ADVANCED CERTIFICATE IN
ALTERNATIVE DISPUTE RESOLUTION
2013

The Arbitration Foundation of Southern Africa (AFSA) offers you an opportunity to acquire or improve
your skills in South Africa’s ever expanding fields of arbitration, mediation and negotiation.

After completion, you will be qualified to negotiate, mediate and arbitrate and will be familiar with the
principles and processes in conflict management and dispute resolution. This unique study course is
a joint venture between the University of Pretoria and AFSA and is presented by South Africa’s
leading practitioners.

WHO SHOULD ATTEND?
Legal practitioners, accountants, trade unions, human resources, psychologists, engineers, architects
and labour practitioners, contract negotiators in all fields and business people. Please note that
100% attendance is required to qualify.

CONTENT
The course consists of 4 compulsory modules and is a block release program.

Module 1: An introduction to conflict management and dispute resolution
  • Understanding conflicts and disputes
  • Understanding dispute resolution
  • Dispute systems design

Presenter: Phil Cohen  (06th – 09th May 2013)  Duration: 4 days

Module 2: Consensus building processes and skills
  • Negotiation (dealt with during Module 1’s block release)
  • Mediation
  • Chairing
  • Facilitation

Presenter: Phil Cohen  (13th - 16th May 2013)  Duration: 4 days

Module 3: Arbitration
  • The Arbitration Act
  • Arbitration Agreements

Presenters: Charles Cohen, Michael Kuper SC
  (20th - 22nd May 2013)  Duration: 3 days
Module 4: Elective Courses

You may choose one of the following:

- **Divorce mediation**  
  **Duration:** 5 days  
  **To qualify in this module 40 hours of class time is compulsory:**

  In the light of the new Children’s Act as well as the judgment in the matter of Brownlee vs Brownlee, this course is a must for all family law practitioners, social workers and psychologists. The course which is primarily based on role plays with feedback includes:

  - Techniques of divorce mediation
  - The best interests of the child
  - Parenting Plan
  - Function of the mediator
  - Agreement to Mediate and the intake session
  - Issues regarding the children
  - Maintenance
  - Division of assets
  - Memorandum of Understanding

  **Presenter:** Charles H Cohen (19th - 23rd August 2013)

- **Arbitration in the Construction Industry**  
  **Duration:** 3 days

  (Candidates should have an understanding of FIDIC Red Book)

  - The character of the disputes
  - Conditions precedent
  - Dispute adjudication boards
  - ICC and the protocol-recommendations
  - Case management- UNCITRAL guidelines
  - Collation and presentation of evidence
  - The taking of evidence

  **Presenters:** Patrick Lane, SC and Adv Gary Myburgh, SC (still to confirm)

- **International Commercial Arbitration**  
  **Duration:** 3 days

  Essential aspects of international commercial dispute resolution (cross-border disputes). Including the history and development of such arbitral process with reference to international conventions and function of international arbitral tribunals. An essential introduction for persons and legal practitioners advising or dealing with foreign investment, international trade, franchises and joint ventures.

  **Presenters:** Michael Kuper SC and Philip Punwar (Barrister)  
  (25 - 27 September 2013)
- **Labour arbitration**
  
  (Candidates should have an understanding of labour law and labour dispute resolution)
  
  - The labour dispute resolution system
  - Disputes and related processes
  - The law concerning typical issues for mediation/conciliation
  - The law concerning typical issues for arbitration

**Presenter: Zarina Walele (19th – 21st June 2013)**

**EVALUATION**

Assessment of modules will include:

- role plays with feedback
- give an indication of what the outcomes are
- writing mock agreements, orders, reports and awards
- examinations/assignments

**COST**

The course Fee is R33 858.00 (including VAT). There are preferential rates for AFSA Founding Members. The registration fee is reduced by 10% for three or more delegates from the same company if booked at the same time.

For further information contact **Selina Tshabalala** at telephone number (011) 320 0600

Fax (011) 320 0533 or e:mail [selina@arbitration.co.za](mailto:selina@arbitration.co.za)
Register now for May 2013
Registration will be treated on a first-come-first-served basis.

ADVANCED CERTIFICATE IN
ALTERNATIVE DISPUTE RESOLUTION
(Accredited by the University of Pretoria)

REGISTRATION FORM

The following must accompany your registration form:
1 50% deposit to ensure acceptance;
2 A copy of identity document;
3 A condensed CV;

Conditions:
• The outstanding balance is to be paid prior to commencement of fourth module on 15th June 2013.
• AFSA reserves the right to refuse admission to the course if payment is outstanding.
• The number of applicants is limited and acceptance of suitable candidates will be on a first-come-first-served basis.
• The course fee includes all course notes, lunches, refreshments and parking but excludes accommodation and travel costs.
• In the case of insufficient applications, AFSA reserves the right to cancel the course as such or a module. In this unlikely event, applicants will be informed and all fees will be refunded immediately.
• Unforeseen circumstances may necessitate the appointment of presenters different from the ones advertised.
• **Entry requirements:** Literate persons with a working understanding of English.
• The course is presented in English.
• A written examination and/or project (per module) is to be completed.
• The course will take place at AFSA, 1st Floor Maisels Chambers, 4 Protea Place, Sandton.
• Cancellations accepted up to 1 month prior to course commencement, but subject to a 10% administration fee. No refunds or cancellations will be allowed within 2 weeks of course commencement. Replacement delegates are acceptable.

