



Full-time Paralegal Training program 2021

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS	
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

- Students are required to attend ALL contact sessions as set out in this schedule. Failure to attend at least 75% of classes will result in an automatic withdrawal from the programme.
- 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 NOT be assessed.
- 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 for 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.
- Court visit shall be determined by the facilitator or the school

<u>WEEK STARTING 01 MARCH 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 1	MODULE 1	MODULE 1	
TUE	DEBT + LEGAL WRITING	DEBT + LEGAL WRITING	DEBTN + LEGAL WRITING	
WED	MODULE 1	MODULE 1	MODULE 1	
THU				
FRI				
<u>WEEK STARTING 08 MARCH 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 1	MODULE 1 REVISION	MODULE 1 Practical	
TUE	DEBT + LEGAL WRITING	DEBT + LEGAL WRITING	DEBT + LEGAL WRITING	
WED	PRE-ASSESSMENT MEETING	MODULE 1 FORMATIVE 1	MODULE 1 FORMATIVE 2	
THU				
FRI				
<u>WEEK STARTING 15 MARCH 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 1 SUMMATIVE 1	MODULE 1 SUMMATIVE 2	MODULE 1 SUMMATIVE 3	
TUE	DEBT + LEGAL WRITING REVISION	DEBT ASSIGNMENT	LEGAL WRITING ASSIGNMENT	
WED	MODULE 2	MODULE 2	MODULE 2	
THU				
FRID				
<u>WEEK STARTING 22 MARCH 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	PUBLIC HOLIDAY			
TUE	DEBT FORMATIVE	MOOT COURT	MOOT COURT	
WED	MODULE 2	MODULE 2	MODULE 2	
THU				
FRI				
<u>WEEK STARTING 29 MARCH 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 2	MODULE 2 REVISION	MODULE 2 Practical	
TUE	MOOT COURT	MOOT COURT	MOOT COURT	
WED	Module 1 assessment feedback MODULE 2 PRE-ASSESSMENT MEETING	MODULE 2 FORMATIVE 1	MODULE 2 FORMATIVE 2	
THU				
FRI				

<u>WEEK STARTING 05 APRIL 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	<u>PUBLIC HOLIDAY</u>			
TUE	FAMILY LAW	FAMILY LAW	FAMILY LAW	
WED	MODULE 2 SUMMATIVE 1	MODULE 2 SUMMATIVE 2	MODULE 2 SUMMATIVE 3	
THU	WORKPLACE			
FRI	WORKPLACE			
<u>WEEK STARTING 12 APRIL 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 3	MODULE 3	MODULE 3	
TUE	FAMILY LAW	FAMILY LAW	FAMILY LAW	
WED	MODULE 3	MODULE 3	MODULE 3	
THU	WORKPLACE			
FRI	WORKPLACE			
<u>WEEK STARTING 19 APRIL 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 3	MODULE 3 REVISION	MODULE 3 Practical	
TUE	FAMILY LAW	FAMILY LAW REVISION	FAMILY LAW ASSIGNMENT	
WED	Module 2 assessment feedback MODULE 3 PRE-ASSESSMENT MEETING	MODULE 3 FORMATIVE 1	MODULE 3 FORMATIVE 2	
THU	WORKPLACE			
FRID	WORKPLACE			
<u>WEEK STARTING 26 APRIL 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 3 SUMMATIVE 1	MODULE 3 SUMMATIVE 2	MODULE 3 SUMMATIVE 3	
TUE	<u>PUBLIC HOLIDAY</u>			
WED	MODULE 4	MODULE 4	MODULE 4	
THU	WORKPLACE			
FRI	WORKPLACE			
<u>WEEK STARTING 03 MAY 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 4	MODULE 4	MODULE 4	
TUE	FAMILY LAW FORMATIVE	FAMILY COURT	FAMILY COURT	
WED	MODULE 4	MODULE 4 REVISION	MODULE 4 Practical	
THU	WORKPLACE			
FRI	WORKPLACE			

<u>WEEK STARTING 10 MAY 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	Module 3 assessment feedback MODULE 4 PRE-ASSESSMENT MEETING	MODULE 4 FORMATIVE 1	MODULE 4 FORMATIVE 2	
TUE	FAMILY COURT	FAMILY COURT	FAMILY COURT	
WED	MODULE 4 SUMMATIVE 1	MODULE 4 SUMMATIVE 2	MODULE 4 SUMMATIVE 3	
THU	WORKPLACE			
FRI	WORKPLACE			
<u>WEEK STARTING 178 MAY 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 5	MODULE 5	MODULE 5	
TUE	FAMILY COURT	FAMILY COURT REVISION	FAMILY COURT ASSIGNMENT	
WED	MODULE 5	MODULE 5	MODULE 5	
THU	WORKPLACE			
FRI	WORKPLACE			
<u>WEEK STARTING 24 MAY 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	MODULE 5	MODULE 5	MODULE 5	
TUE	FAMILY COURT FORMATIVE	LABOUR LAW	LABOUR LAW	
WED	MODULE 5	MODULE 5 REVISION	MODULE 5 Practical	
THU	WORKPLACE			
FRI	WORKPLACE			
<u>WEEK STARTING 31 MAY 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	Module 4 assessment feedback MODULE 5 PRE-ASSESSMENT MEETING	MODULE 5 FORMATIVE 1	MODULE 5 FORMATIVE 2	
TUE	LABOUR LAW	LABOUR LAW	LABOUR LAW	
WED	MODULE 5 SUMMATIVE 1	MODULE 5 SUMMATIVE 2	MODULE 5 SUMMATIVE 3	
	WORKPLACE			
	WORKPLACE			
<u>WEEK STARTING 07 JUNE 2021</u>				
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>	
MON	LABOUR LAW	LABOUR LAW REVISION	LABOUR LAW ASSIGNMENT	
TUE	LABOUR LAW FORMATIVE	PROPERTY LAW	PROPERTY LAW	
WED	PROPERTY LAW	PROPERTY LAW	PROPERTY LAW	
THU	WORKPLACE			
FRI	WORKPLACE			

<u>WEEK STARTING 14 JUNE 2021</u>			
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>
MON	PROPERTY LAW	PROPERTY LAW REVISION	PROPERTY LAW ASSIGNMENT
TUE	PROPERTY LAW FORMATIVE	WILLS & ESTATES	WILLS & ESTATES
WED	<u>PUBLIC HOLIDAY</u>		
THU	WORKPLACE		
FR	WORKPLACE		
<u>WEEK STARTING 21 JUNE 2021</u>			
	<u>09H00-10H00</u>	<u>10H10-11H00</u>	<u>11H10-12H00</u>
MON	WILLS & ESTATES	WILLS & ESTATES	WILLS & ESTATES
TUE	WILLS & ESTATES	WILLS & ESTATES REVISION	WILLS & ESTATES ASSIGNMENT
WED	WILLS & ESTATES FORMATIVE		
THU	WORKPLACE		
FRI	WORKPLACE		