



# THE SOUTH AFRICAN SCHOOL OF **PARALEGAL STUDIES** **2022**



**NATIONAL CERTIFICATE: PARALEGAL PRACTISE**  
**NQF LEVEL 5**  
**QCTO/SASSETA**  
**ACCREDITATION NUMBER: 07-SAS/SDP220422-5297**

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.



### **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

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## 1. INTRODUCTION

The course is structured in such a way that both theory and participation of the learner are being assessed and combine to eventually produce this qualification.

Our skilled and experienced facilitators will facilitate the course material and learners will complete Formative and Summative assessments. Learners will be advised and where necessary assisted to participate actively in the legal environment relevant to the qualification.

**Entry requirement:**

- South African matric, or
- relevant experience for persons 21 years or older (application to be done for exemption)

## 2. DURATION OF THE COURSE

The course may be completed in one year however extensions may be allowed.

## 3. DATE(S) OF ENROLMENT

Learners may apply to enrol at any time of the year. Terms and conditions however will apply.

## 4. COSTS AND PAYMENT OPTIONS

Option 1: R24 900.00 (Full payment on date of registration)

Option 2: R3 900.00 registration plus course material of Module 1.  
R2 200.00 monthly payment for 10 months

## 5. COURSE CONTENT

5.1 Module 1: Legal Principles and Practise

5.2 Module 2: Business Principles and Practise

5.3 Module 3: Office Support and Administration

5.4 Module 4: Research Methodology

5.5 Module 5: Aspects of Finance and IT

## 6. ENROLMENT PROCESS

Enrolment forms to be obtained from our office management and completed. We shall submit such form and requested documents to SASSETA.

## 7. BANKING DETAILS

ABSA BANK CARLETONVILLE  
KARRIDENE 131 PTY LTD  
ACCOUNT NO: 406 730 5087  
BRANCH CODE: 632005  
REF: NAME & SURNAME