

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.

2.1 Tuition fees

Payments Structure

Please contact our office for this information since it differs each year!

2.2 Examination Fees

Examination fees – R200.00 per module per learner AND

Re-examination fees – R500.00 per module per learner

3. 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
- Proof of deposit payment
- Fax all above documents to the fax number indicated with our bank details below:

4. How to pay your fees:

Please make use of the specified banking details which is applicable to you, and email your proof of payment to headoffice@hjntraining.co.za. To get these bank details you would have to contact our head office @ 0860 995 220.

5. Study Material

Your study material consists of the following:

- Learner Guides
- Assessments (Assignments)
- Qualification Guide

A Learner will receive study material after payment of the deposit.

6. Examinations & Assessments

Examinations will be written during the first semester (June) and the second semester (October). It is required that learners submit one formative assignment per module 1, 2, 3, 4 and 5 as well as one summative assignment for module 1, 2, 3, 4 and 5. Learners must achieve a minimum of 50% per assignment. Two Modules will be written during June 2023 (Module 1, and 2) and three Modules during October 2023 (Module 3, 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

	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 for a 	119508 15093 119505 119503	15 5 20 20
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 	11994 8647 13948 7865 14505 119509	3 10 5 6 6 10
		SECOND SEMESTER		
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 	115855 110531	5 4
4.	Research Methodology (11 Credits)	<ul style="list-style-type: none"> ▪ Gather and manage information for decision-making ▪ Plan and conduct a research project 	115823 8663	5 6
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 	114738 116104	6 6

Welcome to HJN Training, should you need any more information please do not hesitate to call us on 078 177 4023 / 0860 995 220.

Website www.hjntraining.co.za.

Thank you


 Juandré Michau
 Member
 HJN TRAINING

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: _____ Signature: _____

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 a ✓ the qualification you are registering for:

QUALIFICATIONS

NQF LEVEL

TERM

- National Diploma: Policing
- National Certificate: Traffic Management
- National Certificate: Paralegal Practice
- National Certificate: Close Protection
- Forensic Investigation
- Private Investigator

6	1 Year
5	1 Year
5	1 Year
5	1 Year
	Distance
	Distance

✓

SIGNATURE OF LEARNER: _____ Date: _____