

Black Conveyancers Association Training Academy (BCTA)

Course Brochure: Conveyancing Paralegal Course (2025)

The Black Conveyancers Association (BCA) was formed in May 2005 in response to the historical inequalities in the conveyancing industry. As the only identifiable, credible black conveyancing organisation, this organisation is instrumental in advancing and representing the interests of black Conveyancers nationally. The BCA then decided on a process that would entail a detailed approach to ensuring that their conveyancing paralegals / secretaries and support staff have a thorough understanding of the conveyancing process, increase their skill set and render performances of a high standard.

About the Black Conveyancers Training Academy (BCTA)

The **BLACK CONVEYANCERS ASSOCIATION TRAINING ACADEMY (BCTA)** was thus the initiative agreed upon and commenced operations in 2006 as a relatively small institution and which has morphed into an institution which has made huge and immeasurable strides in the conveyancing paralegal sector.

BCTA has ensured the successful graduation of over 250 applicants since its inception. The course is open to all and in high demand and we often get calls from members firms and non - member firms seeking to gainfully employ graduates in their working environments.

Our partners in our journey have been, LexisNexis (SA) and Juta & Co.– who provide the eBook – *The ABC of Conveyancing*.

The other partners to this journey are Tasneem Kanjee of Our Best Practice Training Solutions (OBP) who acts as our national co-ordinator, facilitator, and assessor. Our moderator is Maryna Botha who is also a co-author of the book – the *ABC of Conveyancing*.

The aim of the conveyancing paralegal course is twofold. Firstly, it is driven by a passion to empower individuals to enter the property practitioner’s employment market and secondly, is committed to maintaining high standards of service delivery within the conveyancing industry, for the benefit of consumers and the industry at large.

Continuous training and skills enhancement remains key to any conveyancing practice and further serves to enhance the overall experience to achieving our targets and goals.

Course description and scope of the training programme

Over a seven-month period, students are introduced to the conveyancing landscape. Students are provided with a good working knowledge and understanding of what

conveyancing is all about; whom the role-players are and how their interaction proceeds; what the conveyancing and registration process aims to achieve; and an overview of what the transfer, bond, and cancellation process entails.

Course overview and learning outcomes include the following:

- To describe what conveyancing is about.
- The different facets of property ownership: freehold, leasehold, and sectional titles.
- The South African deeds registration system.
- To demonstrate an understanding of the Terminology, legal principles, and common clauses in a property sale agreement, including interpretation of a deeds office printouts and deeds searches.
- Illustrate an understanding of The FICA and its implications for conveyancing.
- The legal nature of clients’ Marriage law and conveyancing.
- Summarize legal entities such as companies, close corporations, trusts and partnerships. Discuss the monitoring, reporting, drafting, and signing of transfer documents.
- Analyse and interpret the managing the finances in the transfer file, including Transfer duty / VAT rates and levy clearance, and including compliance certificates.
- Introduction to mortgage bonds, including the drafting of bond documents.
- Review the Cancellation of mortgage bonds.
- We also have practical sessions with Lexis® Convey trainers who take the students thorough the capturing of a “typical” transfer and bond on Lexis® Convey software.

Methodology

This course will be formally lectured **online**. Student interaction and participation is encouraged by way of formal assignments, quick self-tests, case studies and self-study. On-going assessments (formal and informal) take place to ensure the students keep up with the pace. The students are required to write a final examination at the end of the course.

Lecturing Staff

All our lecturers are qualified attorneys and Conveyancers registered as such with the Legal Practice Council (LPC) in their various provinces, who also run their own law practices and bring with them a wealth of knowledge and practical work experience to our students.

Course Dates

Course starts.	15 January 2025
Course ends.	16 July 2025
Registrations close.	8 January 2025

Sessions

Over 7 months,
Once a week, Wednesday 2pm-5pm
In 3 -hourly sessions **live** online

Admission Requirements

Must have completed and passed Grade 12 (Matric).
Must have basic computer literacy and numeric skills.
Stable internet connection, access, and a working computer/device.
Active and current e-mail address.

Course Textbook

Our textbook is the “**ABC of Conveyancing**” – Authors, M Botha, and L Kilbourn.

About this Publication

The textbook retails for approximately R 840 from Juta Publications and **the eBook is included in the course fee.**

Course Fees

Payment R 6 000

Option 1	Option 2 (deposit + monthly instalments)
Once – off payment R 6 000 by 8 January 2025	Deposit R 1000 due by 8 January 2025 1 st instalment R 1000 by 28 February 2025 2 nd instalment R 1000 by 28 March 2025 3 rd instalment R 1000 by 28 April 2025 4 th instalment R 1000 by 28 May 2025 5 th instalment R 1000 by 28 June 2025

Registration process

- Any interested person/s may email the course administrator directly at info@bcta.co.za for an application form.
- If the applicant is successful, BCTA banking details will be forwarded to the student.
- Once proof of payment has been received, an information pack is emailed to the student, which includes a lecture schedule, BCTA course policy documents, etc.

BCTA Cancellation Policy

BCTA shall have the right in its sole discretion to postpone or cancel the course on the basis of insufficient demand.

Contact

Course Administrator

Sharron Roberts 📞 Mobile: +27 71 247 7389

Email: info@bcta.co.za

National course facilitator

Tasneem Kanjee