

National Certificate: Paralegal Practice

2010 THE NATIONAL CERTIFICATE: PARALEGAL

The qualification is registered on the National Qualifications Framework at level 5 (NQF5). The South African Law School is FULLY accredited by SASSETA to provide training and to assess learners for this qualification. The South African Law 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.

The South African Law School, conveniently situated on Adderley Street in Cape Town, was established in 1996. The school provides specialised training for legal support staff of professional practices, financial institutions, corporations and those wanting to embark upon a legal career. Certain courses conducted by the school also appeal to the self-employed businessperson or owners of small to medium companies.

The school offers the most comprehensive training for Paralegals of any private institution. We have developed a unique programme that combines essential legal knowledge and "hands-on" practical training (applied skills). Our practical training includes clinical practice where our students spend time in our community law centre, the Cape Town Advice Office, assisting members of the public with legal and related issues. As far as we are aware we are the only private school that takes its training to that level.

The South African Law School is accredited by SASSETA and ICOSA.

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
- • Self-employed as a Paralegal Practitioner or Legal consultant
- • Employed in a banking, insurance or other corporate environment

Paralegals should be able to communicate effectively, orally and in writing;

Assisting people to comply with administrative requirements such as the completion of official forms;

Understand fundamental legal concepts
Provide basic legal advice

Understand the circumstances in which it is appropriate to refer matters to a Legal Practitioner;

Advise and educate members of communities on Human Rights issues;

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COURSE COMPONENTS:

Unit Standards:

- 119508 - Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism
- 15093 - Demonstrate insight into democracy as a form of governance and its implications for a diverse society
- 119505 - Apply legal 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
- 11994 - Monitor, reflect and improve on your own performance
- 7865 - Improve service to customers
- 8647 - Apply workplace communication skills
- 13948 - Negotiate an agreement or deal in an authentic work situation
- 119503 - Demonstrate an understanding of procedure in courts and other fora
- 115855 - Create, maintain and update record keeping systems
- 110531 - Plan, organise and control day-to-day administration of an office support function
- 114738 - Perform financial planning and control functions for a small business
- 115823 - Gather and manage information for decision-making
- 8663 - Plan and conduct a research project
- 116104 - Use technology effectively in the practice of law

Additional modules:

- • Debt Collecting and Civil Litigation
- • Criminal Law
- • Criminal Procedure
- • Family Law and Divorce
- • Family Court Practice
- • Labour Law

FULL TIME

The course can be completed on a full time basis with classes from Monday to Thursday in approximately 6 months.

PART TIME

The course is offered over one full year every Tuesday and Thursday evening or every Saturday morning.

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 judgement. 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 judgement

Criminal Law

This popular subject looks at the different theories of punishment, the principle of legality, the difference between an act and an omission, grounds of justification, criminal intent and capacity and the role of intoxication and provocation. The course also examines specific offences such as murder, assault, rape, theft, robbery, housebreaking, malicious damages to property, fraud etc.

Criminal Procedure

The different procedures before a criminal trial, the trial itself, sentencing, reviews and appeals are examined in this course. Presumption of innocence, rights of the accused, arrest and questioning by police are included in the syllabus. The course also teaches some evidence and the different forms of punishment.

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

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 legislation and introduces the student to the rights and obligations of both parties to an employment contract.

All courses run on a continuous registration cycle.

Exams are conducted at the end of each subject.

On registration students receive professionally edited course notes.

Our lecturers are experienced and qualified legal practitioners.

PRACTICALS FOR FULL TIME STUDENTS

- • Visits to Law Libraries
- • Visits to Civil & Criminal Magistrates Courts
- • Visits to Divorce Courts
- • Visits to Deeds Office
- • Moot Court Preparations
- • Drafting of Legal Documents

PRACTICAL TRAINING / APPLIED SKILLS TRAINING

The Cape Town Advice Office, attached to the South African Law School, affords students the unique opportunity to provide basic advice to members of the community on a range of issues and in doing so learn to apply the knowledge they gain in the class-room. This highly valuable practical training is supervised by qualified paralegals and attorneys.

APPLICATION

There are no formal requirements for admission to the programme. However, 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 or have at least 3 years working experience. Please feel free to discuss any concerns you may have in this regard with us.

GRADUATION

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

- • Assessment as "Competent" in each of the Qualification's Unit Standards
- • At least 50% total result for each of the additional modules
- • 75% attendance record

COURSE FEES (effective 1 January 2010)

Paralegal Studies:

Course Fees: R13 500 (R11 500 if paid in full upon registration)
Payable as follows:

1. R11 500 in full upon registration; or
2. R4000 registration fee and 10 monthly payments of R950 each; or
3. R6000 registration fee and 10 monthly payments of R750 each

Registration closing dates:

Now open. 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 (approximately every four weeks).

Contact Details:

Please contact the School's Business Development Manager:

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Cape Town

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Cape Town

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The South African Law School is fully accredited by SASSETA under certificate number 071904000836