

Learning Programme in

Paralegal Practitioner

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 Paralegal Practitioner programme is designed to give you the specialist knowledge and understanding that is required to work within the legal profession, a law clinic, or the legal department of a company or government agency.

On completion of this programme, you'll be able to confidently display your paralegal skills, with a broad understanding of various aspects of South African law, including terminology, civil and criminal matters, 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
-] Completion of the UniCollege Learning Programme in Legal Assistant/Secretary
-] A basic knowledge of elementary accounting is recommended

Duration

The programme is made up the following subjects:

Subject	Duration
Insurance Practice	12 weeks, 4 hours on a Saturday
Mercantile Law	12 weeks, 4 hours on a Saturday
Human Resource Management	12 weeks, 4 hours on a Saturday
Legal Practice II	12 weeks, 4 hours on a Saturday

Certification

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

-] The UniCollege Short Programme Certificate in Introduction to Insurance Practice
-] The UniCollege Short Programme Certificate in Mercantile Law
-] The UniCollege Short Programme Certificate in Human Resource Management*
-] The UniCollege Learning Programme Certificate in Paralegal Practice*

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Course Material

All course material is included in the tuition fee.

FACTSHEET



Programme Outline

Insurance Practice

-)] Introduction to and history and sources of insurance law
-)] Insurable interest
-)] Essentials of a contract of insurance
-)] Requirements for a valid contract of insurance
-)] Misrepresentation
-)] Risk
-)] Insurance claims
-)] Premium
-)] Insurer's rights based on warranties
-)] Insurer's rights to subrogation and salvage
-)] Rights and duties of third parties under an insurance contract in favour of a third party; cession and assignment
-)] Performance and reinstatement by the insurer; termination of the insurance
-)] Insurance intermediaries
-)] Double insurance, over-insurance, under-insurance and reinsurance
-)] Short-term insurance
-)] Long-term insurance
-)] Supervision of insurance business

Mercantile Law

-)] Introduction to the Law
-)] Law of contracts
-)] Contracts of sale
-)] National Credit Act
-)] Credit Agreements
-)] Letting and hiring of immovable property
-)] Employment contracts

Human Resource Management

-)] Organisational behaviour
-)] Challenges facing HRM in SA
-)] Role of HR in creating an ethical organisation
-)] The HRM profession in SA
-)] HR and the legislative environment
-)] Employment Equity Act and the LRA
-)] Discrimination – fair and unfair
-)] Employee misconduct and dismissals
-)] Industrial action and dismissals
-)] The skills development act
-)] Training and development
-)] Collective bargaining
-)] Occupational Health and Safety
-)] Talent planning, recruitment and selection
-)] Induction and socialisation
-)] Remuneration and reward
-)] Health, safety and wellness
-)] Employee development and career management
-)] Performance management
-)] Diversity management and retention
-)] Behavioural aspects of HR management
-)] Motivation
-)] Leadership in an organisation
-)] Group development and team effectiveness
-)] Communication in groups and teams
-)] E-HRM and knowledge management (HRIS)
-)] Change management in organisations
-)] Strategic HR management

Legal Practice II

Paralegal Skills

-)] Communication and the building of strong professional relationships with clients
-)] Planning and preparation for initial client interview
-)] Active listening
-)] Advising clients
-)] Decision making
-)] Taking down effective witness statements

Family Law

-)] Domestic violence
-)] Protection orders
-)] Child maintenance

Introduction to Criminal Law and the Law of Criminal Procedure

-)] The criminal courts & criminal cases
-)] Criminal charges
-)] Charge and arrest
-)] The investigation
-)] Bail
-)] Different types of evidence

Crime Scene Investigation Overview

-)] Management of a scene of incident
-)] Scenes of incident
-)] Investigation aids
-)] Methods used to search a scene
-)] Managing extraordinary scenes of incident

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. UniCollege reserves the right to change the programme content due to changes in the regulatory environment, legislation, 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 Paralegal Practice.

Student signature _____ Date _____