

## PROGRAMME OVERVIEW

Studying for a paralegal qualification in South Africa offers students a unique opportunity to enter a dynamic and rewarding field. With the country's evolving legal landscape, paralegals play a crucial role in supporting attorneys and ensuring the smooth operation of legal processes. This qualification not only opens doors to various career paths within law firms, corporate legal departments, and government agencies but also provides a solid foundation for those considering further legal studies. Additionally, the demand for skilled paralegals is on the rise, making it a promising career choice with competitive salaries and opportunities for growth. By pursuing this qualification, students can make a meaningful impact in the legal system while enjoying a fulfilling and stable career.

## QUALIFICATION SPECIFICATIONS

- SAQA ID: 117325
- NQF Level: 5
- Credits: 330
- Duration: 24 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

## ENTRY LEVEL REQUIREMENTS

- NQF Level 4, or
- 3 years of experience within the legal sector

## OCCUPATION FUNCTION

A Paralegal consults, refers, advises and communicates with clients within the paralegal contexts and performs administrative services to communities within the legal framework.

## PROGRAMME STRUCTURE

The programme is divided into ten modules covering the following:

1. Fundamentals of Law
2. Basic theory on Wills and Estates

3. Introduction to Labour Law
4. Basic theory on dispute resolutions
5. Legal writing
6. Basic Criminal Law and procedure
7. Basic Civil Law and procedure
8. Fundamentals of Customer Law, Common Law and Family Law
9. Law of evidence
10. Introduction to property law and conveyancing

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (106 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

## VERTICAL ARTICULATION

- Diploma in Paralegal Studies, NQF Level 6
- Access to LLB