STADIO
HIGHER EDUCATION

HIGHER CERTIFICATE IN PARALEGAL STUDIES

NQF 5 | MIN. 120 CREDITS | SAQA ID: 117877 | MIN. 1 YEAR

STADIO FLEX CAMPUS: RUSTENBURG



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

Scan to learn more:

OTHER ACCESS PATHWAYS

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.

SCHOOL OF LAW

STADIO is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration Number 2008/HE07/004.
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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

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WHAT IS STADIO FLEX?

STADIO Flex offers students a supported distance learning experience that combines the flexibility of distance learning with structured group classes and seminars that provide a guided learning experience and reduce the isolation of distance learning. As a STADIO Flex student, you meet and connect with other students, benefit from a fully equipped information and resource centre, have readily available connectivity via campus Wi-Fi that supports seamless study progression, and have ongoing access to individual, personalised support from full-time academics and student support staff on campus.

YOUR LEARNING JOURNEY

When you enrol, in addition to receiving your study material and student support resources online and a printed copy of the study guide (optional), STADIO Flex (SF) students will receive a timetable of group classes and seminars spread across 8 weeks per semester. Students are invited to attend two one-hour group classes per week for each of their registered modules. These engagement sessions guide students through the module content using practical examples and case studies, ensuring that the application of learning is prioritised. Seminars presented by experienced guest lecturers and industry experts are a regular feature of SF, increasing learning impact, networking opportunities, and promoting workplace readiness. In addition, at the start and throughout the first semester, students attend planned orientation and student support sessions to help them successfully transition into and through higher education.

The timetable is purposefully structured to ensure students have an engaged and productive campus experience, while also acknowledging that, as distance learners, they may need time for other commitments.

All in-venue assessments (at the end of the semester) are scheduled on campus, and students have the advantage of sitting for their supplementary exam before the commencement of the next semester, to facilitate academic progression.

Critically, STADIO entrenches programme parity and quality irrespective of mode of learning – whether you enrol for contact learning, distance learning at the Musgrave or Krugersdorp campus, or SF in Rustenburg, the curriculum and learning outcomes for the same programme will always be equal. What differs is how teaching and learning is presented and supported. STADIO Flex students can therefore focus on their studies, knowing they are receiving a quality education that reflects the overall excellence of the STADIO brand.

Upon enrolment, you will be integrated into the exciting buddy programme. Students are partnered with an academic staff member who serves as a personal point of contact throughout their studies to help navigate challenges and provide important support.

Why Choose STADIO Flex? You will benefit from:

- Affordable, flexible distance learning that purposefully integrates supported teaching and learning to promote student success.
- Regular, scheduled face-to-face group classes presented by academic experts, and seminars presented by industry specialists.
- Personalised guidance through the Buddy Programme.
- Consistent academic quality across all Campuses.
- Personal connection with lecturers, staff and fellow students.
- A structured study pathway designed to keep you motivated and on track.
- Convenient access to in-venue assessments and supplementary examinations.
- Access to learning resources, Wi-Fi on campus, and planned campus events and activities.

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