



Application form: Corporate Legal Support Practitioner

Please submit your completed application form together with all the required supporting documents to the Corporate Counsel Association's Secretariat (secretariat@ccasa.co.za).

Incomplete applications will be returned, which will delay the assessment process. Please ensure that all required documentation is accurate and complete.

You will be notified of the outcome of your application **within two weeks** of the Secretariat receiving your **complete application and all supporting documents**.

If your application is successful, you will be permitted to use the awarded **professional designation**, subject to the following conditions:

- You remain a fully paid-up member of the Corporate Counsel Association;
- You comply with the **Code of Ethics and Professional Conduct**;
- You meet the annual **CPD requirements**, as outlined in the **CPD Policy**.

Required supporting documentation

The following documentation must be submitted together with your completed application:

- A current **CV**, including full details of qualifications, prior learning, employment history, workplace experience, and current role;
- A **detailed job description** with associated **Key Performance Indicators (KPIs)**;
- **Confirmation of employment** from your employer, verifying your current position within the organization;
- A **testimonial from your line manager or direct supervisor**, commenting on your professional performance;
- A **testimonial from a colleague or peer**;
- A **certified copy of your Identity Document**;
- **Certified copies of your qualifications**;
- Your **CPD records** for the past **two years**.

Applicant's Personal Details*(please complete in full)***Section 1**

Title (Mr/ Mrs/Ms/Other)	
Surname	
First Names	
Known as	
Date of Birth	
Nationality	
ID No.	
Alternative ID No.	
Alternative ID Type	
Home Address	
Code	
Postal Address	
Province	
Code	
Phone No.	
Cell No.	
E-mail address	

Section 2

The following information are required by SAQA for reporting purposes (completion is compulsory)

Gender	Male		Female	
Socio-Economic Status	Employed		Unemployed	
Citizenship Status	South African		Permanent Resident	
	Dual		Other	
Race	African		Coloured	
	Indian / Asian		Caucasian	
	Other (Specify)			
Disability Status	None		Communication	
	Sight		Physical	
	Hearing		Multiple disabilities	
	Other (specify)			
Home Language	English		Afrikaans	
	siSwati		TshiVenda	
	seSotho		isiXhosa	
	sePedi		xiTsonga	
	isiNdebele		seTswana	
	isiZulu		Other (specify)	
Highest School Qualification				
Tertiary Education: List Qualification/s				
Qualifications currently enrolled for				

Section 3

Before your application will be considered, the following criteria must have been met (please tick relevant box):

CONFIRMATION THAT YOU ARE A MEMBER IN GOOD STANDING	Yes	No	Office use
Are you a Member in good standing (<i>associate membership</i>)?			
Are you in breach of any of the Codes or Policies?			

UNDERLYING NQF REGISTERED QUALIFICATION / PART-QUALIFICATION(S)	Yes	No	Office use
Do you have a National Senior Certificate (Matric) or equivalent qualification?			
Do you hold a diploma or primary degree?			
Are you currently enrolled for any qualification? Please specify details			

RECOGNITION OF PRIOR LEARNING: EXPERIENTIAL LEARNING / PRACTICAL EXPERIENCE	Yes	No	Office use
Are you actively employed as a bona fide Legal Support Practitioner?			
Have you been employed for at least 5 years post matric in a legal support function / position?			
Where you hold a diploma or primary degree, have you been employed in a legal support function / position for at least 1 year post completion of diploma / primary degree?			
Have you maintained a minimum of 20 CPD points per year over the past two years?			

GUIDELINES ON SUPPORTING DOCUMENTS

Curriculum Vitae

Your CV should contain full details of prior learnings, qualifications, workplace experience, employment history and details of current employment.

