



THE SOUTH AFRICAN
LAW SCHOOL

NATIONAL CERTIFICATE COURSE PARALEGAL PRACTICE 2023

ACCREDITED BY CGISA AND SASSETA · EXCELLENT CAREER OPPORTUNITIES

Director: Brett Norton Herron B.A. LL.B.(Natal). MSc in Cities (LSE) | South African Law School (Pty) Ltd (No. 2000/003474/07)

Cape Town: No 10 Spin Street, Cape Town, CBD, PO Box 163, Cape Town, 8000 | Tel. 0861 111 556 / 021 418 4355

Johannesburg: Unit 4 Tulbagh North Office Park, Oak Avenue, Ferndale, Randburg | Tel. 0861 111 556 / 011 326 2516

Durban: Suite 207, Wheeler house, 112-116 Mathews Meyiwa (Stamford hill) Road 4001 | Tel. 0861 111 556 / 031 301 0452

Pretoria: Office XX01014, 1st Floor Domus Building, Corner Glenwood & Kasteel Road, Lynnwood Glen | Tel. 0861 111 556 / 012 348 2840

Email. info@lawschool.co.za; www.lawschool.co.za



Why train with the best?

If you are looking to secure a career in law or business, the South African Law School offers you the leading edge in accredited training. Established in 1996, the school has successfully delivered specialist courses focused on vocational expediency. Expertly facilitated by qualified attorneys, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

What is a Paralegal?

The National Paralegal Institute identifies a Paralegal as a person who is qualified by education, training or work experience to perform legal, social welfare or related work, which requires a basic knowledge of the law.

The Paralegal may be found:

- In community based advice offices run by community organisations or NGO's
- Employed by a government department or a non-government organisation
- Working in Labour Law consultancies or for trade unions
- Employed by a Legal Practitioner or Legal Firm
- Employed in a banking, insurance or other corporate environment
- South African Police Services are looking to employ Paralegals in police stations nationwide.
- Employed as Lay Assessors inside the legal system by helping magistrates reach fair decisions in criminal cases.

Core competencies of a Paralegal include:

- Helping people comply with administrative functions such as the completion of official documentation.
- Understanding fundamental legal concepts.
- Providing basic legal advice.
- Understanding when to refer matters to a Legal Practitioner.
- Advising and educating communities of their Human Rights.

SASSETA accreditation:

The course is registered on the National Qualifications Framework at Level 5 (NQF5). The School is FULLY accredited by SASSETA to provide training and learner assessment. The School offers a unique programme which includes additional legal content modules in order to ensure that our graduates receive a fully integrated qualification. As far as we are aware we are the ONLY Training Provider that has carefully formulated a comprehensive training programme which combines the qualification unit standards with our own additional modules. And all of our lecturers are experienced and qualified legal practitioners.

Additional modules

- Debt Collecting & Civil Litigation
- Legal Writing
- Family Law & Divorce
- Family Court Practice
- Labour Law
- Property Law
- Wills & Estates

Practical coursework

- Visits to Courts
- Job Shadowing/Advice Office
- Drafting of Legal Documents
- Workplace Exposure



An overview of the additional modules

Debt Collecting and Civil Litigation

The course focuses on legal procedures for the recovery of debts, including the drafting of summonses, letters of demand and obtaining judgment. Also looked at are warrants of execution, Garnishee orders and Emolument Attachment orders, Section 57,58,65 proceedings, prescription and forms of security as well as the basic procedures in pre-trial preparation of documents (pleadings) and use of precedents in litigation. The rules of both Magistrates' and High Courts will be studied from the beginning of the process through to the trial and execution of judgment. The Consumer Protection Act and Debt Collectors Act are also presented.

Legal Writing

The process of Legal Writing often involves re-thinking and re-drafting. The drafting of legal documents is a skill that requires the use of language. Everyday language is not sufficient to achieve the objects required. This demands the careful choice of words, the use of accurate and appropriate phrase and well-constructed sentences and paragraphs. This is a short, intensive and comprehensive course designed to empower its students with the tools to construct suitable legal documents including letters, pleadings and debt collecting documents.

Family Law and Divorce

This course looks at the engagement, breach of promise and the conclusion of a legal marriage. It also examines the consequences of marriages in and out of community of property, the accrual system and the ante-nuptial contract. Grounds of divorce and divorce procedures are studied as are the consequences of divorce including maintenance, custody and child guardianship. The provisions of new Child Care Act are also studied, as well as recent changes to no civil marriages.

Family Court Practice

This course provides students who have completed the Family Law & Divorce Course with further and more detailed comprehension of Family Law issues including a deeper understanding and grasp of the Maintenance Act, Domestic Violence, and custody and child guardianship.

Labour Law

This course looks at the relationship between an employer and employee. It covers the important aspects of various relevant legislations and introduces the student to the rights and obligations of both parties to an employment contract. New developments with the Labour Relations Amendment Bill and Basic Conditions of Employment Bill are analysed.

Wills and Estates

A highly valuable and comprehensive course on the administration of deceased estates. This course covers testate succession including an examination of Wills and Codicils, the drafting of Wills and Codicils, the formalities required during the execution of Wills; and revocation of Wills. Principles of Intestate Succession are taught including applicability of the Intestate Succession Act, competent heirs, and distribution per stirpes and per capita. The Master's role and the Executor's duties are covered and most importantly the entire administration procedure is taught.

Study options

Full-time (1 Year): Monday – Wednesday mornings. Includes theory, practical tasks, workplace experience, revision classes and ongoing assessments.

Part-time (1 Year): Saturday mornings. Includes ongoing assessments, practical tasks and workplace experience.

