

STADIO

HIGHER EDUCATION

SCHOOL OF LAW

HIGHER CERTIFICATE IN PARALEGAL STUDIES

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

MODE OF DELIVERY: DISTANCE LEARNING

CAREER OPPORTUNITIES

• PARALEGAL PROFESSIONAL

• LEGAL SECRETARY

• COURT CLERK

• LEGAL ASSISTANT

• LAW CLERK

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.

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

DISTANCE LEARNING AT STADIO

STADIO's distance learning programmes offer students excellent, quality education without the need to attend venue-based classes. The rapid technological advances of the past decade have transformed distance learning into an exciting study option for many students in South Africa, SADC, and internationally. However, STADIO recognises that many prospective students have only limited access to technology, with restricted connectivity, networks, and bandwidth. The STADIO distance-learning and teaching model therefore makes provision for this reality, ensuring that students can combine work and studies meaningfully, regardless of personal circumstances.

Distance learning and teaching at STADIO is built on best practices, enabled and supported by technology. This includes a world-class learning management system where students can access their learning materials, assessments, and live online classes for each of the modules for which they have registered. In addition, in some qualifications, study materials will be provided in printed format. Key dates for milestones, such as assignment submissions and live online sessions, will be communicated well in advance to allow students to plan their studies. Online sessions are not compulsory; however, students are encouraged to participate in scheduled sessions as they are designed to promote student success. Online sessions are always recorded for convenience.

Throughout the distance-learning journey, academic support is only a click away. Questions may be asked in the online module environment, where the lecturer will provide guidance. Distance-learning students have easy access to online library facilities and an eBook library, as well as access to a variety of online databases to support their studies. There is a physical library for distance-learning students on the Krugersdorp campus. STADIO understands the potential isolation of distance learning, and further provides a range of other support services to promote academic success and general student wellbeing. The full distance-learning experience is also accessible using your mobile device.

WHO SHOULD CONSIDER DISTANCE LEARNING?

Distance learning is suitable for students who wish to study from any location without the need to attend classes at a specific venue. Apart from the obligation to submit assessment tasks punctually, distance learning provides students with the flexibility to create their own study schedules. This option is particularly well suited for working adults, mature learners, or school-leavers who prefer learning at their own pace, reside at a distance from STADIO's campuses, or have other commitments during the day. Despite the physical distance, students still have access to expert lecturers, current study materials, and peer engagement through the online module learning environment.

That said, it is important to highlight that some assessments, including the final examination, may require attendance at one of our exam venues, available throughout South Africa and internationally. This is STADIO's commitment to ensuring the integrity of its qualifications and the credibility of its graduates.

WHAT YOU CAN EXPECT FROM STADIO

Students will have access to a range of resources and facilities in person and online, designed to support not only their learning journey but also their social and emotional well-being. In most modules offered through distance learning in the schools of Administration and Management, Commerce, Law, and Policing and Law Enforcement, printed study materials are available in addition to the online study guides. STADIO offers academic support and wellness initiatives throughout the learning journey to help students realise their goals.

WHAT STADIO WILL EXPECT FROM YOU

In addition to engaging with the study materials (whether printed or online), students are required to utilise the online learning management system on their learning journey. Students, therefore, need access to a computer and to the internet to access and submit their assessments and to access feedback. STADIO believes that the key to academic success, especially in distance learning, is motivation and consistent engagement. Students will be expected to submit their assessment tasks on time and to take part in the learning activities designed to assist their learning journey. STADIO expects all students to always act in accordance with the principles of the Student Code of Conduct and the STADIO values and to be familiar with the institutional policies and rules, especially those pertaining to student success.

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) 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.

NAMIBIAN STUDENTS

(Alternative admission requirements)

Grade 12 with no less than 20 points* over 6 modules (no G's).

*Conditional admission limited as per academic quota.

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.

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 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.**

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)* |
|----------------|---|--|
| | End-User Computing EUC152 (10 credits) | Debt Recovery LDC152 (20 credits) OR Introduction to Family Law LFL152 (20 credits) OR Introduction to Labour Law LLA152 (20 credits) |
| | Introduction to Business Law BLA152 (20 credits) | |
| | Introduction to Law ITL152 (15 credits) | |
| | Legal Practice Management LPM152 (20 credits) | |
| | Legal Skills LSK152 (15 credits) | |
| CREDITS | 80 | 40 |

MODULE DESCRIPTIONS

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.

END-USER COMPUTING

End-User Computing 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.

INTRODUCTION TO BUSINESS LAW

The purpose of Introduction to 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.

INTRODUCTION TO 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 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.

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.

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. 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.

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FEES & PAYMENT
OPTIONS



PRESCRIBED
TEXTBOOKS



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www.stadio.ac.za



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APPLY ONLINE NOW



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