

PURPOSE OF QUALIFICATION

- The learner will be able to assist members of the community by dealing with limited legal problems in a very cost effective and sometimes free advice.
- The purpose of the qualification is to provide the qualifying learner with a basic knowledge and understanding of the South Africa 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.
- Qualifying learner will be able to 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 organizational support in an office environment.

RATIONALE

- Exercise ethical conduct, values and professionalism when dealing with all clients.
- This qualification is meant to prepare qualifying learners for supervised practice as paralegal assistants in all sectors of the industry, which includes:
- Community-based paralegal Advice Offices.
- Non-Governmental organizations (Trade Unions, School Governing Bodies, Pre-Schools.
- Public Institutions (Magistrate Courts and Higher Courts).
- Commercial Institutions (Banks).
- Private Practices (Law firms: Attorneys, Advocates Offices, Legal Aid board Offices)
- Private Companies (Small, Major Companies, e.g. Mines, Parastatals.

BENEFITS

This qualification will provide a career-path for those qualifying learners intending to further their studies in all sectors of the paralegal or legal profession. The portable unit standard format allows specific unit standards to contribute to qualifications in the legal, development, public administration and commercial fields. This qualification will facilitate the accumulation of credits through institutionalized and workplace learning. The qualification



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also provides learners who have gained relevant experience in the workplace with an opportunity to gain credits through a RPL process.

We also guarantee that the Learners will receive direct contact lectures from our best and experienced Attorneys, as well as Labour Law Experts.

The Financial and IT Unit Standards will be provided by suitably qualified Lecturers.

Xulu-Makhathini Consultants also undertakes to ensure that the Top Ten Learners will be permanently placed within most of the participating Attorneys around Middelburg.

We will also place them within Xulu-Makhathini Consultants businesses, as well as with the other companies which have affiliated with Xulu Makhathini Consultants.

We will assist some to establish a Community based Paralegal Practice Centres to assist members of the Communities, by working with Injongo Yokusizakala NPO.

ADVANTAGES

1. Employment with participating attorneys
2. Working as Paralegals with any Attorney or Advocate
3. Employment with Any employer in Management position
4. Can work as an HR Officer
5. Can work as a Trade Union Official
6. Can work as a Trade Union Organizer.
7. Can work as a Trade Union SHOPSTEWARD
8. Can work as an Employer Organizer
9. As Employer Representative
10. Can also qualify as a CCMA Commissioner
11. As an official or clerk in the Magistrates Court
12. As an assistant to an Attorney or Advocates by doing legal research for the firm.
13. Can work as an official in Government Institution or Municipalities
14. Can be self employed by starting own consulting firm.
15. Can also work in the Commercial Banks.
17. They can also qualify as Environmental Activists, especially in ensuring that the Water we consume conforms to the Legislated Quality Levels.

ENTRY REQUIREMENT

- Matric, Grade 12

OR



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- Communication at NQF level 4
- Numeracy skills at NQF level 4
- Computer skills at NQF level 3

DURATION

- 12 Months

NQF LEVEL

- NQF LEVEL 5

CREDITS

- 132 credits



MODULES, UNIT STANDARDS AND CREDITS

MODULE 1: LEGAL PRINCIPLE AND PRACTICE	I.D. NO	CREDITS	
1. DEMONSTRATE UNDERSTANDING OF SOUTH AFRICAN LAW AND THE LEGAL SYSTEM WITH SPECIFIC EMPHASIS ON PARALEGALISM	(119508)	15	CORE
2. DEMONSTRATE INSIGHT INTO DEMOCRACY	(15093)	5	ELECTIVE
3. APPLY FUNDAMENTAL LEGAL PRINCIPLES CONCEPTS, PRINCIPLES, THEORIES AND VALUES WITHIN A PARALEGAL SECTOR	(119505)	20	FUNDAMENTAL
4. DEMONSTRATE UNDERSTANDING IN COURT PROCEDURES	(119503)	20	CORE
5. EXPLAIN HOW FORMAL LAW INTERACTS WITH OTHER AREAS OF LAW WITHIN THE SOUTH AFRICAN LEGAL FRAMEWORK	(119503)	20	CORE
		TOTAL 60	