NB: Students have one year to complete the course.

The school reserves the right to change the training schedule during the course of the year and in the event of a nationwide crisis that may prevent contact classes, virtual classes will be in place in order to complete the course

Procedure towards competency

- Classes are lecture based with a certain amount of practical sessions and workplace training.
- Students are to compile a portfolio of evidence containing all of their assessments, practical tasks, workplace experience and student feedback for the duration of the course. Students will only be found competent upon successful completion of the course and will receive their National Certificate once portfolios are inspected and endorsed by SASSETA.

Certification

Certification is an important process to deem learners competent. These are the requirements for successful completion of the course for the endorsement of Certificates:

- To be found “Competent” in each of the Qualification Unit Standards.
- Achieve at least 50% of the total result for each of the additional modules.
- 75% attendance record.
- Completion of all assignments as per training schedule, and workplace experience.
- Upon endorsement by SASSETA through the verification process.
- Provided all fees are paid up.

Course overview - NQF Level 5 (SAQA: 49597)

| Module | | SAQA ID | Unit Standard Title | NQF Level | Credits |
|-----------------|-------------|----------------|--|------------------|----------------|
| Module 1 | Core | 119508 | Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism | Level 5 | 15 |
| | Elective | 15093 | Demonstrate Democracy as a form of Governance in a diverse Society | Level 5 | 5 |
| | Core | 119503 | Demonstrate an understanding of procedures in courts and other fora | Level 5 | 20 |
| | Fundamental | 119505 | Apply fundamental legal concepts, principles, theories and values within a paralegal sector | Level 5 | 20 |
| Module 2 | Core | 119509 | Guide and refer clients in terms of legal enquiries | Level 5 | 10 |
| | Core | 14505 | Apply the principles of ethics and Professionalism to a business environment | Level 6 | 6 |
| | Elective | 13948 | Negotiate an agreement or deal in an authentic work situation | Level 4 | 5 |
| | Fundamental | 8647 | Apply workplace communication skills | Level 5 | 10 |
| | Core | 7865 | Improve service to customers | Level 5 | 6 |
| | Fundamental | 11994 | Monitor, reflect and improve on your own performance | Level 5 | 3 |
| Module | | SAQA ID | Unit Standard Title | NQF Level | Credits |

| | | | | | |
|-----------------|----------|--------|--|---------|---|
| Module 3 | Core | 110531 | Plan, organise and control day-to-day administration of an office support function | Level 5 | 4 |
| | Core | 115855 | Create, maintain and update record keeping systems | Level 5 | 5 |
| Module 4 | Core | 115823 | Gather and Manage information for decision making | Level 5 | 5 |
| | Core | 8663 | Plan and conduct a research project | Level 5 | 6 |
| Module 5 | Elective | 114738 | Perform financial planning and control functions for a small business | Level 4 | 6 |
| | Core | 116104 | Use technology effectively in the practice of Law | Level 6 | 6 |

Admission Requirements

Since a certain amount of mature language comprehension is required it is recommended that prospective students have completed grade 12 schooling (matric) OR be at least 23 years of age with at least 3 years working experience (without a grade 12/matric qualification) in the legal field. Please feel free to discuss any concerns you may have in this regard.

Registration closing date

We operate on a rolling admissions system; this means you may enter the training at any point during the year when a new module commences.

Applicants will be notified of registration procedure once the application fee (R150) is received.

2023 Course fees (full time and part time)

Cash: Payment in full **R28 000**

Cash Arrangement: **R30 030 (three consecutive monthly payments)**

Payment Plan 1: Deposit + 6 consecutive monthly installments **R31 100**

Payment Plan 2: Deposit + 10 consecutive monthly instalments **R31 500**

Pay-as-you-go: Full course = **R32 600 – First payment of R4000** includes e-tablet + 1 subject
Subjects hereafter = R2 600 per module/subject (Ts and Cs Apply).

Course Material

Learners are not required to purchase any textbooks in order to complete the course.
 Course material is provided in electronic format on an Android tablet inclusive of tuition fees.



CONTINUE THE LEARNING:

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep learners, and the public, safe and healthy so we can stop the spread and continue the learning.

The South African Law School continued to provide training throughout 2020, and the various lockdown levels, by rapidly adapting our teaching methods so that our students could complete their qualifications as planned.

Our mission was to continue the learning.

While the future of the virus is still uncertain the ability of South Africans to adapt to challenges and to overcome obstacles is strong.

The South African Law School will continue to offer quality training and education. We will do so in our training rooms, using virtual and online platforms, or a blend of in-person and online training – depending on the needs of our students and on the regulations.

Please go to our website for a full list of protocols.

Contact us

For more information and assistance with fees & application forms please contact the Student Enrolment Officer by phone or email.

Durban Campus: 0861 111 556 / 031 301 0452

Durban@lawschool.co.za / consulting@lawschool.co.za

Suite 207, Wheeler house, 112-116 Mathews Meyiwa (Stamford hill)) Road

Cape Town Campus: 0861 111 556 / 021 418 4355

info@lawschool.co.za / consulting@lawschool.co.za

No 10 Spin Street, Cape Town, CBD

Johannesburg Campus: 0861 111 556 / 011 326 2516

marketing@lawschool.co.za / pretoria@lawschool.co.za

Unit 4 Tulbagh North Office Park, 369 Oak Avenue, Ferndale, Randburg

Pretoria Campus: 0861 111 556 / 012 348 2840

receptionpta@lawschool.co.za / pretoria@lawschool.co.za

Office 114, 1st Floor Domus Building, Corner Glenwood & Kasteel Road, Lynnwood Glen

Your future in law starts here.

