

2021 Part-time (Saturday) Paralegal Training program

- Students are required to attend ALL contact sessions as set out on this schedule. Failure to attend at least 75% of classes will result in an automatic withdrawal from the program.
- Practical exercises shall be submitted as instructed by the Facilitator from time to time. All assignments shall be submitted by the due date as set out and late submissions will be PENALISED.
- The student is required to attend and complete ALL Formative and Summative assessments.
- Rescheduling of assessments for reasons of ill-health, bereavement etc. will be only be approved when supported by documentary proof.
- This study programme runs over one calendar year and shall not be extended.
- This schedule is subject to change
- Reassessments shall be conducted for all Modules on dates set by the School. The student shall be required to apply for reassessment

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS	MODULES
Core	119508	Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism	Level 5	15	Module 1
Elective	15093	Demonstrate Democracy as a form of Governance in a diverse Society	Level 5	5	Module 1
Core	119503	Demonstrate an understanding of procedure in courts and other fora	Level 5	20	Module 1
Fundamental	119505	Apply fundamental legal concepts, principles, theories and values within a paralegal sector	Level 5	20	Module 1
Core	119509	Guide and refer clients in terms of legal enquiries	Level 5	10	Module 2
Core	14505	Apply the principles of ethics and Professionalism to a business environment	Level 6	6	Module 2
Elective	13948	Negotiate an agreement or deal in an authentic work situation	Level 4	5	Module 2
Fundamental	8647	Apply workplace communication skills	Level 5	10	Module 2
Core	7865	Improve service to customers	Level 5	6	Module 2
Fundamental	11994	Monitor, reflect and improve on your own performance	Level 5	3	Module 2
Core	110531	Plan, organise and control day-to-day administration of an office support function	Level 5	4	Module 3
Core	115855	Create, maintain and update record keeping systems	Level 5	5	Module 3
Core	115823	Gather and Manage information for decision making	Level 5	5	Module 4
Core	8663	Plan and conduct a research project	Level 5	6	Module 4
Elective	114738	Perform financial planning and control functions for a small business	Level 4	6	Module 5
Core	116104	Use technology effectively in the practice of Law	Level 6	6	Module 5

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DATE	09H00 – 09H50	10H00 – 10H50	BREAK	11H00 – 12H00
06-Mar-21	Module 1	Module 1		Module 1
13-Mar-21	Module 1	Module 1		Module 1
20-Mar-21	Module 1	Revision		Practical Module 1
27-Mar-21	Pre-assessment meeting	Module 1 Formative 1		Module 1 Formative 2
03-Apr-21				
10-Apr-21	Summative 1	Summative 2		Summative 3
17-Apr-21	Debt & Legal Writing	Debt & Legal Writing		Debt & Legal Writing
24-Apr-21	Debt & Legal Writing	Debt & Legal Writing		Debt & Legal Writing
01-May-21				
08-May-21	Debt Revision	Legal Writing Revision		Legal Writing Assignment
15-May-21	Debt Formative	Legal Writing exam		
22-May-21	Debt Summative	Module 2		Module 2
29-May-21	Module 2	Module 2		Module 2
05-Jun-21	Module 2	Module 2 Revision		Module 2 Practical
12-Jun-21	Pre-assessment meeting	Module 2 Formative 1		Module 2 Formative 2
19-Jun-21	Summative 1	Summative 2		Summative 3
26-Jun-21	Family Law	Family Law		Family Law
03-Jul-21	Family Law	Family Law		Family Law Revision
10-Jul-21	Family Law Formative	Module 3		Module 3
17-Jul-21	Family Law Summative	Module 3		Module 3
24-Jul-21	Module 3	Revision Module 3		Practical Module 3
31-Jul-21	Pre-assessment meeting	Module 3 Formative 1 & 2		
07-Aug-21	Summative 1	Summative 2		Summative 3
14-Aug-21	Family Court	Family Court		Family Court
21-Aug-21	Family Court	Family Court		Family Court Revision
28-Aug-21	Family Court Formative	Module 4		Module 4
04-Sep-21	Family Court Summative	Module 4		Revision Module 4
11-Sep-21	Module 4 Practical	Pre-assessment meeting		Mod 4 Formative 1 & 2
18-Sep-21	Summative 1	Summative 2		Summative 3
25-Sep-21	Labour Law	Labour Law		Labour Law
02-Oct-21	Labour Law	Labour Law		Revision Labour
09-Oct-21	Labour Law Formative	Module 5		Module 5
16-Oct-21	Labour Law Summative	Module 5		Module 5
23-Oct-21	Module 5	Module 5		Revision Module 5
30-Oct-21	Practical Module 5	Pre-assessment meeting		Module 5 Formative 1 & 2
06-Nov-21	Summative 1	Summative 2		Summative 3
13-Nov-21	Property	Property		Property
20-Nov-21	Property	Property		Revision Property
27-Nov-21	Property formative	Wills		Wills
04-Dec-21	Property Summative	Wills		Revision Wills
11-Dec-21	Wills Formative			Wills Summative

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