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## Complete List of Providers

<b>accreditation Number</b>	131999692135
<b>Email</b>	<a href="mailto:joburg@lawschool.co.za">joburg@lawschool.co.za</a>
<b>Phone</b>	011 326 2516/083 513 7892
<b>Fax</b>	011 326 3156
<b>Accreditation Start Date</b>	2013/04/19
<b>Accreditation End Date</b>	2020/03/31
<b>Provider Status</b>	Accredited
<b>Physical Address</b>	OFFICE 280 LEVEL 6 RANDBURG SQUARE 244 PRETORIA AVE RANDBURG 2125
<b>Postal Address</b>	P O BOX 4689 FERNDALE

**Unit Standards**

Unit Std Code	Unit Std Description	Credits	Learning Type
110055	Facilitate learning in development practice	14	Core
110531	Plan, organise and control the day-to-day administration of an office support function	4	Core
114478	Conduct basic lay counselling in a structured environment	15	Core
114738	Perform financial planning and control functions for a small business	6	Core
115823	Gather and manage information for decision-making	5	Core
115855	Create, maintain and update record keeping systems	5	Core
116104	Use technology effectively in the practice of law	6	Core
119503	Demonstrate an understanding of procedure in courts and other fora	20	Core
119505	Apply fundamental legal concepts, principles, theories and values within a paralegal sector	20	Fundamental
119508	Demonstrate an understanding of south african law and the legal system with specific emphasis on paralegalism	15	Core
119509	Guide and refer clients in terms of legal enquiries	10	Core
119510	Apply fundamental concepts, theories and related values of a selected subject area	15	Core
11994	Monitor, reflect and improve on own performance	3	Core
13484	Perform successful event administration	8	Core
13648	Apply appropriate social protocols in the workplace and community	4	Core
13925	Present information in a public setting	5	Core
13948	Negotiate an agreement or deal in an authentic work situation	5	Core
14505	Apply the principles of ethics and professionalism to a business environment	6	Core
14646	Demonstrate an understanding of the human rights contained in the bill of rights	12	Core
15093	Demonstrate insight into democracy as a form of governance and its implications for a diverse society	5	Core
7865	Improve service to customers	6	Core
8647	Apply workplace communication skills	10	Fundamental
8663	Plan and conduct a research project	6	Core

**Qualifications**

Qualification Code	Qualification Description	Total Credits
49597	National Certificate: Paralegal Practice	131

**Assessors**

Title	Name	Middle Names	Surname	Business Phone No	Cell No	Fax No	Email	Assessor Status
Mr	IWAN	NOEL	BRIDGES			0214225624	info@lawschool.co.za	Registered