



ACCREDITATION RENEWAL APPLICATION

FOR ACCREDITED TRAINING PROVIDERS

NAME OF TRAINING PROVIDER	
CONTACT DETAILS	
DATE	

Section A: Background and Introduction

1. Introduction and Guidelines to Completing the ACCREDITATION RENEWAL APPLICATION

One of the objects of the Legal Practice Council (“Council”) is to promote high standards of legal education and training, and compulsory post-qualification professional development.¹

Various powers and functions are granted to the Council in support of this objective. The Council may accredit training providers, and Council may provide financial support to organisations or institutions providing legal education and training. This would include legal education and training for purposes of compulsory post-qualification professional development, with the object of enhancing the standards of legal services and increasing access to justice.² Accreditation is assessed and provided in terms of the approved Norms and Standards Guidelines for Accreditation.

The evaluation, examination, and assessment of the quality of the educational programmes that are offered by various service providers will allow Council to ensure uniformity across all educational programmes, particularly those relating to candidate legal practitioners. Council may use the results of this evaluation to develop and implement mechanisms for:

1. the development and adaptation of programmes and educational material that are relevant and feasible for legal practitioners and candidate legal practitioners,
2. identifying means of supporting service providers when carrying out their mandate on behalf of the Council,
3. determining whether the type of vocational training in place serves the needs and the demands of the legal profession,
4. assessing whether educational programmes provided are directed towards the attainment of social justice,
5. assessing the adequacy of trial advocacy training programmes,
6. the determination of notional hours,
7. the evaluation of the assessment methods adopted, and
8. enhancing awareness of the constitutional values.

¹ Section 5(h) of the Legal Practice Act, 2014 (Act 28 of 2014) (‘LPA’).

² Section 6(1)(a)(xi) of the LPA. Section 6(5) contains further detailed provisions.

The Council shall take all reasonable measures to protect the personal information of training providers and candidates provided, and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”).

2. Guidelines for Completing the Template

1. Complete all sections as thoroughly as possible, and do not leave any sections blank.
2. Attach all supporting documents as requested in each section, especially details of each intake of candidates/each programme offered in 2024-2025.
3. Provide any additional documentation that you think is appropriate in support of your submission.
4. If you received funding from the LPC in 2024-2025, please also provide evidence as required in section F of this template.
5. Once you have completed the Application Form and this Template, please e-mail it (and all supporting documents) to the Senior Administrator: Education and Training, Yolisa Ntsham, on Yolisan@lpc.org.za on or before the due date (**Monday, 30 November 16h00**).

Section B: Details of the Training Provider and Programme/s Offered in 2024-2025

NAME OF TRAINING PROVIDER	
PROGRAMME MANAGER	
CONTACT DETAILS (TELEPHONE AND EMAIL)	

WEBSITE/OFFICE EMAIL			
HOW ARE THE PROGRAMME/S ADVERTISED			
ACCREDITED PROGRAMME/S			
	2023	2024	2025
DATE/S STARTED			
PROGRAMME*			
NO. OF CANDIDATES ENROLLED			
DATE/S ENDED			

*** Please provide details of ALL accredited programmes offered in 2024-2025. Should you need more space, please add additional rows or provide a separate table detailing the programmes, dates and enrolment.**

Section C: Detailed Information on the Training Programmes Offered

QUESTION 1	Compliance with the LPA, Regulations and Rules, and the Approved Norms and Standards Guidelines for Accreditation Does the programme cover the core topics as set out in Regulation 6(10) or 7(9)? Are there any additional topics covered that are not in the regulations, for the benefit of candidates? Overall do you think the Programme covers the Norms and Standards adequately? Do you think there are any gaps?
NARRATIVE	
EVIDENCE (document title and file name)	Please include overview of your programme and course materials to show compliance with Norms and Standards Guidelines (please note that any course materials provided to the LPC will remain strictly confidential, will not be shared with any third parties, and are only used to ensure compliance with the LPA, Regulations, and Rules).
REFLECTION BY TRAINING PROVIDER	
STRENGTHS	
IMPROVEMENT OPPORTUNITIES	

QUESTION 2	Alignment and adequacy of training programmes to the LPC admission examinations, and feedback from candidates (if possible)
NARRATIVE	
EVIDENCE (document title and file name)	Please provide a sample of evaluation forms from candidates if you have these. These are evaluation forms completed by candidates at the end of the training programme.
REFLECTION BY TRAINING PROVIDER	
STRENGTHS	
IMPROVEMENT OPPORTUNITIES	

QUESTION 3	The practical components of the programmes and adequate skills training, and support offered to candidates. (Do all candidates on the Programme have suitable and adequate support and access to infrastructure such as IT, library resources, equipment, and any other specialised facilities necessary for candidates and for the effective delivery of the Programme?)
NARRATIVE	
EVIDENCE (document title and file name)	Please provide evidence of the practical aspects of the programme, and show that there is adequate skills training in the programmes. Please provide list of support services and infrastructure available to candidates.
REFLECTION BY TRAINING PROVIDER	
STRENGTHS	
IMPROVEMENT OPPORTUNITIES	

QUESTION 4	Affordability of fees charged to the candidates
NARRATIVE	Please indicate the fees that have been charged to candidates for the 2024-2025 programmes. Please indicate if candidates had challenges affording these fees, and if any support was offered to candidates.
EVIDENCE (document title and file name)	Please indicate the fees payable by candidates, and whether this is due upon registration or if payment plans are available.
REFLECTION BY TRAINING PROVIDER	
STRENGTHS	
IMPROVEMENT OPPORTUNITIES	

QUESTION 5	Equity and representivity of candidates on the programmes
NARRATIVE	
EVIDENCE (document title and file name)	Please provide the breakdown of candidates by race, gender, disability (if applicable) per programme offered in 2024-2025. These statistics will assist with reporting to the Minister. If possible, please also indicate age ranges of candidates in the programmes. Please attach registers/learner lists.
REFLECTION BY TRAINING PROVIDER	
STRENGTHS	
IMPROVEMENT OPPORTUNITIES	

Section E: Time Spent on the Programme/s

Please indicate the number of hours spent on each topic covered in the programme, and how each topic was assessed:

Name of Module/Topic	Number of Hours of Contact Sessions (please indicate if virtual/in-person sessions)	Number of Hours of Additional Time Allocated to Reading/Research/ Assignments/Tests/Exams/Self-Study etc.	How was this Module/Topic Assessed? Assignment/Test/Exam/ Not Applicable etc.

* Please add additional rows as required.

Please indicate if social justice topics are included in the curriculum of the training programme. If so, please state the number of hours spent on social justice, and provide course materials in support of this.

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Additional Comments/Challenges/Concerns etc:

Section F: Financial Reporting

If you received financial support from the LPC in 2024-2025, please provide details of how these funds were used.

- Please provide management accounts/accounting records detailing funds received and expenditure.
- Please submit these as separate documents annexed to this report.

Section G: Declaration

I declare that the information provided in this report is both true and correct. I consent to the LPC Officials verifying information contained in this report, and I agree to provide further information if required to do so.

Signed: _____

Date: _____

Name: _____

Designation: _____