

PROGRAMME TITLE	LEVEL	SAQA ID	NQF
National 'N' Diploma Legal Secretary	N4	66880	5
	N5	66959	5
	N6	67035	5
*Only offered at DHET registered exam centre campuses			

DESCRIPTION

Attorneys and large corporate firms require the services of competent legal secretaries. A legal secretary requires thoroughly secretarial skills and a background knowledge of law of legal procedures. Further, they are expected to be very proficient with office computing equipment, typing and communication skills. If you believe you've got what it takes to play a vital role in the fast-paced legal world then look no further and study for this challenging qualification. Take your talent and ambition and combine it with the effectiveness and experience of our exceptional educational and management staff and prepare yourself for a career in the legal world.

CAREER FIELDS

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

- Legal Assistant.
- Administrative Assistant
- Paralegal Assistant
- Conveying Assistant

PROGRAMME OUTLINE

National Introductory N4 Certificate

1st Year 1st Semester Subjects

1. Intro Communication	N4
2. Intro Entrepreneurship	N4
3. Intro Personnel Management	N4
4. Intro Marketing	N4

National N4 Certificate

1st Year 2nd Semester Subjects

1. Office Practice	N4
2. Communication	N4
3. Information Processing	N4
4. Entrepreneurship & Business Management	N4

National N5 Certificate

2nd Year 1st Semester Subjects

1. Information Processing	N5
2. Office Practice	N5
3. Legal Practice	N5
4. Communication	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

1. Information Processing	N6
2. Office Practice	N6
3. Legal Practice	N6
4. Communication	N6

TYPE OF PROGRAMME

- Full Time: Minimum 2 Years
- In-Service Training: 18 Months



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ADMISSION REQUIREMENTS

A National Senior Certificate / Senior Certificate / NCV Level 4 Certificate/ ABET Level 4 Certificate

LEARNER MATERIAL

All text books and Lab manuals are included from the tuition fees. A list of textbooks will be provided by your campus academic department.

PRICING

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

EXAMINATION AUTHORITY

- All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Legal Secretary (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path in order to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in four instructional offerings in each of the following levels: N4, N5 and N6.
- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of two years in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (a logbook which has to be completed by the employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

FURTHER STUDIES

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies.



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DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea Technical College 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 Technical College 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.



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