DELEGATES ARE REQUIRED TO BE IN ATTENDANCE FOR THE FULL HOURS OF EACH BLOCK RELEASE. DELEGATES FAILING TO DO SO MAY NOT BE CERTIFIED.

PLEASE RETURN THIS FORM WITH YOUR PAYMENT TO SELINA TSHABALALA AT DOCEX 143 RANDBURG OR P O BOX 653007 BENMORE 2010 OR 1ST FLOOR MAISELS CHAMBERS, 4 PROTEA PLACE, SANDTON.

Telephone number: (011) 320 0600
Fax number: (011) 320 0533
e:mail selina@arbitration.co.za
APPLICATION

Indicate by marking the relevant block

Module 1: An introduction to conflict management and dispute resolution
Module 2: Consensus building processes and skills
Module 3: Arbitration
Module 4: Elective (please choose one)
  - Divorce Mediation
  - International Commercial Arbitration
  - Labour Arbitration
  - Arbitration in the Construction Industry
STUDENT INFORMATION

SURNAME: ____________________________________________

FIRST NAMES: ____________________________________________

NAME KNOWN BY: ________________________________________

TITLE: Prof ___ Dr ___ Mr ___ Mrs ___ Ms ___ Other ___________

GENDER: Male [ ] Female [ ]

DATE OF BIRTH: ______ DD ______ MM ________ YY

ID NO: ____________________________________________

HOME LANGUAGE: ________________________________________

SPECIAL DIETARY REQUIREMENTS: ____________________________

POSTAL ADDRESS: _______________________________________

________________________________ code ________________

RESIDENTIAL ADDRESS: ________________________________

________________________________ code ________________

COMPANY NAME: _______________________________________

ADDRESS: ____________________________________________

______________________________________________________

DOCEX NUMBER: _____________________ CITY: ______________

TEL NUMBER: Home: ( ) __________________________

Work: ( ) __________________________

Fax: ( ) ________________________ Cell: ______________

E-MAIL ADDRESS: ______________________________________
ACCOUNT DETAILS

METHOD OF PAYMENT
(TOTAL COST OF THE COURSE IS R33 858.00 INCL VAT)

PAYMENT OPTIONS:

<table>
<thead>
<tr>
<th>Founding members of AFSA</th>
<th>R32 165.00 (incl. vat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other delegates payable on registration</td>
<td>R33 858.00 (incl. vat)</td>
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50% deposit and outstanding balance is to be paid prior to Commencement of elective module 4 on the 15 June 2013.

Get 5% discount for payment made in full before Friday, 26th April 2013.

Bank Deposits:
- Bank: Standard Bank
- Branch: Sandton City
- Branch code: 0181 0591
- Account number: 22 038 0546

PERSON / INSTITUTION RESPONSIBLE FOR PAYMENT OF ACCOUNT

SELF ☐ COMPANY ☐ BURSARY ☐ OTHER ☐

Title: _______ Initials: _______ Surname: _____________
ID No: ___________________________ VAT No: ______________
Company __________________________
Postal Address: __________________ code _____
Tel no: Home: (     ) ____________
           Work: (     ) ____________

DECLARATION AND UNDERTAKING

I declare that all particulars furnished on this Registration Form are true and correct.

I have read and agree to the conditions stipulated in this registration form.

Signature of applicant: __________________ Date: ______________

Signature of person responsible for account: _______________ Date: ______________
Module 1: **An introduction to conflict management and dispute resolution** (4 days)

06, 07, 08, 09 May (Monday - Thursday)

Module 2: **Consensus building processes and skills** (4 days)

13, 14, 15, 16 May (Monday - Thursday)

Module 3: **Arbitration** (3 days)

20, 21, 22 May (Monday - Wednesday)

Module 4: **Applied Study**

- **Elective 1**
  **Labour arbitration** (3 days)

  19, 20, 21 June (Wednesday - Friday)

- **Elective 2**
  **International commercial arbitration** (3 days)

  25, 26, 27 September (Wednesday - Friday)

- **Elective 3**
  **Divorce mediation** (5 days)

  19, 20, 21, 22, 23 August (Monday – Friday)

- **Elective 4**
  **Arbitration in Construction** (3 days)

  (still to confirm)