



# **NATIONAL N CERTIFICATE**

## **LEGAL SECRETARY N6**

### **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 the secretariat. It also equips you with more of the knowledge and skills that you need to work in the field with management assistant responsibilities. It's the final theoretical component to gain entry into internship

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 N5 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 N6 will be issued on successful passing of all required N6 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.

### **DIPLOMA ISSUING**

A National N Diploma will be issued by the Department of Higher Education and Training after the 18 Months of in-service training on provision of all the required training evidence. This process will be managed by the college and it will take approximately 3 Months after the application date

## COURSE OUTLINE / N6 MODULES

Subject Code	Subject Name	Credits	Field
<i>Compulsory Modules</i>			
1. 13030126	Legal Practice N6	0.125	8
2. 06020275	Information Processing N6	0.125	10
<i>Choose two from the following</i>			
3. 05070035	Public Relations N5	0.125	8
4. 04090336	Entrepreneurship & Business Management N4/N5	0.125	3
5. 06030204	Computer Practice N4	0.125	10

*In order to qualify for a diploma in Legal Secretary, a candidate must pass Information Processing N6*

### CAREER OPTIONS

- Office Managers
- Administrative Clerk
- Private Secretary
- Front desk receptionist

### REGISTRATION REQUIREMENTS

- Applicant Certified ID / Passport copies
- Parent / guardian / next of keen ID copies
- 2 ID sized passport photographs
- Proof of address
- Certified N5 certificates & result statements

### THE QUALIFICATION FEES STRUCTURE

*Registration fee is R1000.00 and Nonrefundable.*

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
<b>TOTAL FEES</b>	<b>R 7200.00</b>	<b>R 5900.00</b>	<b>R 4600.00</b>	<b>R 3300.00</b>

### 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