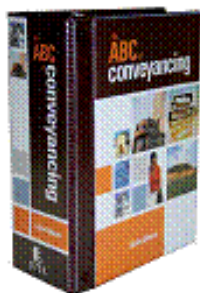


**This Issue's
Word:**

Igqwetha: *n* The Ndebele word meaning 'lawyer'.



To unsubscribe from this email newsletter, simply click on reply and type "OPT OUT" in your subject line. If you have difficulty viewing this publication or if you would like to view this publication with all its "bells & whistles", then please open the attached pdf file. Please email all comments and/or suggestions to marynab@stbb.co.za.

Introducing "The ABC of Conveyancing"

Igqwetha Training Academy ("ITA") in conjunction with Juta & Co. Ltd is proud to announce the launch of "The ABC of Conveyancing". Hot off the press and written by our very own Lizelle Kilbourn, The ABC of Conveyancing is the first of its kind, offering a unique educational perspective on conveyancing. Written in plain English and offering realistic

practical examples, The ABC of Conveyancing gives a step-by-step account of transfers, bonds, and bond cancellations. This book is not only an empowerment tool to scholars seeking a rewarding career as a conveyancing secretary / paralegal, but will also be beneficial to service providers in the property industry (ie estate agents, mortgage originators, bank

officials, etc). Even attorneys who are preparing to become conveyancers will find this book a good starting point.

The ABC of Conveyancing is a loose-leaf book, beautifully presented in a padded hard cover binder which allows for quick and easy updates as the law changes. The book has 855 pages, (*continued on page 3...*)

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A "Win/Win" Situation in Our Estate Transfers Course

Students who are currently taking our Estate Transfers Course are now eligible to win a cash prize for studying hard and achieving good marks (compliments of the Smith Tabata Buchanan Boyes Estates Department)!

Our Estate Transfers Course (Level 3) is the most recent addition to our course offering. This course is available to persons who have either an ITA Level 1 course certificate and/or persons

who have a minimum of 6 months suitable practical experience administering transfer files.

We are thrilled to have the experience and expertise of conveyancer, June Theron (Head of Estates Department – Smith Tabata Buchanan Boyes – Claremont) involved in lecturing the course. June has 20 years of hands-on experience in this specialised field of conveyancing.

In this course, students learn how to administer transfers resulting from the death of persons. The topics covered include:-

- inheritance transfers;
- sales by the executor in the deceased estate;
- transfers by the executor to testamentary or inter vivos trusts;

(*continued on page 4...*)





NEWSLETTER

2

Cool New "Mouse Pad"

"To Nailah and Maryna's horror, the package included a living creature, ...a MOUSE!"

It has come to our attention that evening classes during the summer months can become a bit stuffy. We are happy to report that we have now acquired a portable air-conditioning unit for our main lecture room. Something that was not mentioned on the packaging of the air-conditioning unit

was the fact that the unit came with a little surprise! To Nailah and Maryna's horror, the package included a living creature, ...a MOUSE! Soft- hearted Lizelle couldn't bear the thought of the little mouse being trapped, poisoned or killed and managed to convince the squeamish girls to develop a plan to

catch the little critter in a humane fashion.

Treats were bought to entice ITA's new little tenant and a live trap was set up to capture the little mouse. We have now waited several days, but our little mouse didn't bite. It seems he or she has moved on to greener pastures!

ESTATE AGENT TRAINING: The EAAB (Estate Agency Affairs Board) has drafted new regulations regarding compulsory estate agent training and qualifications. This new law, scheduled to become effective soon will require all estate agents to become newly qualified. How this is to be done will depend on whether an estate agent is new or practicing. ITA in conjunction with STBB is working on setting up an "RPL" centre to assist estate agents with obtaining the new requisite qualifications. More news on this will follow in our next issue.

I "ITA'd" it!! – [About our Graduates]

In every issue of our newsletter we choose a former ITA student to write about. In this issue we have chosen Lize Van Coeverden. Lize graduated from our Level 1 Conveyancing course in June 2006.

We interviewed Lize to

find out more about her ITA experience.

ITA – "When you finished the conveyancing course at ITA, what steps did you take to find a job in conveyancing?"

LIZE – "None".."When

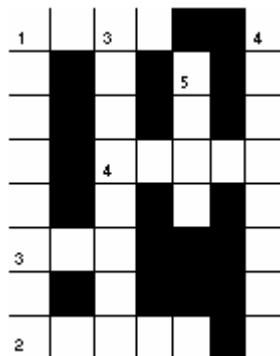
signing bond documents in December 2006, I had a conversation with a conveyancer at STBB which turned into an impromptu interview and he set up a formal *(continued on page 4)*

Iq Crossword

Complete this crossword and fax to 021-4197845 for attention "Nailah". The first three correct entries received will receive a **cash prize of R50.00 each!!**

ACROSS

1. Section + share in common property =
2. Deed of Transfer = ___ deed
3. Exclusive ___ Area
4. Conventional property (pl)



DOWN

1. right to benefit from another's property
3. Occupational ___
5. Monthly body corporate charge
4. FICA requires verification of your client's ___

Introducing “The ABC of Conveyancing” *cont’...*

not counting the index and a few additional schedules. Don’t let this number scare you! The book is very user-friendly with lots of diagrams and sketches. 300 of the pages are precedents (examples of real documents and forms used in the conveyancing process).

The ABC of Conveyancing is now made available to ITA’s students as part of their course material. We believe this book will become the industry standard for basic training on conveyancing. The Law

Society has already started a ‘transfer of skills programme’ for their conveyancers-to-be, based on this book. This and the new developments in estate agency training is yet another sign that The ABC of Conveyancing is set to become an indispensable resource on a broad scale in the property law industry.

