

CAMPUSES

CENTURION
(PRETORIA)

DURBANVILLE
(CAPE TOWN)

MUSGRAVE
(DURBAN)

WATERFALL
(MIDRAND)

DESCRIPTION

The Higher Certificate in Paralegal Studies is an entry-level qualification aimed at paralegal professionals who assist lawyers in their legal work.

This Higher Certificate in Paralegal Studies aims to present students with basic knowledge of South African law and its procedures.

The flexible structure of this qualification enables candidates to select outcomes that meet the diverse roles and contexts required by a wide range of legal firms, the corporate environment, as well as the public sector.

ADMISSION REQUIREMENTS

- a Senior Certificate (SC); **OR**
- a National Senior Certificate (NSC) with a minimum of 40% in three modules, including a Home Language and a minimum of 30% in three other modules; **OR**
- a National Senior Certificate – Vocational Level 4 (NC(V))

with

- a minimum of 40% in English Home Language or First Additional Language



MINIMUM SYSTEM REQUIREMENTS

- Wi-Fi: Reliable broadband Internet access (Wi-Fi is available on all of our campuses, but you may prefer access from home as well).
- Web browser: Edge/Chrome/Safari/Opera/FireFox.
- Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software. Office 365 includes Word, Excel, PowerPoint and Outlook.
- PDF Viewer: The free Adobe Acrobat software.
- Scanning documents: Ability to scan and upload documents (typically from your cellphone or smartphone).
- Email/cellphone for notification and communication.
- Communication: A cellphone or smartphone for receiving notifications and communication.

CURRICULUM OUTLINE

SEMESTER 1	1st YEAR
Compulsory (All)	Introduction to Law ITL152 (15 credits)
	End-User Computing EUC152 (10 credits)
	Legal Practice Management LPM152 (20 credits)
	Legal Skills LSK152 (15 credits)
SEMESTER 2	1st YEAR
Compulsory	Introduction to Business Law BLA152 (20 credits)
Electives (choose two) *	Introduction to Labour Law LLA152 (20 credits) OR Introduction to Family Law LFL152 (20 credits) OR Debt Recovery LDC152 (20 credits)
CREDITS PER YEAR	120

* STADIO reserves the right to offer only two of the three electives in the second semester.

RULES OF PROGRESSION

Students are required to pass all core and elective modules with at least 50% in order to graduate from the programme.

ARTICULATION POSSIBILITIES

Upon successful completion of the Higher Certificate in Paralegal Studies a student may articulate to the BA Law or BCom Law or LLB.

CAREER OPPORTUNITIES

PARALEGAL PROFESSIONAL	LEGAL ASSISTANT
LEGAL SECRETARY	LAW CLERK
COURT CLERK	