

NATIONAL CERTIFICATE: PARALEGAL SKILLS PROGRAMMES

The Paralegal Practice qualification is divided into three separate Skills Programmes which are customised with different legal subjects.

Staff may work towards a full Paralegal Practice qualification or do only the specific Paralegal Skills Programme which suits their scope of work.

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.

SASSETA ACCREDITATION

The course is registered on the National Qualification's 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.**

- **Maximum duration for each Skills Programme is 3 months** (depending on company's work schedule).
- **Assessments:** Each outcome or subject has 1x Formative Assessment (60 minutes) and 1x Summative Assessment (90 minutes).

PARALEGAL SKILLS PROGRAMME

1



WORKPLACE COMMUNICATION SKILLS

CREDITS: 37 ▪ NOTIONAL HOURS: 370

SESSIONS: 70.5 HRS ▪ WRITTEN ASSIGNMENTS: 7.5

Unit Standards

- **Outcome 1**
 - **8647:** Apply Workplace Communication Skills
 - **115823:** Gather and Manage information and decision-making
- **Outcome 2**
 - **7865:** Improve service to customers
 - **14505:** Apply the principles of ethics and professionalism to a business
- **Outcome 3**
 - **13948:** Negotiate an agreement or deal in an authentic work situation
 - **115855:** Create, maintain and update record keeping system

Additional Legal Subjects

Commercial Drafting

- Law of Contracts
- General Contracts

Compliance

- Overview of the Regulatory Environment
- Compliance Structures
- Compliance Roles and Responsibilities
- Compliance Documents
- Compliance Risk Management Process Overview

Workplace Experience

- Each learner will be assessed on-site.
- Learners spend 7 days on their own and report back to the Assessor.



IMPROVE OFFICE ADMINISTRATION AND YOUR OWN PERFORMANCE

CREDITS: 35 ▪ NOTIONAL HOURS: 350

SESSIONS: 61 HRS ▪ WRITTEN ASSIGNMENTS: 13

Unit Standards

- **Outcome 1**
 - **11994:** Monitor, reflect and improve on your own performance
 - **110531:** Plan, organize and control day-to-day administration of an office support function
 - **119509:** Guide and refer clients in terms of legal enquiries
- **Outcome 2**
 - **8663:** Plan and conduct a research project
 - **114738:** Perform financial planning and control functions for a small business
 - **116104:** Use technology effectively in the practice of Law

Additional Legal Subjects

- Law of Delict
- Property Law **or** MVA Claims (choose one)

Workplace Experience

- Each learner will be assessed on-site.
- Learners spend 7 days on their own and report back to the Assessor.



DEMONSTRATE AN UNDERSTANDING OF A LEGAL SYSTEM AND PARALEGALISM

CREDITS: 60 ▪ NOTIONAL HOURS: 600

SESSIONS: 35 HRS ▪ WRITTEN ASSIGNMENTS: 9

Unit Standards

Outcome 1

- **119508:** Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism
- **15093:** Demonstrate Democracy as a form of Governance in a diverse society
- **119503:** Demonstrate an understanding of procedure in courts and other fora
- **119505:** Apply fundamental legal concepts, principles, theories and values within a paralegal sector

Additional Legal Subjects

- Debt Collection & Civil Litigation
- Legal Writing

Workplace Experience

- Each learner will be assessed on-site.
- Learners will spend 21 days on their own and report back to the Assessor.

5 REASONS TO DO OUR PARALEGAL COURSE:



#1 We simplify legal jargon



#2 Theoretical as well as practical training



#3 Specialised legal subjects



#4 We're fully accredited by SASSETA



#5 Get workplace experience

STUDY OPTIONS

Customised training to suit your company's needs.

PROCEDURE TOWARDS COMPETENCY

- Classes are lecture based with a certain amount of practical sessions and workplace training.
- On-site assessments.
- 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.



GRADUATION

Graduation is an important and exciting affair. These are the requirements for successful completion of the course:

- ✓ 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 practical assignments, on-site assessments and workplace experience.
- ✓ Upon endorsement by SASSETA through the verification process.
- ✓ Provided all fees are paid up.

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*). Please feel free to discuss any concerns you may have in this regard.

REGISTRATION CLOSING DATES

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.

2017 COURSE FEES:

	Cash	Payment Plan
Skills Programme 1	R6 900	R8 900
Skills Programme 2	R7 500	R9 500
Skills Programme 3	R8 500	R10 500

Cash: Payment in full

Payment Plan: Deposit + instalments

COURSE MATERIAL

Students are not required to purchase any textbooks in order to complete the course. Course material is provided in **electronic format on a flash drive** inclusive in tuition fees. After completing the course we recommend the purchase of the Black Sash Paralegal Manual as a valuable tool.

CONTACT US

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

CAPE TOWN CAMPUS: 0861 111 556 / 021 418 4355
info@lawschool.co.za / consulting@lawschool.co.za
1st Floor Anreith Corner, Hans Strijdom Avenue, CBD

JOHANNESBURG CAMPUS: 0861 111 556 / 011 326 2991
joburg@lawschool.co.za / marketing@lawschool.co.za
Level 6, Suite 250, Randburg Square, Corner Oak & Hill Road, Ferndale, Randburg


DURBAN CAMPUS: 0861 111 556 / 031 301 0452
durban@lawschool.co.za
Mezzanine Floor, Perm Building, 34 Field Street (Joe Slovo Str)

PRETORIA CAMPUS: 0861 111 556 / 012 348 2840
pretoria@lawschool.co.za / joburg@lawschool.co.za
Office XX01014, 1st Floor Domus Building,
Corner Glenwood & Kasteel Road, Lynwood Glen

Your future in law starts here.

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 WhatsApp 071 361 2271