We asked Lizelle what the most rewarding part about writing the book was. She replied, “Holding the book in my hands for the first time...” and continued by

saying “The best part for me is the certainty that it will mean something to our students”.

The ABC of Conveyancing retails at R795.00. To secure your book contact the publisher on: Juta Customer Services – Tel: +27 21 763 3600; Fax: +27 21 7615861 or email: cserv@juta.co.za. [Quoting ISBN 978 07021 78764]

“Hot off the press and written by our very own Lizelle Kilbourn, The ABC of Conveyancing is the first of its kind, offering a unique educational perspective on conveyancing”

YOUR CHOICE! Conveyancing Level 1 or Level 1 and 2?

At ITA it is our priority to optimize our curriculum to best suit our students’ requirements. Because ITA’s student profile is that of a diverse mixture of recently matriculated students, estate agents, mortgage originators, and other people working in the property industry, we have found that some students do not find it necessary to cover the practical aspects of the course. It is for this reason that we

have decided to split the curriculum to offer our students the choice of taking just the theory part of the course (Level 1) or to take both the theory (Level 1) and the practical (Level 2) course.

Level 1 is an in-depth introduction to conveyancing, covering terminology, as well as conveyancing processes and procedures relating to the administration of

transactions involving immovable property. It offers the foundation to Level 2.

In the Level 2 module, the emphasis is placed on practical training. Students receive lecturing and practice on the administration of transactions (transfers; bonds; & bond cancellations).

Any student who graduated before 2008 can contact Nailah at our offices and arrange for the

issue of a Level 1 and Level 2 certificate to replace the old Level 1 certificate. Please note that you will then be required to return the old original certificate to us.



NEWSLETTER



A "Win/Win" Situation in Our Estate Transfers Course *cont'...*

- sale by a person (who subsequently died) during his/her lifetime

Students learn how to draft the transfer documents and supplementary documents correctly and will know what to ask for and what to lodge.

The course also briefly deals with the process of administration of estates, the law relating to wills, intestate succession, trusts, redistribution agreements, powers of executors and trustees as well as the

requirements of the Master of the High Court.

The course consists of 8 lecture sessions and runs over approximately 8 weeks. The next Level 3 course is scheduled to start on Thursday evening, 24 July 2008 and will consist of 8 weekly lectures.

In order to be accepted on the course, students must either be in possession of an ITA certificate (for the Level 1 & Level 2 course) or must have suitable experience in the administration of

transfer files (i.e. employed in a conveyancing position and attending to transfers for no less than 6 months). If not both, but either of the foregoing applies, a student may approach ITA for special admission on proof of relevant experience and good cause shown.

For more information on this course, please view our website: www.ita.co.za or please call our Student Liaison Officer, Nailah on 021-4197844.

"Students who are currently taking our Estate Transfers Course are now eligible to win a cash prize for studying hard and achieving good marks!..."

I "ITA'd" it!! – [About our Graduates] *cont'...*

Interview for me with the transfers department where an assistant was desperately needed at the time." ITA – "What are your main functions and responsibilities in your position at STBB?" LIZE – "I assist 2 senior conveyancing secretaries and their conveyancer in every aspect of transfers administered by our department". Lize's duties include

everything from receiving instructions, opening files, drafting of documents, administering finances to transfer duty and rates applications, liaising with clients, lodgement of transfers through to registration and delivery of title deeds. LIZE – "Basically whatever is required in the day to day administration of all our open files."

ITA – "Did you find

that the ITA course helped you?" LIZE – "Immensely. Transfers are the most complex of conveyancing processes and having a basic idea of how the process is supposed to go (although every transaction has its own twists, turns, difficulties and exceptions) as well as a basic theoretical understanding of the legal underpinnings of

framework we work in, helped me a great deal to learn the practical aspects quickly." ITA – "What do you like most about the work you do now?" LIZE – "I have learned a lot of valuable things about myself and my ability to cope with great pressure." Lize worked at STBB for over a year, but has now relocated to Johannesburg.

A special thanks from Lizelle for making "ABC" possible

"Without the support of the conveyancers and conveyancing paralegals at Smith Tabata Buchanan Boyes, and that of our Maryna Botha, this book would not have been possible." "The

content has been shaped, directly and indirectly, by the many students I had the privilege of tutoring over the past 15 or so years."

"My husband Frank

and my children deserve medals for their support and patience throughout." A big thank you to all of you for helping us realize this dream!

WINNINGS

ITA Baby Boom

All the staff at ITA would like to take this opportunity to congratulate ITA's Student Amber Vlotman on the birth of her baby boy, Azhar (born 13 March 2008) and to student Leonette Janse Van Rensburg on the

recent birth of her baby boy, Anton (born on 5 May 2008).

We would also like to send a special congratulations to our lecturer, Sheleigh Kaindl and her hubby for the wonderful news of their first pregnancy. The

couple are expecting their first born baby girl towards the end of July 2008. Best of luck and much blessings to all of you with the arrival of your new bundles of joy!

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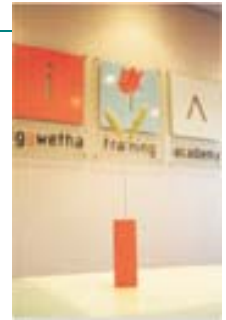


igqwetha training academy

At ITA we are passionate about practical legal training, particularly in the field of conveyancing, which is our specialty.

Our aim is not in the first place to make money (although we need to do that too in order to remain in business). We want to make a difference in people's lives, by teaching knowledge and skills about law that has value in the market place and which will help them to find jobs that they enjoy.

A career in conveyancing (or in other legal fields) is demanding but also stimulating, and there are many opportunities for growth and advancement. We want our students to enjoy their studies, and to master the theory and practice of conveyancing.



NEWSLETTER