STADIO

HIGHER EDUCATION

SCHOOL OF LAW

HIGHER CERTIFICATE IN PARALEGAL STUDIES

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

MODE: CONTACT LEARNING

CAMPUSES: BELLVILLE (CAPE TOWN), CENTURION (PRETORIA) & WATERFALL (MIDRAND)

CAREER OPPORTUNITIES

• PARALEGAL PROFESSIONAL	• LEGAL ASSISTANT
• LEGAL SECRETARY	• LAW CLERK
• COURT 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.

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.

MODE OF DELIVERY - CONTACT LEARNING (BLENDED CONTACT)

The programme is offered in STADIO's **Blended Contact** mode of delivery. Contact learning is aimed at students who want to attend venue-based face-to-face classes at one of STADIO's campuses. The Blended Contact mode combines classroom and online learning and teaching in a manner that includes some flexibility, while optimising the time students spend on campus. Based on the nature of the module, each module utilises a unique combination of the following learning settings:

- **Classroom:** Classroom sessions involve learning by doing, debating, arguing, trying, experimenting, practising, analysing, and sharing — all the skills students will need when they enter the world of work. Students will have the opportunity to contribute to the learning process and at the same time they will learn from the contributions of their fellow students. Class attendance of venue-based sessions is compulsory.
- **Synchronous online:** These are live online teaching sessions facilitated by a range of lecturers from different campuses. STADIO believes in encouraging students to think and engage laterally and to consider different perspectives and this is what students will get from having different experts share their knowledge with them. Students will be advised of the date and time of the session at the start of the semester, and they may connect from the comfort of their home, or from any other venue. They may also come to campus to make use of the campus Wi-Fi to join these sessions. Some of the live online sessions may be recorded, while others will not. It depends on the nature of the session and the lecturer will advise students beforehand. The lecturer will also use these sessions for group work and for discussions. These sessions are also compulsory, as they are an integral part of the teaching programme.
- **Asynchronous online:** These are recorded lectures which students will watch in their own time, but within the timelines provided in the course environment. In these short sessions, the lecturers will explain the theoretical concepts and they will work through examples, etc. Students enjoy the benefit of watching these important sessions repeatedly during the semester, as they prepare for their assessments.

Students will find a detailed timetable indicating the combination of sessions on the learning management system (Canvas) at the start of the semester. This will enable them to plan their schedule ahead of time, and to optimise travelling arrangements to and from the campus.

Contact learning is suited to students who are able to attend and are interested in participating in face-to-face classes on a physical campus and who want to become part of a campus community with all the activities that go with being on the campus. It is important to realise that class attendance is compulsory and students must commit to regularly attend classes on campus if they want to be successful and derive the best benefits of contact learning.

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.**

26/07/23
Page 2 of 6

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 (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 CONTACT LEARNING STUDENTS

C4SS - CENTRE FOR STUDENT SUCCESS

The Centre for Student Success supports students with academic, psychological and financial wellness.

SSS - STUDENT SUPPORT SERVICES

Student Support Services is the first port of call for all student queries and requests, they can channel your requests to the right individuals.

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.
DISCLAIMER: The content of this brochure is accurate at the time of publication. STADIO reserves the right to change the programme content due to changes in legislation, as well as for market requirements and other reasons. Notice of such changes will be published on our website.

26/07/23
Page 3 of 6

CURRICULUM OUTLINE

	1st SEMESTER	2nd SEMESTER
Compulsory (All)	Introduction to Law ITL152 (15 credits)	Introduction to Business Law BLA152 (20 credits)
	End-User Computing EUC152 (10 credits)	
	Legal Practice Management LPM152 (20 credits)	
	Legal Skills LSK152 (15 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 P/SEMESTER	60	60

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

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.

STADIO

HIGHER EDUCATION

SCHOOL OF LAW

HIGHER CERTIFICATE IN PARALEGAL STUDIES

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

MODE: CONTACT LEARNING

CAMPUSES: BELLVILLE (CAPE TOWN), CENTURION (PRETORIA) & WATERFALL (MIDRAND)

FEES & PAYMENT OPTIONS

PRESCRIBED TEXTBOOKS

VISIT OUR WEBSITE
www.stadio.ac.za

I'M READY! APPLY ONLINE NOW

EMAIL US
hello@stadio.ac.za

CALL US
+27 87 158 5000

DON'T BE SHY BE SOCIAL: