

NATIONAL CERTIFICATE: **PARALEGAL PRACTICE**

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 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's 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 Civil & Criminal Magistrates' Courts
- Visits to Divorce 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 & Estates

A highly valuable and comprehensive short 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. The school reserves the right to change the training schedule during the course of the year.

■ **PART-TIME (1 YEAR):** Saturday mornings. Includes ongoing assessments, practical tasks and workplace experience.

PROCEDURE TOWARDS COMPETENCY

- Classes are lecture based with a certain amount of practical sessions and work place 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 successfully 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 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 procedure 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 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*). 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: (FULL-TIME AND PART-TIME) Includes 16 unit standards + 7 additional subjects

Cash: Payment in full **R23 000**

Cash Agreement: Payment in 3 parts **R24 600**

Payment Plan: Deposit + instalments **R25 800**

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 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.

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