



S o u t h A f r i c a n
LAW SCHOOL

Your future in law starts here.

ACCREDITED BY CSSA AND SASSETA • EXCELLENT CAREER OPPORTUNITIES



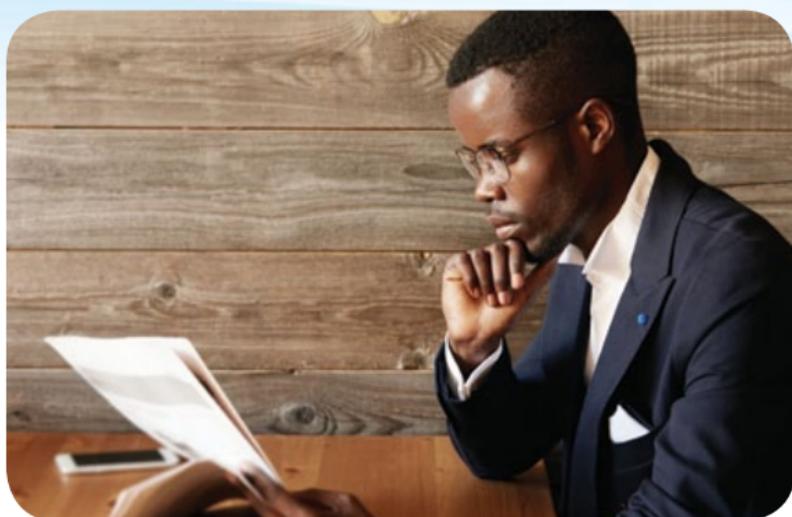
PARALEGAL
**SKILLS
PROGRAMMES**

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PARALEGAL PRACTICE

CERTIFICATE COURSE

Let us help you launch your professional career as a Paralegal and qualify with a SASSETA accredited National Certificate.

The School offers a uniquely formulated, comprehensive training programme that combines compulsory unit standards with value-added legal content modules. This means that graduates receive a fully integrated qualification.

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.

PARALEGAL SKILLS PROGRAMME

CERTIFICATE COURSE IN 3 UNIQUE PARTS

The paralegal qualification is divided into 3 separate Skills Programmes which are customised with different legal subjects according to the need of various companies. **Staff may work towards a full qualification or do only the specific Skills Programme which suits their scope of work.**

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.

- **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).



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.



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.

For further information and course detail contact the Student Enrolment Officer or visit our website at www.lawschool.co.za.

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