

South African LAW SCHOOL

2012 PARALEGAL PART TIME – SATURDAY SCHEDULE

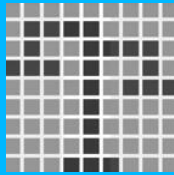
Schedule for Training, Formative & Summative Assessments only. Subject to change without prior notice.

Key to Unit Standard numbers:

119508	Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism
119503	Demonstrate an understanding of procedure in courts and other for a
15093	Demonstrate insight into democracy as a form of governance and its implications for a diverse society
119505	Apply fundamental legal concepts, principles, theories and values within a paralegal sector
119509	Guide and refer clients in terms of legal enquiries
14505	Apply the principles of ethics and professionalism to a business environment
13948	Negotiate an agreement or deal in an authentic work situation
114738	Perform financial planning and control functions for a small business
8647	Apply workplace communication skills
116104	Use technology effectively in the practice of law
115823	Gather and manage information for decision-making
110531	Plan, organise and control day-to-day administration of an office support function
115855	Create, maintain and update record keeping systems
7865	Improve service to customers
11994	Monitor, reflect and improve on your own performance
8663	Plan and conduct a research project
Debt	Debt Collecting & Civil Litigation
Legal Writ	Legal Writing
Fam Law	Family Law & Divorce
Fam Crt	Family Court Practice
Wills	Wills and Estates
Prop	Property Law
Lab	Labour Law

DATE			BREAK		
TIME	08H45 – 09H45	09H45 – 10H45	10H45-11H00	11H00 – 12H00	12H00 – 13H00
03-Mar-12	Welcome	Induction		15093	15093
10-Mar-12	15093 Formative	8647		8647	116104
17-Mar-12	8647 Formative	116104		14505	14505
24-Mar-12	116104 Formative	119508		119508	119508
31-Mar-12	14505 Formative	119508		110531	110531
07-Apr-12					
14-Apr-12	119508 Formative	110531		13948	13948
21-Apr-12	110531 Formative	8663		8663	7865
28-Apr-12	13948 Formative	7865		119509	119509
05-May-12	8663 Formative	119503		119503	119503
12-May-12	7865 Formative	119503		114738	114738
19-May-12	119509 Formative	119505		119505	119505
26-May-12	119503 Formative	115855		115855	115823
02-Jun-12	114738 Formative	115823		11994	11994
09-Jun-12	119505 Formative			115855 Formative	
16-Jun-12					
23-Jun-12	115823 Formative			11994 Formative	
30-Jun-12	Debt	Debt		Debt	Legal Writ
07-Jul-12	Debt Formative	Legal Writ		Legal Writ	Fam Law
14-Jul-12	Legal/W Formative	Fam Law		Fam Law	Fam Crt
21-Jul-12	Fam Law Formative	Fam Crt		Fam Crt	Lab
28-Jul-12	Fam Crt Formative	Lab		Lab	Prop
04-Aug-12	Lab Formative	Prop		Prop	Wills

*Feedback for each Unit Standard and Additional Subject will be provided timeously...



South African LAW SCHOOL

2012 PARALEGAL PART TIME – SATURDAY SCHEDULE

Schedule for Training, Formative & Summative Assessments only. Subject to change without prior notice.

Key to Unit Standard numbers:

119508	Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism
119503	Demonstrate an understanding of procedure in courts and other for a
15093	Demonstrate insight into democracy as a form of governance and its implications for a diverse society
119505	Apply fundamental legal concepts, principles, theories and values within a paralegal sector
119509	Guide and refer clients in terms of legal enquiries
14505	Apply the principles of ethics and professionalism to a business environment
13948	Negotiate an agreement or deal in an authentic work situation
114738	Perform financial planning and control functions for a small business
8647	Apply workplace communication skills
116104	Use technology effectively in the practice of law
115823	Gather and manage information for decision-making
110531	Plan, organise and control day-to-day administration of an office support function
115855	Create, maintain and update record keeping systems
7865	Improve service to customers
11994	Monitor, reflect and improve on your own performance
8663	Plan and conduct a research project
Debt	Debt Collecting & Civil Litigation
Legal Writ	Legal Writing
Fam Law	Family Law & Divorce
Fam Crt	Family Court Practice
Wills	Wills and Estates
Prop	Property Law
Lab	Labour Law

DATE	08H45 – 09H45		BREAK	11H00 – 12H00	
TIME	08H45 – 09H45	09H45 – 10H45	10H45-11H00	11H00 – 12H00	12H00 – 13H00
11-Aug-12	<i>Prop Formative</i>	Wills		Wills	
18-Aug-12	<i>Wills Formative</i>				
25-Aug-12					
01-Sept-12	15093 Summative			8647 Summative	
08-Sept-12	116104 Summative			14505 Summative	
15-Sept-12	119508 Summative			110531 Summative	
22-Sept-12	13948 Summative			8663 Summative	
29-Sept-12	7865 Summative			119509 Summative	
06-Oct-12	119503 Summative			114738 Summative	
13-Oct-12	119505 Summative			115855 Summative	
20-Oct-12	115823 Summative			11994 Summative	
27-Oct-12	Debt Summative			Legal Writ Summative	
03-Nov-12	Fam Law Summative			Fam Crt Summative	
10-Nov-12	Lab Summative			Prop Summative	
17-Nov-12	Wills Summative			REWRITES	
24-Nov-12	REWRITES			REWRITES	
01-Dec-12	REWRITES			REWRITES	
08-Dec-12	REWRITES			REWRITES	
15-Dec-12	REWRITES			REWRITES	
22-Dec-12	REWRITES			REWRITES	