



# THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES 2020



THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES was established in 1992 to provide specialized training for legal support staff of professional practices, financial institutions, corporations and those wanting to embark upon a legal career.

Certain courses conducted by the School appeal to the self-employed businessperson or owners/managers of small to medium companies.



## What is a Paralegal?

**Paralegals** or Legal Assistants are people who are able to work in a legal environment. Paralegals have a sound basic knowledge of the legal principles relevant to the field in which they are working and as a result are able to work independently to perform legal tasks. Although not qualified to represent clients, Paralegals perform various important legal tasks and other administrative duties in the office. In an attorney's practice, for example, the Paralegal relieves the workload of the attorney by performing much of the routine legal work or research.



## Career Opportunities

Apart from the obvious position of working as a legal assistant in a legal practice, numerous employment opportunities exist for Paralegals. A perusal of the career section of the local newspaper will frequently show that the market place is looking for the services of Paralegals in many areas. The skills of a Paralegal will be an asset in any legal environment, both in the public and private sector: Legal practitioners, Community centres and Advice offices, Banks, Insurance Companies, Magistrates, Estate Agents and Civil Service Departments.

**Our Mission:** "Training paralegals to play a vital role in the South African legal system."

THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES

37 South Street  
Carletonville  
2499

PO Box 1715  
Carletonville  
2500

Tell: 018 786 1872  
Fax: 018 787 3155

Principal & Admin:  
Dr Danie van Zyl  
Mientjie van Zyl  
Caro Botha

Email: [vzylprokels@lantic.net](mailto:vzylprokels@lantic.net)  
[vzylprok@lantic.net](mailto:vzylprok@lantic.net)

## OVERVIEW OF COURSES



Paralegals or legal assistants are persons with legal skills who are employed or wish to be employed by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance of legal work.



### **SENIOR PARALEGAL COURSE (part-time)**

The course will be verified by SASSETA to grant accreditation on the NQF 5 level with not less than 131 credits, which is ideal for people already working in an environment where legal skills are advantageous or who want to enter the legal field and want to achieve a broad legal background. The subjects covered in the courses are: Criminal Law & Procedure, Civil Litigation, Property Law & Conveyancing, Business Law, Debt Collecting and Wills & Estates. Each short course runs for eight weeks from 18h00 to 20h00, once a week. Exams will be written two weeks after the last lecture. The six short courses can be completed in between twelve and twenty four months. The six short courses comprising the National Certificate: Paralegal Practise must have been completed within a maximum period of four years in order to ensure the currency of the learning reflected therein.



### **SHORT COURSES (part-time)**

The six Short Courses are non-NQF Provider Programmes, which are aimed at students who want to gain legal knowledge in individual legal subjects. There are six courses to choose from, namely Criminal Law & Procedure, Civil Litigation, Property Law & Conveyancing, Business Law, Debt Collecting and Wills & Estates. All subjects are offered once a year - two courses per term in the first and second term and one course per term in the third and fourth term. Each course runs for eight weeks from 18h00 to 20h00, once a week. Exams will be written two weeks after the last lecture. **The South African School of Paralegal Studies Short Course non-NQF completion certificates** are handed to those who pass.

**Entry requirement:** ●South African matric, or  
●tertiary level learning through life experience for persons 23 years or older.

## **THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES – PROVIDER PROGRAMMES**

### **What is a Provider Programme?**

Provider Programmes are usually designed to address specific education, training and development needs, such as courses for self-enrichment, continuous professional development, self-employment, or orientation to a specific career. It is not and does not lead to a formal credit-bearing national qualification registered on the NQF.

The Senior Paralegal/Commercial Law Course and the six Short Courses have been developed by The South African School of Paralegal Studies. Although these courses are not an accredited NQF qualification, our courses have been developed specifically for the specialized training of paralegal and legal support staff in professional practices, financial institutions, corporations and those wanting to embark upon a paralegal career.

The South African School of Paralegal Studies is a leading Private Provider of Paralegal training and has been recognized by individuals, corporations and civil service departments as a reputable training provider with consistently high standards for over 20 years. Our short courses enjoy a market-related credibility and are carefully designed to meet specific training needs within the paralegal field.