The following format is required when listing any previous employers which are applicable to experiential learning / practical experience:

Company name	
Capacity / Position	
Nature of business	
Date of appointment	
Date of leaving	

Job description

When completing your job description, please include the following information:

Job title	Indicate your current position / job title within your employer organisation i.e.: Paralegal; Compliance Officer; Legal intern; Legal secretary / assistant; Assistant Company Secretary; Risk manager. etc.
Department	Details of department in which you are currently employed. Set out structure and composition of department.
Type of industry and sector type	Indicate industry sector where currently employed in.
Workplace	Describe workplace and facilities available to department.
Secretarial / Office Support	Provide details of other office support available to department.
Main purpose	Set out main purpose of your function, i.e. how and to whom legal assistance, basic legal advice and related services are provided to in legal department and to low and middle management employees and functions in the employer organisation as a whole.

JOB DESCRIPTION (cont.)

Applicant must have been exposed and contributed to at least 50% of the following areas or types of legal services. Applicant to provide detail of areas exposed to in job description.

Legal Support position including:

- Typing and correspondence;
- Answering phone calls;
- Arranging meetings and related communications;
- Formatting and basic drafting of legal documents;
- Provision of basic legal services and advice;
- Basic investigation and research of legal facts;
- Maintaining legal library and precedent database;
- Organise and maintain documents in a paper and electronic filing system;
- Gather and arrange evidence and other legal documents for the Corporate Counsel's review and case preparation;
- Researching legal facts using libraries or consulting online resources to find applicable legislation, cases, precedents and legal opinions;
- Analyses the available information, preparing summaries, reports or recommendation based on the facts;
- Assisting with preliminary drafting and vetting of legal documents and correspondence such as complaints, investigations, notices and legal briefs, affidavits and legal statements;
- Communicate with employees, manager, clients, witnesses, lawyers and vendors to schedule interviews, meetings and inspections or workshops / presentations;
- Maintaining and organising legal department files;
- Typing and vetting of legal agreements and correspondence;
- Typing and vetting of Board papers, reports and presentations;
- Administering legal account payments;
- Attending to update the employer organisation's compliance framework and related compliance and regulatory processes;
- Preparing summaries of applicable laws, including self-assessment and auditing checklists;
- Monitoring compliance by the employer organisation and its employees;
- Keeping employer organisation and employees up to date with legal and regulatory developments;
- Assisting with company secretarial and corporate governance matters including the drafting of agendas, notice of meetings, meeting minutes, proxies, resolutions and related documents;
- Updating legal portals and databases.

Job description (cont.)**Reporting structures**

Include own organogram of reporting structures within the employer organisation's legal structure (see *below example*). Applicant to indicate their position in structure.

Example:

COMPETENCIES

Applicant must possess and be able to demonstrate the below listed competencies. Applicant to provide detailed account of these competencies in job description.

LEGAL SUPPORT	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Act as support to employer organisation: is part of either a general or divisional legal department.				
Key performance indicators				
Ability to accurately type in required time period.				
Ability to answer phone calls and attend to telephonic queries.				
Professionally arrange meetings and related communications in a prompt and efficient manner.				
Ability to format and draft basic legal documents.				
Ability to provide basic legal services and advice <i>(if applicable)</i> .				
Basic investigation and research of legal facts done timeously and in line with brief.				
Maintain legal library and precedent database.				
Organise and maintain document in a paper and electronic filing system.				
Gather and arrange evidence and other legal documents for the Corporate Counsel's review and case preparation.				
Researching legal facts using libraries or consulting online resources to find applicable legislation, cases, precedents and legal opinion.				
Analyse available information, prepare accurate and reliable summaries, reports or recommendations based on the facts.				
Professionally assist with preliminary drafting and vetting of legal documents and correspondence.				
Call clients, witnesses, lawyers, and vendors to schedule interviews, meetings and inspections or workshops / presentations.				
Maintain and organise legal department files.				
Maintain up to date filing and records system – manual and online.				

