



The Association of Arbitrators (Southern Africa)

A close-up photograph of two hands shaking in a firm grip. The hands are wearing dark suit sleeves and white shirt cuffs. The background is blurred, showing other people in a meeting or conference setting.

**CORRESPONDENCE  
COURSES IN ARBITRATION 2012**

# Contents

- 3*..... **General Information**
- 4*..... **Certificate Course 2012**
- 5*..... **Enrolment Form:  
Certificate Course 2012**
- 6*..... **Fellowship Admission 2012**
- 7*..... **Enrolment Form:  
Fellowship Admission 2012**
- 8*..... **Specialisation in Construction Law 2012**
- 9*..... **Enrolment Form:  
Specialisation in Construction Law 2012**
- 10*..... **Application for Associate Membership**

## General Information

The courses run from February 2012 until November 2012, under the direction of Professor David Butler assisted by qualified arbitrators.

### Language

All the course notes and examination papers are in English. Assignments and examinations may be written in either English or Afrikaans.

### Payments

Payment for the courses must be made in advance, on receipt of which documentation will be e-mailed or couriered (CD).

Contact between students and the Association will be via e-mail. Hard copies of the course notes are available at an additional cost of R1000.00 (Excl VAT)

### Exemptions

In exceptional cases candidates who possess appropriate qualifications and/or experience may, on application, be granted exemption from one or more of the prescribed modules.

## Correspondence Courses in Arbitration 2012

### Courses

- Certificate in Arbitration
- Fellowship Admission
- Specialisation in Construction Law

These courses are offered to both existing and new members of the Association. Associate membership encompasses all who consider arbitration a positive alternative procedure for settling disputes; including advocates and attorneys as well as those without qualifications in law i.e. businessmen and members of the construction industry; architects, accountants and quantity surveyors.

### Closing date for enrolments

#### Certificate in Arbitration:

1 February 2012

#### Fellowship Admission:

22 February 2012

#### Specialisation in Construction Law:

22 February 2012

# Certificate in Arbitration

Since February 1985, the Association of Arbitrators has presented very popular correspondence courses in arbitration. To date, after successfully completing the courses, approximately 1800 candidates have been awarded Certificates in Arbitration.

These courses are specifically structured to provide a general introduction to the principles of Law (especially the Law of Contract) and Arbitration. Whilst not necessarily aspiring to become arbitrators, candidates may undertake these courses in order to attain a greater understanding of the subjects.

The Certificate Course (modules 1 & 2) is a prerequisite to enrolling for the Fellowship Admission course (modules 3 & 4).

## Qualifications for Enrolment

Prospective candidates must be members of the Association and in possession of a university degree or similar qualification at tertiary level. Upon written application, a candidate with lesser qualifications may be considered for Associate membership and enrolment.

## Course Structure

This specific course consists of 2 modules: Law of Contract and Arbitration. Potential candidates may enrol to undertake either one or both modules to run concurrently. If electing

to complete the course over two years, candidates must commence with the Law of Contract (module 1).

Candidates will be furnished with course notes, and assignments which require to be submitted at various stages during the year.

## Seminars

No formal lectures will be presented but a one-day seminar will be arranged in Johannesburg and repeated in Durban and Cape Town if there is sufficient demand. Details to be advised. The cost of this seminar is included in the course fee.

## Examinations

Examinations will be written in November 2012. These will be closed book examinations and will be held, as far as possible, in the respective hometowns of the candidates.

## Fees

The enrolment fees (excl. VAT) are: **R8 505.00 per module.**

**NOTE: Places for the Certificate Course are limited.**

## Course Syllabus

### Module 1

**Introduction to the Theory of Law:** National law and its subject matter; principles of natural justice and equity; common law; Roman Dutch writers; South African Courts and the precedent system; personal and real rights; the classification of law.

**Law of Contract 1:** Principles of law of contract; nature and formation of a contract; operation and interpretation of a contract; various breaches and appropriate remedies; termination of a contract.

### Module 2

**Law and Practice of Arbitration 1:** The role of arbitration in law and in our commercial life; the arbitration agreement; the qualifications of an arbitrator and how he is appointed; pre-hearing procedures; how the hearing is conducted; making and enforcing an award.

# Certificate Course 2012 ENROLMENT FORM

**CLOSING DATE FOR ENROLMENT 1 FEBRUARY 2012**

Surname: .....

First Names: .....

Address: .....

.....

..... Code: .....

Tel: .....

Fax: .....

E-mail: .....

Cell: .....

Profession: .....

Employer: .....

Tertiary Educational Qualifications: .....

.....

.....

As membership of the Association is obligatory for course enrolment please complete and return the attached **Associate Membership** application form via e-mail or fax.