## **We have already trained staff from:**

### **LAW FIRMS & AUDITORS**

Guthrie & Rushton, Werksmans, A. Batchelor & Associates, Spencer Pitman, Pincus Matz Attorneys, Milton de la Harpe, Rileys Incorporated, Dykes van Heerden Attorneys, S. Hamdulay Attorneys, Tinkler Attorneys, De Waal Boshof Attorneys, Chennels Albertyn, Adams & Adams; Balsillie Watermeyer & Cawood; BDO Spencer Stuart; Bernadt Vukic Potash Getz; Bisset Boehmke & McBlain; Bowman Gilfillan; Butler Blanckenberg; CA Friedlander; Cliffe Dekker; Fuller Moore Inc.; Deloitte & Touche; Ernst & Young; Fairbridge Aderne & Lawton; Findlay & Tait; Hofmeyer Herbstein Gihwala & Cluver; Gelb, Simon & Shapiro; Greenwoods; Herold Gie & Broadhead; Ince Wood & Raubenheimer; Jan S de Villiers & Son; Laubscher & Hattingh; Lex Help; Mallinicks; Malherbe H. Inc; Miller Gruss Katz & Traub; Marais Muller; Edward Nathan Sonnenberg; Pincus Matz Marquard Hugo-Hamann; Pohl & Stuhlinger; Scot, Shapiro & Sonnenberg Inc.; Silberbauers; Smuts, Kemp & Smal; Smith Tabata Buchanan Boyes; Walker Malherbe.

### **BANKS & FINANCIAL SERVICES**

ABSA Bank; First National Bank; Investec Bank; Land & Agricultural Bank of SA; Metropolitan Life; Momentum; Mortgage SA; Nedcor; NBS Bank; Old Mutual; Protea Assurance; Protea Finance; Sanlam; Seardel Investment Corp.; Standard Bank; Stannic.

### **COMPANIES & PRIVATE ORGANISATIONS**

Accountants@Law, Creditworx, Saartjie Baartman Legal Advise Centre, AMC Classic; Black Sash Advice Office; BP British Petroleum; Cadbury SA; Catholic Welfare & Development; CG Smith Sugar Ltd.; Chevron SA; Constantiaberg Mediclinic; Claremart Auctions; Engen Petroleum; Gray Security Services; Hymax SA; Irving & Johnson; Legal Wise; Makro; N1 City Hospital; National Union of Distributive and Allied Workers; National Union of Metalworkers of South Africa; Oceana; Pam Golding Properties; Permprop; Pick 'n Pay; Plessey Projects; Rawson Properties; Rex Trueform Clothing; Safmarine; Seeff Properties; Shell SA; Steer & Co.; Sterkinekor; Tempest Car Hire; Truworths; V&A Waterfront (PTY) Ltd.; Virgin Active; Woolworths.

### **STATAL & PARASTATAL ORGANISATIONS**

Office of the Chief Justice, Legal Aid Board, Advocates Chambers; Airport Company; Building Industrial Council; Cape Consumers; Cape Technikon; Chas Everitt; City of Cape Town; Department of Health; Department of Defence; Department of Environmental Affairs and Tourism; Department of Justice; Department of Land Affairs; Department of Public Works; Department of Transport; Escom; Land Claims Commission; Parliament (ANC Caucus); SA Navy; SA Police; SA Rugby; South African Telecommunications Regulatory Authority; Spoornet; Telkom; The State Attorney; Transnet; UCT Legal Aid Clinic; University of Stellenbosch; Western Cape Education Department; Western Cape Regional Services Council.

## **ACCREDITED COUSES:**

We do present SASSETA – accredited courses namely the **National Certificate: Paralegal Practise**. Except for the modules we list in the brochure, we shall attend to the following modules incorporated during the courses:

- 1. Aspects of Finance IT**
- 2. Legal Principals and Practise (Module 1)**
- 3. Research Methodology**
- 4. Business Principles and Practise**
- 5. Office support and Administration**

Currently we are awaiting the registration of the qualification Diploma: (Paralegal Studies) which subjects are the same as listed in our course schedule for 2020.

## CORE SUBJECTS FOR THE

- ◆ SENIOR PARALEGAL
- ◆ SHORT COURSES



All evening courses run for eight weeks on one evening per week from **18h00 to 20h00** with an examination held two weeks after the last lecture. All subjects are offered once a year. The final examination for each subject will be of **115 minutes** duration.

