



NATIONAL N CERTIFICATE

LEGAL SECRETARY N5

INTRODUCTION

This course builds on the knowledge and skills that you gained in the previous level, and further prepares you for the workplace by introducing you to various aspects of secretarial responsibilities. It also equips you with more of the knowledge and skills that you need to work in the field.

The National N Diploma: Legal Secretary Qualification is primarily aimed at giving the learner technical, theoretical knowledge and practical knowledge, the workplace knowledge and the skills required in the in the vocation.

ENTRY REQUIREMENT

1. A National N Certificate: Legal Secretary N4 or an equivalent qualification

DURATION

6 Months.

EXAMINATION / ASSESSMENTS

The learner is externally assessed by Department of Higher Education and Training at the end of each semester in the modules that the learner registered in that particular semester. To qualify for this assessment, the learner has to obtain 40% in the Internal Continuous Assessments (Tests and assignments) conducted internally during the course of the semester.

CERTIFICATION

A National N Certificate in Legal Secretary N5 will be issued on successful passing of all required N5 modules. This certificate is issued by the Department of Higher Education and Training (DHET) as the assessment body in coordination with the Quality Council for Trades and Occupations (QCTO) as the quality assurance body.

COURSE OUTLINE / N5 MODULES

Subject Code	Subject Name	Credits	Field
<i>All modules are compulsory</i>			
1. 06020275	Information Processing N5	0.125	10
2. 04021225	Office Practice N5	0.125	3
3. 05140395	Communication N5	0.125	4
4. 13030115	Legal Practice N5	0.125	8

CAREER OPTIONS

1. Administrative clerk
2. Office Managers
3. Private secretary
4. Front desk receptionist

REGISTRATION REQUIREMENTS

1. Applicant Certified ID / Passport copies
2. Parent / guardian / next of keen ID copies
3. 2 ID sized passport photographs
4. Proof of address
5. Certified N4 certificate & results statement

THE QUALIFICATION FEES STRUCTURE

*Registration fee is R1000.00 and Nonrefundable.
(Registration and Deposit only applies to new students)*

SUBJECTS	4 SUBJECTS	3 SUBJECTS	2 SUBJECTS	1 SUBJECT
ADMISSION	R 1200.00	R 900.00	R 600.00	R 300.00
MONTHLY INSTALLMENT	R 1000 * 5 = R 5000	R 800 * 5 = R 4000	R 600 * 5 = R 3000	R 400 * 5 = R 2000
TOTAL FEES	R 7200.00	R 5900.00	R 4600.00	R 3300.00

College banking details

Bank Name: Standard Bank SA

Account holder: Fredstone City College Pty Ltd

Account Number: 10117596939

Branch code: 018105

Ref: Learner / Applicant full names

