

2018 Part-time (Saturday) Paralegal Training program

- Students are required to attend ALL contact sessions as set out on this schedule. Failure to attend at least 75% of classes will result in an automatic withdrawal from the program.
- Practical exercises shall be submitted as instructed by the Facilitator from time to time. All assignments shall be submitted by the due date as set out and late submissions will be PENALISED.
- The student is required to attend and complete ALL Formative and Summative assessments.
- Rescheduling of assessments for reasons of ill-health, bereavement etc. will be only be approved when supported by documentary proof.
- This study programme runs over one calendar year and shall not be extended.
- This schedule is subject to change

Reassessments shall be conducted for all Modules on dates set by the School. The student shall be required to apply for reassessment

<u>MODULE</u>	<u>Component Unit standards</u>	<u>Sections</u>
Module 1 Legal Principles	119508 Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism	1,2,3,5
	119503 Demonstrate an understanding of procedure in courts & other fora	2,3,4,5
	15093 Demonstrate insight into democracy as a form of governance and its implications for a diverse society	6
	119505 Apply fundamental legal concepts, principles, theories and values within a paralegal sector	1,2,4
Module 2 Business Principles	14505 Apply the principles of ethics and professionalism to a business environment	1
	7865 Improve Service to customers	2
	8647 Apply workplace communication skills	3
	119509 Guide & refer clients in terms of legal enquiries	4
	13948 Negotiate an agreement or deal in a work situation	5
	11994 Monitor, reflect & improve on your own performance	6
Module 3 Office admin	115855 Create, maintain & update record keeping systems	1
	110531 Plan, organise and control day-to-day administration of an office support function	2
Module 4 Research	115823 Gather & manage info for decision-making	1
	8663 Plan and conduct a research project	2
Module 5 Finance & IT	114738 Perform financial planning & control functions for a small business	1
	116104 Use technology effectively in the practice of law	2

DATE	09H00 – 09H50	10H00 – 10H50	BREAK	11H00 – 11H50	12H00-13H00
03-Mar-18	Module 1	Module 1		Module 1	Module 1
10-Mar-18	Module 1	Module 1		Module 1	Module 1
17-Mar-18	Module 1	Module 1		Revision Module 1	Practical Module 1
24-Mar-18	Pre-assessment meeting	Module 1 Formative 1 & 2			
31-Mar-18	Easter weekend				
07-Apr-18	Summative 1	Summative 2		Summative 3	
14-Apr-18	Debt	Debt		Debt	Debt
21-Apr-18	Debt	Debt		Debt	Debt Revision
28-Apr-18	Freedom day long weekend				
05-May-18	Debt Formative	Legal writing		Legal writing	Legal Writing
12-May-18	Debt Summative	Legal writing		Legal writing	Legal writing Assign
19-May-18	Legal Writing exam	Module 2		Module 2	Module 2
26-May-18	Module 2	Module 2		Module 2	Module 2
02-Jun-18	Module 2	Module 2		Revision Module 2	Practical Module 2
09-Jun-18	Pre-assessment meeting	Module 2 Formative 1 & 2			
16-Jun-18	Youth day				
23-Jun-18	Summative 1	Summative 2		Summative 3	
30-Jun-18	Family Law	Family Law		Family Law	Family Law
07-Jul-18	Family Law	Family Law		Family Law	Family Law Revision
14-July-18	Family Law Formative	Module 3		Module 3	Module 3
21-Jul-18	Family Law Summative	Module 3		Module 3	Revision Module 3
28-Jul-18	Practical Module 3	Pre-assessment meeting		Module 3 Formative 1 & 2	
04-Aug-18	Summative 1	Summative 2		Summative 3	
11-Aug-18	Family Court	Family Court		Family Court	Family Court
18-Aug-18	Family Court	Family Court		Family Court	Family Court Revision
25-Aug-18	Family Court Formative	Module 4		Module 4	Module 4
01-Sep-18	Family Court Summative	Module 4		Module 4	Revision Module 4
08-Sep-18	Module 4 Practical	Pre-assessment meeting		Mod 4 Formative 1 & 2	
15-Sep-18	Summative 1	Summative 2		Summative 3	
22-Sep-18	Labour Law	Labour Law		Labour Law	Labour Law
29-Sept-18	Labour Law	Labour Law		Labour Law	Revision Labour
06-Oct-18	Labour Law Formative	Module 5		Module 5	Module 5
13-Oct-18	Labour Law Summative	Module 5		Module 5	Module 5
20-Oct-18	Module 5	Module 5		Revision Module 5	Practical Module 5
27-Oct-18	Pre-assessment meeting	Module 5 Formative 1 & 2			
03-Nov-18	Summative 1	Summative 2		Summative 3	
10-Nov-18	Property	Property		Property	Property
17-Nov-18	Property	Property		Property	Revision Property
24-Nov-18	Property formative	Wills		Wills	Wills
01-Dec-18	Property Summative	Wills		Wills	Revision Wills
08-Dec-18	Wills Formative				
15-Dec-18	Wills Summative				