designed to determine the applicant's level of proficiency in:
- 16.1. The Law of Civil Procedure;
  - 16.2. The Law of Criminal Procedure;

16.3. The Law of Evidence.

**E. INTERVIEW:**

17. After consideration of the applications and entrance examination results, applicants may be invited to an interview. Applicants that are invited to attend an interview will be required to attend a formal interview with a panel of members in order to interview and assess the applicant's:

17.1. Level of experience;

17.2. Communication skills;

17.3. Motivation in applying for pupillage;

17.4. Prospects of successfully entering into practice;

17.5. Financial means of applicant during pupillage and initial practice.

**F. SELECTION OF PUPILS:**

18. The Training Committee recommends the most suitable candidates for admission as pupils to the Pretoria Bar Council.

19. The Training Committee's recommendations also take into consideration:

19.1. The number of pupils that can be accommodated, having regard to resources (costs of training, training facilities, number of trainers and lecturers available);

19.2. Aspects such as gender equality, previously disadvantaged populations, age and experience.

20. The Bar Council considers the recommendations of the Training Committee in the exercise of its discretion as to which applicants to invite to pupillage. The Bar Council further considers aspects such as the size and composition of the Bar Membership.

**G. PUPILLAGE:**

21. Unless you are granted an exemption as contemplated below, pupillage will begin the week of the 4<sup>th</sup> of January 2021. Pupillage ends on 31 December 2021 or such other date as the PSA may determine. Pupillage is a full-time training programme and incorporates, where applicable, depending on whether the applicant is already admitted as an advocate or not, the Practical Vocational Training, as envisaged by the Legal Practice Act.
22. For the duration of pupillage, you are not allowed to hold any other employment, whether on a full-time or part-time basis. Before starting pupillage, you should make arrangements to be financially self-sufficient for pupillage as well as the first three months that follows. Permission to be engaged in employment, including academic employment, may be granted on application to the Bar Council, provided this does not interfere with pupillage. Regarding applicants who are not admitted as advocates, permission to be engaged in employment must, in addition to the permission of the Bar Council, be sought from the LPC.
23. During pupillage you must present yourself at your mentor's ("training facilitator" under the LPA) chambers each business day and complete such pupillage training-related tasks as your mentor may assign to you.
24. During pupillage you must also attend such percentage of pupillage training related lectures and training sessions as may be determined.
25. Lectures and training sessions may be conducted in the evenings and weekends and you will be expected to make the necessary arrangements to ensure your attendance at these sessions.
26. In addition, preparation for, and participation in, all advocacy training workshops (usually conducted over weekends) is compulsory.
27. Should you be admitted to the pupillage programme but not fulfil the requirements of the programme from time to time, the Pupillage Committee may recommend termination of your pupillage.
28. In addition, the PSA may terminate your pupillage at any time for any good reason, including:
  - 28.1. any non-disclosure;
  - 28.2. dishonesty, misconduct or other improper or unethical conduct;
  - 28.3. a failure to meet the requirements of the pupillage programme; or

- 28.4. conduct which disrupts, disturbs or interferes with the functioning of a Court, the PSA, the pupillage programme or the rights of any person.

**H. EXEMPTION FROM THE REQUIREMENTS OF PUPILLAGE:**

29. If you wish to apply for an exemption from any requirement of pupillage (including the entrance fee), specify the relevant requirement(s) and set out in detail all the facts and circumstances in support of such application. Please note that:
- 29.1. Should your application be accepted; it does not mean your exemption has been granted. You will either receive a separate letter regarding the outcome of your exemption OR it will be stated in your acceptance letter.
- 29.2. Exemptions are granted sparingly.
- 29.3. The PSA does not exempt anybody from the requirements of having to:-
- (a) pass the National Bar Examinations; or
  - (b) fully and properly prepare for, and participate in, all advocacy training workshops.
- 29.4. The General Council of the Bar of South Africa ("the GCB") has the power to exempt any person from any requirement of pupillage.
30. (Not applicable to applicants who require Vocational training to be admitted as legal practitioners i.e. applicants already admitted as advocates or eligible to be admitted under the Admission of Advocates Act, read with Section 115 of the LPA). In exceptional circumstances, the PSA may allow you to begin pupillage before you launch your application for admission as an advocate, provided that:
- 30.1. you make a motivated application for exemption from this requirement when you apply for pupillage and receive permission from the PSA in writing;
- 30.2. you be admitted as an advocate at least 30 days before writing the National Bar Examinations; and
- 30.3. if your application for admission is unsuccessful, your pupillage will terminate immediately.

**I. PUPIL MENTOR (TRAINING SUPERVISOR):**

31. The decision concerning the allocation of your mentor rests with the PSA. While your preference, if any, will be taken into account, the fact that a member may be available and willing to be your mentor does not mean that you will be allocated to that member or even that you will be offered a place in the pupillage programme.
32. If you do not or cannot arrange for an advocate to be your prospective mentor, the PSA will allocate a mentor to you.

**J. FINANCIAL ASSISTANCE AND ARRANGEMENTS:**

33. The PSA and/or the GCB provides very limited financial support to a small number of pupils during their pupillage. You should not assume that you will be successful in applying for such support.
34. An application for financial assistance will not prejudice your application for admission to the pupillage programme, provided it is accurate and complete in every respect. It is in your interests that you disclose in your pupillage application the financial arrangements you have made for pupillage. Information provided in this application will be considered when an application for financial assistance is evaluated.

**K. FULL DISCLOSURE REQUIREMENTS AND INVESTIGATIONS BY THE PSA:**

35. You must disclose criminal conviction(s) for any traffic-related offence(s) for which a term of imprisonment without the option of a fine could have been (but was not necessarily) imposed. This includes driving under the influence of alcohol or drugs and negligent or reckless driving.
36. The PSA may verify or investigate any information contained in your application. By making application, you consent to such verification or investigation and authorise the disclosure to the PSA of your personal information. The PSA will treat any such information confidentially.
37. Your duty to make full disclosure is taken very seriously by the PSA. Should it be found that you failed to make full disclosure of any matter, your application may be rejected or your pupillage terminated for that reason alone.

**L. ADMINISTRATION FEE AND ACCEPTANCE OF OFFER:**

38. If you are invited and accept to do pupillage in 2021:



38.1. you are required to notify the PSA Training Committee in the time set out in the invitation to pupillage whether or not you accept the offer. You must do so by email at: [paradmin@law.co.za](mailto:paradmin@law.co.za):

38.2. failure to do so will be taken to mean that you do not accept the offer, in which event the place may be offered to another applicant.

39. If you accept the offer:

39.1. an entrance fee of **R5,500.00** is payable on or before 15 November 2020 by EFT, cheque or direct deposit (banking details as set out above):

**M. IMPORTANT NOTE:**

40. In terms of the Legal Practice Act, Act 20 of 2014, a number of aspects for the training of pupils in 2021 have not been finalised. The accreditation for the presentation and examination of structured course work for 2021 has not been determined by the Legal Practice Council. The Pretoria Society of Advocates will facilitate the conclusion of Vocational Training Contracts for successful applicants, where applicable. Although the PSA has submitted its proposed curriculum, structure and course content of the pupillage and Practical Vocational Training contract to the LPC, this may be modified/amended once the Legal Practice Council has made its determination regarding the approval of accreditation and course content.

Yours faithfully,

D.S. GIANNI

CONVENOR OF THE TRAINING COMMITTEE