



Fredstone

City College

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National certificate
Paralegal Practice L5
140 Credits

F.C.C
CERTIFICATION BODY

Safety and Security Sector Education and Training Authority
(SASSETA)

Course details / course outline

Description

The paralegal qualification explores the theory and procedural aspects of matters that licensed paralegals are allowed to handle such as presenting cases before specific courts and administrative tribunals.

The purpose of this qualification is to provide the qualifying learner with the basic knowledge and understanding of the South Africa legal system, fundamental laws, their application and social context so as to enable the learner provide supervised support and assistance in the paralegal environment.

Admission requirements

Learners who want to register for this qualification must have the following:

- ☞ With mathematics/Mathematical Literacy and English
- ☞ Senior Certificate 3.
- ☞ Any qualification equivalent to the above

Program duration

12 Months / 1Yea

Attendance categories

1. Fulltime
2. Part-time
3. Distance Learning / Correspondence

Accreditation and Duration

This course is accredited by the Safety and Security Sector Education and Training Authority (SASSETA) With a duration of 12 Months if the applicant has a relevant Level 5 qualification, if not, then the course duration is 2 Years (24 Months)

Articulation Options

This qualification articulates properly with the following:

- ☞ Diploma: Paralegal Practice
- ☞ National Diploma; Service Management (Court Management)
- ☞ National Certificate: Mission administration

Learning process

Learners will be formatively and summative assessed in theoretical studies on the basis of assignments, as individuals and group projects and as well as short tests. Assignments, case studies, problem-solving techniques will assist with formative assessments. Learners will also be formatively assessed in real work environment on the basis of observation in natural setting of social service provision for a period of 6 months.

Workplace Opportunities

This qualification requires a learner to be physically fit and competent in the use of firearms. For this reason, all learners are required to undergo an external practical training session for experimental learning. This includes the physical training component and the firearm training component. This training is done at a cost of R2500.00 and a statement from the training will be issued for confirmation of level 5 competence

Course outline



COURSE CONTENT

This course is made up of 6 Modules divided with in the 2 semesters (12 Months) of the course duration as follows:

Paralegal practice level 5

First Semester Modules (January - June)

Module 1:	Legal Principles and Practice	60 Credits
Module 2:	Research Methodology	11 Credits
Module 3:	Aspects of finance and IT	12 Credits

Second Semester Modules (July - December)

Module 4:	Business Principles and Practice	40 Credits
Module 5:	Office Support and administration	09 Credits
Module 6:	Communication	10 Credits

Examinations and Assessment

Examinations will be written during the first semester (June) and the second semester (December) of every year during the course period. It is required that learners submit one assignment per module before final assessments.

Registration requirements

1. Completed registration form
2. Certified copies of your latest qualification
3. Certified ID Copies of both applicant and Parent/guardian
4. 2 ID photos (Colour)
5. Proof of residential address
6. A non-refundable registration and administration fee of R2 500.00

Course fees structure

Level / s	Registration	Administration	Assessment	Monthly	Total Fees
Level 4	R 1000.00	R 1500.00	R 1000.00	R 1200 * 11	R 16700.00
Level 5	-	-	R 2500.00	R 1200 * 11	R 15700.00

Other course charges:

- ☞ Practical Training fees R 2500.00 (Optional)
- ☞ Study material R 3000.00 (R1500.00 each semester)
- ☞ Stationery 1 Ream of paper

College banking details

Standard Bank

Fredstone City College Pty Ltd

Account No. 010117596939

Reference: Student surname and Name

NB: All deposit slips must be submitted to the college for recording