MODULE 2: BUSINESS PRINCIPLES AND PRACTICE	I.D. NO	CREDITS	
1. MONITOR, REFLECT & IMPROVE OWN PERFORMANCE	(11994)	3	FUNDAMENTAL
2. APPLY WORKPLACE COMMUNICATION SKILLS	(8647)	10	FUNDAMENTAL
3. NEGOTIATE AN AGREEMENT OR DEAL IN AN AUTHENTIC WORK SITUATION	(13948)	5	ELECTIVE
4. IMPROVE SERVICES TO CUSTOMERS	(7865)	6	CORE
5. APPLY THE PRINCIPLES OF ETHICS AND PROFESSIONALISM TO A BUSINESS ENVIRONMENT	(14505)	6	CORE
6. GUIDE AND REFER CLIENTS IN TERMS OF LEGAL INQUIRIES	(119509)	10	CORE
		TOTAL: 40	

MODULE 3: OFFICE SUPPORT AND ADMINISTRATION	I.D. NO	CREDITS	
1. CREATE, MAINTAIN AND UPDATE RECORD KEEPING SYSTEMS	(115855)	5	CORE
2. PLAN ORGANISE AND CONTROL DAY-TO-DAY ADMIN OFFICE	(110531)	4	CORE
		TOTAL: 9	

MODULE 4: RESEARCH METHODOLOGY	I.D. NO	CREDITS	
1. GATHER AND MANAGE INFO FOR DECISION-MAKING	(115823)	5	CORE
2. PLAN AND CONDUCT A RESEARCH PROJECT	(8663)	6	CORE
CREDITS: 11			

MODULE 5: ASPECTS OF FINANCE AND IT	I.D. NO	CREDITS	
1. PERFORM FINANCIAL PLANNING AND CONTROL FUNCTIONS FOR A SMALL BUSINESS	(114738)	6	ELECTIVE
2. USE TECHNOLOGY EFFECTIVE IN THE PRACTICE OF LAW	(116104)	6	CORE
		TOTAL: 12	
TOTAL CREDITS FOR THE QUALIFICATION		132	

COSTS AND FEES

REGISTRATION FEE (non-refundable)	R 7 500.00
TOTAL SCHOOL FEES	R 25 000.00
Monthly Payment option	R 1 750.00 For 10 months

SKILLS PROGRAMMES

MODULE 1 – LEGAL PRINCIPLE AND PRACTICE (60 CREDITS)

ADDITIONAL COURSES – DEBT COLLECTING AND CIVIL LITIGATION
LABOUR LAW

TOTAL COST – R10 000.00

DURATION – 3 MONTHS

1 MONTH THEORY

2 MONTHS PRACTICAL

MODULE 2 – BUSINESS PRINCIPLES AND PRACTICE (40 CREDITS)

ADDITIONAL COURSE – WILLS AND ESTATES

TOTAL COST – R8 500.00

DURATION – 3 MONTHS

1 MONTH THEORY

2 MONTHS PRACTICALS

MODULE 3 – OFFICE SUPPORT AND ADMINISTRATION (9 CREDITS)

TOTAL COST – R2000.00

DURATION – 1 MONTH

1 WEEK THEORY

3 WEEKS PRACTICAL

MODULE 4 – RESEARCH METHODOLOGY (11 CREDITS)

TOTAL COST – R2000.00

DURATION – 1 MONTH

1 WEEK THEORY

3 WEEKS PRACTICAL

MODULE 5 – ASPECTS OF FINANCE AND IT (12 CREDITS)

TOTAL COST – R2 500.00

DURATION – 2 MONTHS

2 WEEKS THEORY

1 MONTH PRACTICAL



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