

# STADIO

## HIGHER EDUCATION

### SCHOOL OF LAW

## HIGHER CERTIFICATE IN PARALEGAL STUDIES

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

MODE: DISTANCE LEARNING

#### CAREER OPPORTUNITIES

• PARALEGAL PROFESSIONALS

• LEGAL SECRETARIES

• COURT CLERKS

• LEGAL ASSISTANTS

• LAW CLERKS

#### 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.

The Higher Certificate in Paralegal Studies consists of six (6) modules: four (4) compulsory modules and two (2) elective modules.

## ARTICULATION POSSIBILITIES

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

## MODE OF DELIVERY - DISTANCE LEARNING (ONLINE DISTANCE)

The programme is offered in STADIO's **Online Distance** mode of delivery. STADIO's distance-learning programmes offer students excellent, quality education, without the requirement of having to attend compulsory venue-based classes. Distance-learning students study with flexibility wherever they are, on a study schedule that suits their circumstances.

Upon registration, distance-learning students receive access to STADIO's state-of-the-art learning management system (Canvas). Students have access to all learning materials on this platform, including a detailed plan for the semester/year indicating all the learning and assessment activities. Study material and any additional teaching resources will be available online. However, students may also request study guides in printed format, if preferred. Students will access, complete, and submit all formative assessment tasks (assignments and tests) online. Summative assessments will mostly be venue-based.

Distance-learning students may also join and participate in scheduled live lecturing sessions online, at critical points during the semester, to integrate concepts and ask questions. These classes will be presented by either the lecturer or an external professional or industry specialist. Recordings of these sessions will be available online. The schedule for the online classes will be available on the learning management system at the start of the semester.

Students will always have access to a module Question and Answer forum, where they can ask questions on the material. The lecturer will respond to their queries in this forum or during the scheduled consultation engagements. All lecturers will have weekly online consultation meetings, where students can join to ask questions or to discuss aspects of the work.

Distance learning is suited to students who want to study from wherever they are, without having to attend classes in person at a venue. Other than the requirement to submit assessment tasks on time, distance learning offers the student flexibility to plan his/her own study schedule. This option is also ideal for working adults, mature learners, or for school-leavers who enjoy learning at their own pace, live distantly from STADIO's campuses, or who have other commitments to attend to during the day. Even though learning happens at a distance, the student still has access to expert lecturers, up-to-date study material and peer engagement via the virtual learning environment. Studying via distance learning is largely enabled through technology. You need access to a computer, as well as internet connectivity, to access and submit your assessments, and to join live sessions or watch recordings online.

## OUTCOMES

After completing the Certificate in Paralegal Studies, qualifying learners will be able to:

1. Demonstrate basic knowledge of South African law and procedure.
2. Conduct legal research on behalf of a legal or paralegal practitioner.
3. Demonstrate the ability to perform basic management tasks in the paralegal environment.
4. Demonstrate the ability to act professionally and with ethical consideration in the paralegal context.
5. Demonstrate knowledge and understanding of the South African social context on a macro and micro scale.

## ADMISSION REQUIREMENTS

The admission criteria for the Higher Certificate in Paralegal Studies are:

- a Senior Certificate (SC); or
- a National Senior Certificate (NSC) as certified by Umalusi; or
- a National Senior Certificate – Vocational Level 4 (NC(V)),  
with
- a minimum of 40% in English Home Language or First Additional Language.

## ADDITIONAL OR SPECIFIC ADMISSION REQUIREMENTS

### Other access pathways

STADIO is committed to achieving inclusion and to overcome barriers to access and success in higher education. Applicants who do not meet the stated admission criteria, but who have relevant work experience and/or prior learning may apply for admission under the policy on Recognition of Prior Learning (RPL). STADIO admits a maximum of 10% per cohort via RPL.

The implementation of RPL is context-specific, in terms of discipline, programme and level. Further information may be obtained from your Student Recruitment Advisor.

### Mature age exemption

Candidates who do not meet the requirements for degree studies listed above, but who have reached the ages of 23 or 45 respectively, may apply for Mature Age Exemption via the USAF Matriculation Board under the following conditions:

- Candidates who have reached/will reach the age of 23 during the first year of registration and who have achieved a Senior Certificate with a pass in at least four subjects, including one of the official languages experience and including one subject on Higher Grade
- Candidates who have reached the age of 45 before or during the first year of registration.

