

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
Diploma: Paralegal	5	21138	240

DESCRIPTION

The primary purpose of the qualification is to provide qualifying learners with the skills and knowledge necessary to become a competent paralegal.

CAREER FIELDS

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

- Legal Secretary
- Legal Assistant

PROGRAMME OUTLINE

Modules

- Introduction to SA law
- Criminal Law and Procedure
- Legal Office Practice Management
- Civil Litigation
- Debt Collecting
- Wills and Estates
- Property Law and Conveyancing

TYPE OF PROGRAMME

- Full Time AND Part time

ADMISSION REQUIREMENTS

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Learners who register for this qualification should have passed Grade 12.

Recognise prior learning:

This qualification recognises, through the submission of portfolios of evidence, the formal/non-formal/informal prior learning which learners who register for the programme leading to the award of the qualification bring to the learning situation.

LEARNER MATERIAL

All textbooks are included in 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 set by Berea College of Technology.

CERTIFICATION

- On successful completion of the programme, the student will receive a Berea College of Technology Certificate: Diploma Paralegal level 5

ARTICULATION

- Articulation possibilities exist with the South African Institute of Legal Training.
- The qualifications toward which the graduate may proceed are other managerial qualifications that are not specific to a context, and further and/or higher education qualifications.

FURTHER STUDIES

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

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



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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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