Each subject can be chosen separately as a Short Course.

<p><b>PROPERTY LAW &amp; CONVEYANCING</b></p> <p>This course not only gives practical examples of conveyancing procedures, but also deals with the property registration system of South Africa. Also studied are the duties and functions of the Registrar of Deeds and the Conveyancer; title deeds and the drafting of deeds and documents; registration of mortgage bonds; sectional title work; deceased estate transactions and land partitions.</p>	<p><b>BUSINESS LAW</b></p> <p>This course gives overviews on subjects of importance for the world of business:</p> <ul style="list-style-type: none"><li>• Contract Law gives a broad overview of the principles of the law of contract.</li><li>• Corporate Law deals with sole proprietorships, partnerships, companies, close corporations and the business trust.</li><li>• Labour Law attends to labour legislation, disputes and how to resolve matters.</li><li>• Consumer Protection Act: selected areas of importance are discussed.</li></ul>
<p><b>CRIMINAL LAW &amp; PROCEDURE</b></p> <p>Provides students with knowledge of criminal law and of criminal procedures; dealing with the general principles; pre-trial procedure; bail; search and seizure; securing the attendance of the accused at trial; the criminal trial, verdict and sentence. Criminal Law also focuses on the requirements of specific crimes such as murder, rape, robbery, housebreaking, ...</p>	<p><b>WILLS &amp; ESTATES</b></p> <p>Designed for those dealing with the administration of deceased estates or the drafting of wills. The syllabus is comprehensive and designed to deal specifically with problem areas that can occur. Practical tuition on the winding-up of deceased estates and attending to the requirements of the Master of the High Court.</p>
<p><b>DEBT COLLECTING</b></p> <p>The course focuses on legal procedures for the recovery of debts, including the drafting of letters of demand; summonses and obtaining judgement. Also looked at are warrants of execution, Garnishee orders and Emolument Attachment orders, Section 57, 58, 65 proceedings, prescription and forms of security. Provisions of the National Credit Act and its debt enforcement procedures are also dealt with. The aim of the course is to assist any person who is responsible for the collection of debt from individuals, companies or close corporations.</p>	<p><b>CIVIL LITIGATION</b></p> <p>The course will examine the basic procedures in pre-trial preparation of documents (pleadings) and the use of precedents in litigation. The rules of the magistrates' courts will be studied from the beginning of the process through to the trial and execution of judgement; as well as selected concepts related to High Court proceedings.</p>

Attendance at lectures is compulsory and students will have to attend a minimum of 4 lectures in order to qualify to sit for the final examination.

On registration all students receive professionally edited course notes compiled by experts in practice. Our lecturers are experienced and qualified legal practitioners (attorneys, conveyancers, advocates).

**COURSE SCHEDULE 2020**  
**SENIOR PARALEGAL COURSE**  
**SHORT COURSES**



**Pretoria and Carletonville Classes**

All evening courses run for eight weeks on one evening per week from 18h00 to 20h00 with an examination held two weeks after the last lecture.

Senior Paralegal students can complete their courses as follows:

- Within a minimum period of **12 months** (four terms) if they do all the subjects offered each term, as set out in the academic schedule.
- Within a maximum period of **18 months** (six terms) if students start in Term 1 and complete only one subject per term.
- Within a maximum period of **24 months** (eight terms) if students start in Term 2, 3 or 4 and complete only one subject per term.

**First term:**

**Civil Litigation (Tuesdays)**

- ◆ Commencing 04 February 2020
- ◆ Concluding 24 March 2020
- ◆ Examination 14 April 2020

**Wills & Estates (Thursday)**

- ◆ Commencing 06 February 2020
- ◆ Concluding 26 March 2020
- ◆ Examination 16 April 2020

**Second term:**

**Debt Collecting and Introduction to South African Law (Tuesdays)**

- ◆ Commencing 21 April 2020
- ◆ Concluding 09 June 2020
- ◆ Examination 23 June 2020

**Criminal Law (Thursdays)**

- ◆ Commencing 23 April 2020
- ◆ Concluding 11 June 2020
- ◆ Examination 25 June 2020

**Third term:**

**Business Law (Tuesdays)**

- ◆ Commencing 30 June 2020
- ◆ Concluding 18 August 2020
- ◆ Examination 01 September 2020

