



NATIONAL CERTIFICATE:
NQF 5 | PARALEGAL PRACTICE

SAQA ID: 80046
CREDITS 143

Name of Programme	Qualification Guide: National Certificate: Paralegal Practice
Purpose of Programme	<p>The purpose of the qualification is to provide the qualifying learner with a basic knowledge and understanding of the South African legal system, fundamental laws, their application and social context so as to enable the learner to provide supervised support and assistance in a paralegal environment.</p> <p>Qualifying learners will be able to:</p> <ul style="list-style-type: none"> • Apply fundamental knowledge and understanding of law to a specific problem within the South African legal context. • Apply appropriate technology in order to conduct legal research on behalf of a legal or paralegal practitioner. • Communicate with internal and external clients in a paralegal or legal workplace. • Guide and refer clients in a paralegal context. • Assist in solving problems in a paralegal context by working in a team and individually. • Provide administrative and organisational support in an office environment. • Exercise ethical conduct, values and professionalism when dealing with all clients. <p>This qualification equips learners to make a meaningful contribution to South Africa's constitutional democracy by enhancing access to justice and promoting economic and social transformation.</p>
Duration of Programme	<p>This qualification can be attained within 12 months.</p> <p>The Qualification starts from:</p> <ul style="list-style-type: none"> • June intake: July 2021 until July 2022. • January intake: February 2022 until the December 2022.
NQF Level	5
Target Group / Occupational link	<p>This learning programme is aligned to the following qualification:</p> <ul style="list-style-type: none"> • Qualification Type: National Certificate • Originator: Task Team - Traffic • Field: Field 08 - Law, Military Science and Security • Min Credits: 143 • ETQA: SAS SETA - Safety and Security SETA
Entry Requirements	<ul style="list-style-type: none"> • Grade 12 Certificate • An equivalent NQF Level 4 qualification.
Credit Value	<p>A minimum of 131 credits is required to complete the Qualification. In this Qualification the credits are allocated as follows:</p> <ul style="list-style-type: none"> • Fundamental: 33 credits. • Core: 83 credits. • Electives: 15 credits. <p>National Certificate: Paralegal Practice L5 is registered on the SAQA database at NQF Level 5. It is accredited by the Safety and Security Seta [SASSETA].</p> <p>Thus, upon successfully completing of this programme, you will receive a National Certificate: Paralegal Practice NQF. Level 5 from SASSETA</p>
Total Credits	131 Credits

MODULE 1: Legal Principles and Practice (60 Credits)

NLRD	US Title	Level	Credits
119508	Demonstrate an understanding of South African Law and the legal system with specific emphasis on Paralegalism	5	15
15093	Demonstrate insight into democracy as form of governance and its implications for a diverse society	5	5
119505	Apply fundamental legal concepts, principles, theories and values within a paralegal sector	5	20
119503	Demonstrate an understanding of procedure in courts and other fora	5	20

MODULE 2: Business Principles and Practice (40 Credits)

NLRD	US Title	Level	Credits
11994	Monitor, reflect and improve on own performance	5	3
8647	Apply workplace communication skills	5	10
13948	Negotiate an agreement or deal in an authentic work situation	4	5
7865	Improve service to customers	5	6
14505	Apply the principles of ethics and professionalism to a business environment	6	6
119509	Guide and refer clients in terms of legal enquiries	5	10

MODULE 3: Office Support and Administration (9 Credits)

NLRD	US Title	Level	Credits
115855	Create, maintain and update record keeping systems	5	5
110531	Plan, organise and control the day-to-day administration of an office support function	5	4

MODULE 4: Research Methodology (11 Credits)

NLRD	US Title	Level	Credits
115823	Gather and manage information for decision-making	5	5
8663	Plan and conduct a research project	5	6

MODULE 5: Aspects of Finance and IT (12 Credits)

NLRD	US Title	Level	Credits
114738	Perform financial planning and control functions for a small business	4	6
116104	Use technology effectively in the practice of law	6	6

CALENDER

1st SEMESTER (July – December)		
Module	Assignments	Exams
Module 1 Legal Principles and Practice	Formative Assessment. 1, 2, 3, 4.	One Exams
Module 2 Business Principles and Practice	Formative Assessment. 5, 6, 7, 8, 9, 10	One Exams
Formative Portfolio of evidence	<ul style="list-style-type: none"> You now submit assignments. All assignments (Formative Assessments) serve as an entry requirement for your exams. (60 %) 	
Summative Examination	<ul style="list-style-type: none"> After you have successfully completed your assignments, you will now write three exams (Summative Assessments) in June/July 2023. 	
2nd SEMESTER (January – July)		
Module	Assignments	Exams
Module 3 Office Support and Administration	Formative Assessment. 11, 12.	One Exams
Module 4 Research Methodology	Formative Assessment. 13, 14	One Exam
Module 5 Aspects of Finance and IT	Formative Assessment. 15, 16	One Exam
Formative Portfolio of evidence	<ul style="list-style-type: none"> You now submit assignments. All assignments (Formative Assessments) serve as an entry requirement for your exams. (60%) 	
Summative Examination	<ul style="list-style-type: none"> After you have successfully completed your assignments, you will now write three exams (Summative Assessments) in December 2023. 	

Cost:

The following is a breakdown of all the costs for this qualification.

Payments Structure –

Terms	Amount
Registration Fee	R 500.00
Deposit	R 4 000.00 (As soon as you pay the deposit you will receive access to your Learner Guides)
Instalment	R 2000 x 10 months
TOTAL	R24 500 -00

Study Material

A Learner will receive study material after payment of the deposit. Your study material consists of the following:

- Access to E-learning / Learner Guide and classes via E-Learning
- Assessments (Assignments)
- Qualification Guide

Examination Fees

Examination fees – R200.00 per module per learner.

Re-examination fees – R200.00 per module per learner

Account name: **WCSS Training**

Bank: **Nedbank**

Account No: **1049652142**

Branch Code: **198765**

Reference No: **Learner ID number & Surname**

How to enrol:

Complete the enclosed registration form and attach the following documents:

- A copy of your ID/Passport
- Copy of your latest qualifications
- Proof of registration payment
- Proof of deposit payment

Please email the documents to admin@wcsstraining.co.za