**E-mail: [diane@arbitrators.co.za](mailto:diane@arbitrators.co.za) Fax: 011 884 9167**

I wish to enrol for one or both of the following modules (when completing this form, please refer to the course brochure for further details).

**Module 1:**

Introduction to Theory of Law and Law of Contract (1)  
@ **R8 505.00** (Excl VAT)

R .....

**Module 2:**

Law & Practice of Arbitration (1)  
@ **R8 505.00** (Excl VAT)

R .....

All contact will be via e-mail.

If unavailable, correspondence will be by post at an additional cost of **R1 000.00** (Excl VAT)

R .....

**ADD VAT @ 14%** R .....

**Total: (Incl VAT)** R .....

## Method of payment

Please debit my **credit card** with

R .....

Type of Card: .....

Expiry Date: .....

Card No.: .....

**Telegraphic Transfer**

Association of Arbitrators  
FNB Wierda Valley  
Sandton  
Branch No.: 260950  
Account No.: 513 231 055 72

(please fax deposit slip)

My **cheque** for

R .....

is enclosed.

Signature: .....

Date: .....

# Fellowship Admission

This course has been designed specifically for those who wish to practice as arbitrators as well as for those who wish to qualify for Fellow status of the Association and for appointment by the Association as arbitrators. The course extends and expands the knowledge and skills which candidates have previously acquired.

This course will make considerable demands on the candidates' time. In order to complete this course successfully, candidates should be prepared to devote approximately seven hours per week per module to their studies.

## Qualifications for Enrolment

Candidates for this course must be Associate members of the Association. (Membership Application Forms are attached). It is a general pre-requisite that candidates must already have successfully completed the Certificate in Arbitration.

## Course Structure

The course consists of two modules. Module 4 may only be undertaken concurrently with or after completion of Module 3. Neither module may be undertaken until modules 1 and 2 (Certificate in Arbitration) have been completed.

Candidates will be furnished with course notes, together with assignments to be submitted at various stages during the year.

## Fees

The enrolment fees (excl. VAT) are:

**Module 3 R11 025.00**

**Module 4 R12 128.00**

## Workshop

No formal lectures will be presented but a half-day seminar for module 3 candidates and a compulsory 2-day workshop for module 4 candidates will be arranged in Johannesburg towards the end of the year. Details to be advised. The cost of attendance at these workshops is included in the course fee.

## Examinations

Examinations will be written in November 2012. These will be open book examinations and will be held, as far as possible, in the respective hometowns of the candidates.

## Course Syllabus

### Module 3

#### *Advanced Law of Contract (2) and Delict*

This module will cover the advanced law of contract and the law of delict.

### Module 4

*Law and Practice of Arbitration (2)* substantially covers the same ground as the Certificate in Arbitration, but in much greater detail and with greater emphasis on the arbitrator's duties, especially the writing of awards. It will also cover other alternative dispute resolution procedures.

*Evidence in Arbitration Proceedings* covers the principles of evidence with special emphasis on their application in domestic arbitration proceedings and the legislation, evidential and procedural rules governing international arbitrations.

# Fellowship Admission 2012 ENROLMENT FORM

**CLOSING DATE FOR ENROLMENT 22 FEBRUARY 2012**

Surname: .....

First Names: .....

Address: .....

.....

..... Code: .....

Tel: .....

Fax: .....

E-mail: .....

Cell: .....

Profession: .....

Employer: .....

Tertiary Educational Qualifications: .....

.....

Have you completed the Certificate Course?  Yes  No

As membership of the Association is obligatory for course enrolment please complete and return the attached **Associate Membership** application form via e-mail or fax.

**E-mail: [diane@arbitrators.co.za](mailto:diane@arbitrators.co.za) Fax: 011 884 9167**

I wish to enrol for one or both of the following modules (when completing this form, please refer to the course brochure for further details).

**Module 3:**

Advanced Law of Contract (2)/ Law of Delict  
@ **R11 025.00** (Excl VAT)

R .....

**Module 4:**

Law and Practice of Arbitration (2) and  
Evidence in Arbitration Proceedings  
@ **R12 128.00** (Excl VAT)

R .....

All contact will be via e-mail.

If unavailable, correspondence will be by post at an additional cost of **R1 000.00** (Excl VAT)

R .....

**ADD VAT @ 14%** R .....

**Total: (Incl VAT)** R .....

## Method of payment

Please debit my **credit card** with

R .....

Type of Card: .....

Expiry Date: .....

Card No.: .....

**Telegraphic Transfer**

Association of Arbitrators  
FNB Wierda Valley  
Sandton  
Branch No.: 260950  
Account No.: 513 231 055 72

(please fax deposit slip)

My **cheque** for

R .....

is enclosed.

Signature: .....

Date: .....

