

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
HIGHER CERTIFICATE IN PARALEGAL STUDIES	5	125036	120

DESCRIPTION

The purpose of the Higher Certificate in Paralegal studies provides students with the fundamental knowledge, conceptual and interpersonal skills to prepare them for an entry level role or a career in public or private paralegal studies settings, and to teach theory and principles that will develop learners into competent individuals that can assist legal businesses, offices, and organisations to reach their mission and goals.

This qualification is the start of a career path in Paralegal studies. The skills, value attributes, and knowledge reflected in this qualification are building blocks that will prepare students for progression along the learning ladder.

This programme will contribute to the full development of the student within the legal environment by providing recognition and further mobility within the field. The qualification supports the philosophy of life-long learning because students will be able to increase their access to employment since this programme also caters for individuals who are employed but lack the certification to perform efficiently or to be promoted.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Paralegal / Legal Assistant
- Legal Secretary
- Law Office Administrator
- Court Clerk / Magistrate's Court Clerk
- Legal Compliance Assistant
- Debt Recovery / Collections Clerk
- Legal Aid Officer (entry-level)
- Contracts Administrator (junior level)

PROGRAMME OUTLINE

1 st Year, 1 st Semester				1 st Year, 2 nd Semester			
Module	Module Code	Credits	NQF	Module	Module Code	Credits	NQF
Business Management Fundamentals		14	5	Business Communication		12	5
Financial Management for paralegals		8	5	isiZulu language fundamentals		8	5
Management of the Legal Office		16	5	Introduction to Business Law		12	5
End User Computing		12	5	Entrepreneurship		8	5
South African Legal System		16	5	Legal Practice		14	5

All modules are compulsory. 120 credits are required to obtain the qualification.

TYPE OF PROGRAMME

The programme duration is 1 year on a full-time basis, or 2 years on a part-time basis. Tuition is face to face and is scheduled per campus. Programmes are offered during the week on a full-time and part-time basis. Part-time tuition is scheduled as per the stipulated planner.

ADMISSION REQUIREMENTS

The minimum entry requirement for the Higher Certificate in Paralegal Studies is the following:

- National Senior Certificate: minimum endorsement for Higher Certificate (HC)
- National Senior Certificate Vocational: minimum endorsement for Higher Certificate
- Amended Senior Certificate: minimum endorsement for Higher Certificate
- Non-traditional applicants may gain admission via RPL for Alternative Access assessment
- Non-traditional applicants may gain admission via Senate discretionary admission



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LEARNER MATERIAL

Prescribed textbook lists will be provided by the academic department at your campus. Students will receive electronic versions of the study guides for this programme.

PRICING

Enquire at the Berea College of Technology campus for a current programme pricelist.

ADDITIONAL COSTS

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

EXAMINATION AUTHORITY

All Examinations are set by Berea College of Technology.

CERTIFICATION

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Paralegal Studies.

ARTICULATION

The successful student would have obtained sufficient credit to further their studies at other institutions permitting them. Students can further their learning both horizontally, diagonally, and vertically. Vertical articulation may be pursued at other public and private institutions, for example to the Diploma in Paralegal studies Management offered UJ or Bachelor of Paralegal studies Management offered at CPUT or the Diploma in Management Sciences in Business Law at DUT and similar diploma and degree qualifications offered at other universities.

Horizontal articulation may be pursued at other public and private institutions, for example to the Higher Certificate in Paralegal studies offered at Lyceum, Boston College or MANCOSA or the Higher Certificate in legal aspects of business offered at DUT. Diagonal articulation may be pursued at other public and private institutions, for example to the Bachelor of Commerce or other Diplomas/Degrees offered at BCT, or Diploma in Management Sciences in Business Law or Diploma in Business Information Management at DUT or other BCom, Diploma qualifications in Paralegal studies, or law and related fields offered at other universities or cognate National or Occupational Certificates in Paralegal studies and related fields on the OQSF.

FURTHER STUDIES

Please enquire at the nearest Berea College of Technology campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea College of Technology control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea College of Technology will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.

