

Qualification Guide: National Certificate: Paralegal Practice

Welcome as a learner in the National Certificate: Paralegal Practice (**NQF Level 5**).

1. Entry Requirements

- A grade 12 certificate
- An equivalent NQF Level 4 qualification

2. Costs

The following is a breakdown of all the costs for this qualification.

Tuition fees

Payments Structure

<i>Terms</i>	<i>Amount</i>
<i>Registration Fee</i>	<i>R250,00</i>
<i>Deposit</i>	<i>R2000,00</i>
<i>Installment</i>	<i>R1640,00x 11 months</i>
<i>Sub Total</i>	<i>R18040,00 + R250,00 + R2000,00</i>
<i>TOTAL</i>	<i><u>R20290,00 (15% vat incl)</u></i>

3. Examination Fees

Examination fees – R 200.00 per module per learner AND
Re-examination fees – R 200.00 per module per learner

How to enrol

Complete the enclosed registration form and attach the following documents:

- A copy of your ID/Passport
- Copy of your latest qualifications
- Proof of registration payment

How to pay your fees:

Please make use of the specified banking details below:

NZOTHO SCHOOL OF POLICING:

Account Name: NZOTHO TRAINING INSTITUTE(PTY) LTD

Bank: FNB Bank

Account no: 627 684 453 24

Ref: ID number

4. Study Material

- Your study material consists of the following:
 - Learner Guides
 - Assessments (Assignments)
 - Qualification Guide

5. Examinations

Examinations will be written during the first semester and the second semester. It is required that learners submit one assignment per module. Learners must achieve a minimum of 50% per assignment. Three Modules will be written during the first semester (Module 1, 2 and 3) and two Modules during second semester (Module 4 and 5)

Below is an outline of all modules and unit standards of the qualification.

SAQA ID 49597: National Certificate Paralegal Practice - NQF Level 5 – 131 Credits

NO	Module	Contents (Unit standards covered)		Unit standard	Total Credits
FIRST SEMESTER					
1.	Legal Principles and Practice (60 Credits)	<ul style="list-style-type: none"> • Demonstrate an understanding of South African Law and the legal system with specific emphasis on Paralegalism • Demonstrate insight into democracy as form of governance and its implications for a diverse society • Apply fundamental legal concepts, principles, theories and values within a paralegal sector • Demonstrate an understanding of procedure in courts and other fora 	Core	119508	15 Credits
			Elective	15093	5 Credits
			Fundamental	119505	20 Credits
			Core	119503	20 Credits
2.	Business Principles and Practice (40 Credits)	<ul style="list-style-type: none"> • Monitor, reflect and improve on own performance • Apply workplace communication skills • Negotiate an agreement or deal in an authentic work situation • Improve service to customers • Apply the principles of ethics and professionalism to a business environment • Guide and refer clients in terms of legal enquiries 	Fundamental	11994	3 Credits
			Fundamental	8647	10 Credits
			Elective	13948	5 Credits
			Core	7865	6 Credits
			Core	14505	6 Credits
			Core	119509	10 Credits
3.	Office Support and Administration (9 Credits)	<ul style="list-style-type: none"> • Create, maintain and update record keeping systems • Plan, organise and control the day-to-day administration of an office support function 	Core	115855	5 Credits
			Core	110531	4 Credits
SECOND SEMESTER					
4.	Research Methodology (11 Credits)	<ul style="list-style-type: none"> • Gather and manage information for decision-making • Plan and conduct a research project 	Core	115823	5 Credits
			Core	8663	6 Credits
5.	Aspects of Finance and IT (12 Credits)	<ul style="list-style-type: none"> • Perform financial planning and control functions for a small business • Use technology effectively in the practice of law 	Elective	114738	6 Credits
			Elective	116104	6 Credits

Welcome to Nzotho School of Policing, should you need any more information please do not hesitate to call us on 015 291 3931

Thank you



STRIKE SINDANI
CEO/DIRECTOR

REGISTRATION FORM

SECTION 1: PERSONAL DETAILS

First Name: _____ Surname: _____
 ID Number _____ (ID COPY TO BE ATTACHED)
 Race: White: African: Coloured: Indian:
 Gender: Male: Female: Home Language: _____
 Highest qualification attained: _____

SECTION 2: COMMUNICATION DETAILS

Work no: _____ Home no: _____
 Cell no: _____ Fax no: _____
 E-mail: _____
Postal address – for all correspondence: _____ Code: _____
 Employer Name: _____ Contact no: _____
 Employer Address: _____ Suburb: _____

!!!!REGISTRATION FEE IS NOT REFUNDABLE!!!!

SECTION 3: PROGRAM DETAILS: please indicate with *the qualification you are registering for:

QUALIFICATIONS	NQF LEVEL	DEPOSIT	TERM	TOTAL
*National Diploma: Policing	6	R2500.00	1 Year	R22074.25
*National Certificate: Traffic Management	5	R2250.00	1 Year	R20240.00
*National Certificate: Paralegal Practice	5	R2250.00	1 Year	R20240.00
*National Certificate: Close Protection	5	R2250.00	1 Year	R20240.00
*Private Investigator		R3000.00	Distance	R15180.00

SIGNATURE OF LEARNER _____ SIGNATURE OF ORG.REP _____

DATE _____ DATE _____

NZOTHO SCHOOL OF POLICING
 Fax: 086 609 7045
 Account Name: NZOTHO TRAINING INSTITUTE (PTY) LTD
 Bank: FNB Bank
 Account No: 627 684 453 24
 Ref: ID number