LEGAL SUPPORT *(cont.)*

Key performance indicators	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Type and vet legal agreements and correspondence professionally, accurately and in line with deadlines.				
Type and vet Board papers, reports and presentations in line with deadlines.				
Proficiently administer legal account payments and queries in line with company policy.				
Update the employer organisation's compliance framework and related processes.				
Prepare summaries of applicable laws, including self-assessment and auditing checklists for use by the employer organisation.				
Conduct compliance audits and present results to employer organisation personnel.				
Keep employer organisation and employees up to date with legal and regulatory developments.				
Prepare company secretarial and corporate governance documents timeously and accurately.				
Update legal portals and databases.				
Able to consistently complete work according to plan, identifies and resolves work obstacles and problems effectively and has contingency plans to deliver required output.				
Understands and consistently meets client needs.				
Develops trusting / professional internal relationships to smooth the flow of work.				
Supports and participates in corporate citizenship initiatives.				

ETHICS	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Be a fit and proper person, law-abiding and honest, with no previous criminal convictions, showing integrity and objectivity.				
Know and apply legal ethics and related behaviours in an in-house environment.				
Respond professionally to conflicts of interest.				
Key performance indicators				
Recognises circumstances giving rise to ethical problems or conflicts.				
Examples of impeccable honesty or an antipathy to doing anything unprofessional or illegal.				
Behaviour indicates a solid understanding of legal ethical principles.				
Behaviour indicates a solid understanding of conflict of interest, how to avoid and when to disclose.				

PRIVILEGE AND CONFIDENTIALITY	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Apply understanding of the concept of legal privilege and related principles.				
Invoke legal privilege appropriately in order to withhold disclosing or discovering documents.				
Apply understanding of the difference between privilege and confidentiality.				
Key performance indicators				
Actions demonstrate an understanding of attorney-client privilege.				
Actions demonstrate an awareness of and application of the duty of confidentiality.				

LAW OF CONTRACT

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Basic understanding and knowledge of the law of contract.				
Knowledge of the principles pertaining to the interpretation of contracts.				
Key performance indicators				
At a basic level:				
• Demonstrate ability to apply the laws and principles of contract;				
• Demonstrate ability to draft and vet a sound, reliable contract.				

COMPLIANCE

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Basic knowledge of the legal framework applicable to the employer organisation.				
Basic knowledge of the principles of compliance.				
Key performance indicators				
At a basic level:				
• Be able to identify the laws applicable to the employer organisation and develop a draft compliance framework and matrix;				
• Ability to analyse and understand laws applicable to the employer organisation;				
• Apply the laws to the employer organisation and develop related summaries and checklists;				
• Ability to keep the employer organisation up to date with regulatory and compliance related developments.				

COMPANY SECRETARIAL AND CORPORATE GOVERNANCE MATTERS

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Accountabilities & responsibilities (key performance areas & tasks)				
Basic understanding and knowledge of the Companies Act, 2008.				
Key performance indicators				
At a basic level:				
<ul style="list-style-type: none"> • Be able to prepare agendas, notices of Board meetings, board minutes, resolutions, amendments and other documents comprising board packs; 				
<ul style="list-style-type: none"> • Demonstrate ability to register directors, company changes and other required matters with the relevant authorities, i.e. CIPC; 				
<ul style="list-style-type: none"> • Demonstrate ability to correspond with Board of Directors. 				

DECLARATION BY APPLICANT

I, _____ (*full name of applicant*)
declare that to the best of my knowledge and belief (having taken all reasonable care to ensure that such is the case) the answers to all the above questions are true, and I hereby give my authority to the Corporate Counsel Association to disclose any of the foregoing particulars as the Corporate Counsel Association may, in its absolute discretion, think fit.

I also acknowledge that I agree to be bound by and to comply with the Corporate Counsel Association Codes and Policies and related requirements, as amended from time to time, pertaining to the use of the Corporate Counsel Association certified professional designation.

Signature _____ **Date** _____