

Learning Programme in

# Legal Assistant

Endorsed by the Chartered Institute of Business Management (CIBM)

## Type of qualification

- Part-time
- Endorsed by the CIBM
- Provider Qualification / Learning Programme\*

\*This programme has been specifically designed to upgrade skills and knowledge to ensure success in a chosen field of learning, but is not credit bearing. It differs from full qualifications that are registered on the National Qualifications Framework (NQF). Before you register, please ensure that this type of programme best suits your individual learning and workplace objectives.

## About the programme

Our Legal Assistant programme is designed to give you the specialist knowledge and understanding that is required to work within the legal profession or the legal department of a large firm.

On completion of this programme, you'll be able to confidently display your secretarial skills, with a broad understanding of various aspects of South African law, including terminology, the justice system and the administrative procedures followed in a legal office.

## Who should attend

- This programme is ideal for those who thrive when working under pressure and have good organisational skills as well as attention to detail.
- It is ideal for those who want a career in the legal field in an administrative or secretarial role, as well as current receptionists, secretaries and administrators who want to improve their effectiveness and career prospects in the legal profession.

## Admission requirements

- Students are required to have knowledge, comprehension and application of English at NQF Level 4 / Grade 12 or equivalent
- Basic computer and keyboard skills (including Windows, Word and Excel basics) or completion of the UniCollege Short Programme Certificate: Computer Skills for Windows & Office
- A basic knowledge of elementary accounting is recommended

## Duration

The programme is made up the following subjects:

Subject	Duration
Office Administration	12 weeks, 4 hours on a Saturday
Microsoft Office Fundamentals	12 weeks, 4 hours on a Saturday
Touch Typing	12 weeks, 3 hours on a Saturday
Legal Practice	12 weeks, 4 hours on a Saturday

Students will have access to computers in the UniCollege Resource Centre for typing/computer practice if they don't have their own PC at home or work.

## Certification

Upon successful completion of the programme and internal assessments, students will be awarded:

- The UniCollege Short Programme Certificate in Office Administration\*
- The UniCollege Short Programme Certificate in Microsoft Office Fundamentals
- The UniCollege Learning Programme Certificate in Legal Assistant\*

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## Course Material

All course material is included in the tuition fee.

FACTSHEET



**Programme Outline****Microsoft Office Fundamentals***MS Windows*

- Basic IT and internet concepts
- Windows interface and navigation
- Using Windows Apps
- Desktop Applications
- Files and folders
- Features, Help and tips

*MS Word*

- Microsoft Word interface and navigation
- Customising your workspace
- Editing a document (basic formatting)
- Formatting text and paragraphs
- Adding tables and managing lists

**Office Administration***Understanding the business & office environment*

- The South African business environment
- The role of an office administrator
- Office etiquette
- Good working relationships
- Good customer relations
- Handling complaints
- Telephone etiquette

*Storage and retrieval systems*

- Implement and control a filing system
- Time management
- Managing a diary for a manager and yourself
- Scheduling appointments

*Co-ordinating meetings*

- Procedures & meeting documentation

*Business correspondence*

- Communicate effectively using various forms of business correspondence

**Legal Practice I***The attorney's practice*

- Different legal practitioners in private and public capacity
- Differences between attorneys and advocates and their personnel structures
- The handling procedure and prescribed documentation relevant to mail
- Security files, closed files, protocol filing and removal of files
- Compiling a statement of account for client tasks executed
- Business and trust accounts
- The role and duties of the secretary/administrative clerk
- Ethics of justice and the importance of secrecy

**Touch Typing**

A minimum typing speed of 20wpm must be attained to pass this subject.

- Keyboard skills
- Accuracy
- Speed

**Disclaimer**

UniCollege reserves the right to change the programme content due to changes in the regulatory environment, market requirements and other reasons.

I, ..... (student name), hereby acknowledge that I understand the information stated in this factsheet and fully comprehend the specifics explained above pertaining to this qualification: Learning Programme in Legal Secretary.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

- Inserting objects, images and symbols
- Proofing and printing documents

*MS Excel*

- Microsoft Excel interface and navigation
- Performing calculations
- Modifying a Worksheet and Workbook
- Formatting a Worksheet
- Printing and managing Workbooks

*MS PowerPoint*

- Microsoft PowerPoint interface & navigation
- Developing a PowerPoint presentation
- Advanced text editing and animation
- Graphic elements, tables and charts

- Handling mail and electronic mail (emails)
- Your career – producing a professional curriculum vitae (CV)

*Office equipment*

- Computer hardware and software
- Using office equipment eg. photocopier, fax, binding machine
- Data capture and database management
- Routine maintenance of office equipment

*Office supplies and stock control*

- Procedures for ordering office supplies and maintaining optimal levels of stock
- Using source documents

*Financial and banking procedures*

- Handling petty cash
- Performing basic VAT calculations
- Understanding payroll functions
- Banking transactions and procedures

*Litigation and debt collection*

- The meaning of jurisdiction
- The nature and working of the supreme courts, the lower courts and tribunals
- Court officers and officials
- The procedures involved in civil actions
- Debt collection in the magistrate's courts

*Legal documents*

- Affidavits, power of attorney, underhand agreements, supreme court and lower court summons
- Completing various legal documents correctly

*Wills and deceased estates*

- Requirements for and contents of a valid will
- Admin and winding up a deceased estate