## SPECIFIC REQUIREMENTS

### 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: Chrome/Safari/Opera/FireFox.**
- **Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software (STADIO provides the software to you as a STADIO student). 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 (additionally WhatsApp is recommended for collaborating in student groups).**

### ACCESS TO TECHNOLOGY:

STADIO School of Law uses its ONLINE student administration and learning environments to provide students with materials and resources, to conduct online assessments, create discussion opportunities and render a range of administrative services.

Therefore, having continuous access to the above ONLINE facilities is essential for efficient communication, learning and success.

## STUDENT SUPPORT FOR DISTANCE LEARNING STUDENTS

Distance learning students have access to STADIO's student support services via the learning management system. Students can access a range of presentations and online support initiatives aimed at success and wellness. At the start of the semester, new students will be invited to join the online student orientation programme to familiarise themselves with the services offered by STADIO.

STADIO, in partnership with SADAG, has a dedicated STADIO student helpline providing students with free telephonic counselling, information, referrals, and support. Students will also have access to general counselling services.

## CURRICULUM OUTLINE

	COMPULSORY MODULES	ELECTIVE MODULES (CHOOSE TWO)*
	Business Law BLA152 (20 credits)	Debt Recovery LDC152 (20 credits) OR Family Law LFL152 (20 credits) OR Labour Law LLA152 (20 credits)
	Introduction to Law ITL152 (15 credits)	
	Legal Practice Management LPM152 (20 credits)	
	Legal Skills LSK152 (25 credits)	
<b>CREDITS</b>	<b>80</b>	<b>40</b>

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

# MODULE DESCRIPTIONS

## BUSINESS LAW

The purpose of Business Law is to provide students with a general understanding of the South African legal system and law related to business, and to equip students with knowledge, skills, and competencies to analyse and solve basic problems relating to the general principles of business law.

## DEBT RECOVERY

The purpose of this module is to instil an awareness of the principles of Debt Recovery that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and action successfully in the legal arena.

## FAMILY LAW

The purpose of this module is to instil an awareness of the principles of South African Family Law that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and action to represent clients successfully.

## INTRODUCTION TO LAW

In this foundational module, first-time law students are introduced to the law as it stands, in accessible terms, with reference to the different sources of law and the classification of the law. In this module, it is demonstrated to students how the law affects the everyday lives of individuals and groups in South Africa. The module exposes students to the complexities of law, the contestability of the law and uncertainties that may exist in the law. Students are further exposed to human rights, legal comparison, aspects of legal language, and critical voices on existing law in order for them to form informed opinions about the law and legal systems. The module also exposes students to the courts, legal profession and the implications of the transformative Constitution of the Republic of South Africa, 1996.

## LABOUR LAW

The purpose of this module is to instil an awareness of the principles of Labour Law that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and action to represent clients successfully.

## LEGAL PRACTICE MANAGEMENT

The purpose of Legal Practice Management is to provide students with basic knowledge of South African law and its procedures, equipping them with essential managerial skills required within the context of an organisation. The subject blends the theory and office management and administration with practical application tools and techniques. The module guides students through the process of improving their office management and administration skills.

## LEGAL SKILLS

In this foundational module first-time law students are equipped with basic legal skills they will need in their studies and in practice. The first part of this module exposes students to study skills needed to complete a qualification in law. The module equips students with basic numeracy skills, research skills, readings skills, writing skills, interviewing skills and advocacy skills. The second part of the module exposes students to computer literacy skills. Information Administration Systems includes an online training component which allows students to practice simulated MS Office tasks at their own pace, supported by integrated feedback which helps them to identify and remedy their mistakes; and an assessment component which will count towards their overall module result. Students will also complete several assignments in which they will be expected to apply the MS Office tools that they have practiced in the online environment. The module is aimed at learning and practicing skills required by law students and prospective practitioners.

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FEES & PAYMENT  
OPTIONS



PRESCRIBED  
TEXTBOOKS



VISIT OUR WEBSITE  
[www.stadio.ac.za](http://www.stadio.ac.za)



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APPLY ONLINE NOW



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[hello@stadio.ac.za](mailto:hello@stadio.ac.za)



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