**Civil Litigation (Thursdays) (Repeated for late subscribers)\***

- ◆ Commencing 02 July 2020
- ◆ Concluding 20 August 2020
- ◆ Examination 03 September 2020

**Fourth term:**

**Property Law & Conveyancing and Legal Office Practise Management(Tuesdays)**

- ◆ Commencing 08 September 2020
- ◆ Concluding 27 October 2020
- ◆ Examination 10 November 2020

**Debt Collecting (Thursdays) (Repeated for late subscribers)\***

- ◆ Commencing 10 September 2020
- ◆ Concluding 29 October 2020
- ◆ Examination 12 November 2020

\*depending on amount of students

**COURSE SCHEDULE 2020  
SENIOR PARALEGAL COURSE  
SHORT COURSES**



**JOHANNESBURG SATURDAY SCHOOL**

Two short courses run for four consecutive **Saturdays from 8:30 till 13:00**

**First Term:**

- |                    |                           |
|--------------------|---------------------------|
| ◆ Civil Litigation | 08,15,22,29 February 2020 |
| ◆ Wills & Estates  | 07,14,21,28 March 2020    |
| ◆ Examination      | 14,16 April 2020          |

**Second Term:**

- |                            |                              |
|----------------------------|------------------------------|
| ◆ Debt Collecting          | 18,25 April & 09,16 May 2020 |
| ◆ Introduction to SA Law   | 18,25 April & 09,16 May 2020 |
| ◆ Criminal Law & Procedure | 23,30 May & 06,13 June 2020  |
| ◆ Examination              | 23,25 June 2020              |

**Third Term:**

- |                                |                         |
|--------------------------------|-------------------------|
| ◆ Business Law                 | 04,11,18,25 July 2020   |
| ◆ Civil Litigation (Repeated)* | 01,08,15,22 August 2020 |
| ◆ Examination                  | 01,03 September 2020    |

**Fourth Term:**

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| ◆ Property Law & Conveyancing      | 12,19,26 September & 03 October 2020 |
| ◆ Legal Office Practise Management | 12,19,26 September & 03 October 2020 |
| ◆ Debt Collecting (Repeated)*      | 10,17,24,31 October 2020             |
| ◆ Examination                      | 10,12 November 2020                  |

\*depending on amount of students

**(All dates subject to confirmation)**

**Secure parking and safe access to the classroom provided.**



**BANK DETAILS: NORTH WEST**  
KARRIDENE 131 PTY (Ltd)  
**ABSA BANK** – CARLETONVILLE  
Branch code: 632 005  
Account no: 406 730 5087  
**Ref. Name and Surname**



**BANK DETAILS: GAUTENG**  
SA SCHOOL OF PARALEGAL STUDIES  
**STANDARD BANK** - CARLETONVILLE  
Branch Code: 016 141  
Account no: 022 902 325  
**Ref: Name and Surname**

### SHORT COURSES

R 1000.00 Registration  
R 700.00 Notes + Course Material  
R 1,900.00 Lectures  
R 600.00 Examination  
**R 4,200.00 TOTAL**

**PAYMENT OPTIONS:** (Please tick the appropriate on the registration form)

**Option 1 (R 4,200.00)**

Full payment on date of registration

**Option 2 (R 4,450.00)**

Registration fee R 1000.00 + R 250.00 handling fee (= R 1,250.00 total) on date of registration.

- ◆ Notes+ Course Material R 700.00 + lecture fees R 1,900.00 ( = R 2600.00) on date of 1<sup>st</sup> lecture
- ◆ Examination fee of R 600.00 one week prior to examination.

### SENIOR PARALEGAL COURSE

R 3,000.00 Registration  
R 4,200.00 Notes + Course Material  
R 10,200.00 Lectures  
R 3,600.00 Examination  
**R 21,000.00 TOTAL**

**PAYMENT OPTIONS:** (Please tick the appropriate on the registration form)

**Option 1 (R21,000.00)**

Full payment on date of registration

**Option 2 (R 24,600.00)**

◆ **At registration**

R 3,000.00 Registration fee = R **3,000.00**

◆ **At the start of each course**

R 700.00 Notes + Course Material

◆ R 2,300.00 lectures = R 3,000.00 x 6 = R **18,000.00**

◆ **One week prior to examination** = R 600.00 x 6 = R **3,600.00**

**TOTAL R 24,600.00**



# THE SOUTH AFRICAN SCHOOL OF **PARALEGAL STUDIES**

Dear Student,

We want to thank you for your interest in our Paralegal Courses at SA School of Paralegal Studies.