# Specialisation in Construction Law

This one year course (introduced for the first time in 1998) is intended for practitioners in the construction industry. Successful candidates will be awarded a Certificate of Specialisation in Construction Law.

## Qualifications for Enrolment

Candidates must already have successfully completed the Certificate in Arbitration course as well as the Fellowship Admission course.

## Assignments

Three assignments will be set and candidates must submit and pass at least two in order to qualify for the examination.

## Workshop

A workshop will be arranged in Johannesburg during the year, details of which will be advised. The cost of this workshop is included in the course fee.

## Examination

The examination will be written as open book in November 2012, and will be held as far as possible in the respective hometowns of the candidates.

## Fees

The enrolment fees (Excl. VAT) are: **R13 280.00**

## Course Syllabus

As this course is specifically directed at the interests and requirements of practitioners in the construction industry, it will cover some of the principal contracts used in the industry and in addition will review legal principles and case law relative to the industry. Candidates will be furnished with the relevant course notes.

# Specialisation in Construction Law 2012 ENROLMENT FORM

**CLOSING DATE FOR ENROLMENT 22 FEBRUARY 2012**

Surname: .....

First Names: .....

Address: .....

Code: .....

Tel: .....

Fax: .....

E-mail: .....

Cell: .....

Profession: .....

Employer: .....

Tertiary Educational Qualifications: .....

As membership of the Association is obligatory for course enrolment please complete and return the attached **Associate Membership** application form via e-mail or fax.

**E-mail: [diane@arbitrators.co.za](mailto:diane@arbitrators.co.za) Fax: 011 884 9167**

I wish to enrol for the Course in Specialisation in Construction Law (SCL) (when completing this form, please refer to the course brochure for further details).

Specialisation in Construction Law (SCL)  
@ **R13 280.00** (Excl VAT)

R .....

All contact will be via e-mail.

If unavailable, correspondence will be by post at an additional cost of **R1 000.00** (Excl VAT)

R .....

**ADD VAT @ 14% R** .....

**Total: (Incl VAT) R** .....

Have you completed the Fellowship Admission Course?

**Yes**  **No**

## Method of payment

Please debit my **credit card** with

R .....

Type of Card: .....

Expiry Date: .....

Card No.: .....

**Telegraphic Transfer**

Association of Arbitrators  
FNB Wierda Valley  
Sandton  
Branch No.: 260950  
Account No.: 513 231 055 72

(please fax deposit slip)

My **cheque** for

R .....  
is enclosed.

Signature: .....

Date: .....

# Application for Associate Membership

Not only those who wish to become arbitrators, but also those who encounter the processes of arbitration and wish to learn more about this procedure, will benefit from becoming a member of the Association.

Please complete in full in block letters.

Surname: ..... Profession, Business or Trade: .....

First Names: ..... Name & address of Employer: .....

Address: ..... Code: .....

Tel (B): ..... Tel (H): .....

Fax: ..... Enrolment Fee @ R550.00 (Excl VAT) R .....

E-mail: ..... ADD VAT @ 14% R .....

Cell: ..... Total: (Incl VAT) R .....

Date of Birth: ..... Membership of Professional, Business or Trade Associations: .....

Tertiary Educational Qualifications:  
(Please state educational establishment and date when qualified)

.....

.....

Kindly supply a copy of the certificate of highest qualification obtained by you.

I undertake to pay the prescribed **subscription** within thirty days of receipt of notification that this application has been accepted. Note: The subscription fee for 2012 is **R680.00** per annum (Excl VAT).

Please complete and return the Associate Membership application via e-mail or fax.  
E-mail: [diane@arbitrators.co.za](mailto:diane@arbitrators.co.za) Fax: 011 884 9167

## Method of payment

<input type="checkbox"/> Please debit my <b>credit card</b> with R ..... Type of Card: ..... Expiry Date: ..... Card No.: .....	<input type="checkbox"/> <b>Telegraphic Transfer</b> Association of Arbitrators FNB Wierda Valley Sandton Branch No.: 260950 Account No.: 513 231 055 72 (please fax deposit slip)	<input type="checkbox"/> My <b>cheque</b> for R ..... is enclosed.
---	--	--

Signature: ..... Date: .....

## *Contact Details*

**The Association of Arbitrators (Southern Africa)**

**T** (011) 884-9164/5 **F** (011) 884-9167

**E** [diane@arbitrators.co.za](mailto:diane@arbitrators.co.za) or [dawn@arbitrators.co.za](mailto:dawn@arbitrators.co.za)

**W** [www.arbitrators.co.za](http://www.arbitrators.co.za)

**Physical address** 3rd Floor, Sandown House, Norwich Close (off 5th Street), Sandown, 2196

**Postal address** PO Box 653141, Benmore 2010, South Africa