Kindly take note that when you apply for registration we will **need x 4 important documents** from you before we can accept you as one of our students.

1. ID copy
2. Copy of matric certificate
3. Registration form fully completed and signed
4. **Proof of payment**

**Kindly note that registration must be finalised not later than one week prior commencement of the course/subject.**

If you have any further queries in this regard please do not hesitate to phone or email us for further details.

Kind regards

**DM VAN ZYL**  
**Principal**

**Admin Personnel**  
Mientjie van Zyl & Caro Botha



**SA SCHOOL OF PARALEGAL STUDIES**  
**GAUTENG & NORTH WEST**  
**PO Box 1715**  
**Carletonville**  
**2500**

**Tel: 018 786 1872**

**Fax: 018 787 3155**

**Email: [vzylprokels@lantic.net](mailto:vzylprokels@lantic.net) & [vzylprok@lantic.net](mailto:vzylprok@lantic.net)**

**Website: [www.paralegalstudies.co.za](http://www.paralegalstudies.co.za)**





**Part-Time Courses  
Registration**

**Which course are you registering for?**

<input type="checkbox"/> National Certificate: Paralegal Practice*	<b>OR</b>	<input type="checkbox"/> The South African School of Paralegal Studies Short Course*
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**Where will you be attending?**

<input type="checkbox"/> Johannesburg, Brixton	<b>OR</b>	<input type="checkbox"/> Pretoria, Silverton	<b>OR</b>	<input type="checkbox"/> Carletonville
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**In which terms are you planning to do the course or courses listed below?**

Subject	Term	Subject	Term
Civil Litigation		Criminal Law & Procedure	
Wills & Estates		Business Law	
Debt Collecting		Property Law & Conveyancing	

**Personal Details:**

Surname (Mr/Mrs/Ms/Miss) \_\_\_\_\_ First name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_

ID No. \_\_\_\_\_ Age: \_\_\_\_\_ Gender: female male

**Note: Compulsory to supply certified copy of ID and Matric Certificate with registration form.**

Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Postal Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company name + address \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job Description and Person you report to \_\_\_\_\_

**How would like to pay?**

Payment as explained in the brochure:

Payment Option 1 **OR**  Payment Option 2

If you need assistance in filling out this form, please contact us on 018 786 1872

**TERMS OF AGREEMENT**

1. I acknowledge that I am fully aware of, understand and am bound by the details contained in the course brochure and on the website [www.paralegal.co.za](http://www.paralegal.co.za)
2. In particular, I acknowledge that I am bound by the details set out in the following documents, all of which are available at [www.paralegal.co.za](http://www.paralegal.co.za):
  - Examination and Assessment Rules; and
  - Student Handbook: Learner Policies and Procedures (only available in hardcopy at the school).
3. I understand that notice of cancellation of this registration must be given in writing. If such notice is received by the School no later than ten working days before the start of the course, the registration fee is non-refundable. If such notice is received later than 10 working days before the start of the course I will be liable for a reasonable cancellation fee calculated by the Supplier as well as the registration fee.
4. I agree, that should any of the amounts due remain unpaid, my full fees shall become payable immediately and interest at 18% will be levied thereon and I may forfeit my right of attendance until arrears have been settled.
5. I understand that in the event of any legal action being taken against me to claim outstanding fees, I shall be liable for the costs of such action on an attorney and client scale together with collection commission and interest.
6. I understand that the Senior Paralegal Course or National Certificate: Paralegal Practise must be completed within 24 months and should any courses be postponed beyond this time by agreement, the fees will increase to the official fees applicable for that time period.
7. I understand that I remain liable for the full fees in the event that the person/entity named above to which the invoice is to be addressed will not pay, regardless the reasons.
8. For any additional copy of our course notes the school will charge a set amount.
9. If the Seta does not provide the Certification or delays for certificates is due to SASSETA the Supplier (SA School of Paralegal Studies) will not be liable in any way.

Signed at: \_\_\_\_\_ On: \_\_\_\_\_ Signature: \_\_\_\_\_