

An overhead view of four business professionals (three men and one woman) in business attire sitting around a large wooden conference table. They are engaged in a meeting, looking at documents and a laptop. One man is pointing at a document, another is holding a pencil, and a woman is reaching for a document. A laptop and a smartphone are also on the table.

PARALEGAL PRACTICE

(010) 492 6559
www.arke.co.za
info@arke.co.za

What is a Paralegal?

A qualified paralegal, is an individual who has undergone training and 'hands-on' workplace experience. Paralegals can be found in a private practice, government environment, non-governmental environment, public institution and any other professional environment where legal support staff can be employed.

Paralegal Practice Qualification

Studying with Arke Consulting & Training Services, our learners have the advantage of attending face-to-face lectures facilitated by a subject matter expert. Our learners receive ongoing support, continuous assessments and overall professional and prompt quality service throughout your time with us.

Our employed and long distance learners also have the option of completing their studies via correspondence learning, with pre-set dates for assessments. Our learners enjoy completing activities and assessments online with convenient methods of access to facilitator support. A perfect way to study without losing time at work or having to give up your free time.

Kindly note that our 1 year course includes 3 components theory, practical & workplace training all inclusive in our fee.

Training commences with the Theory component, which consists of five accredited modules accredited by **SASSETA** (refer to brochure attached) and six standard Short Certificate Courses namely:

- Debt Recovery & Legal Drafting;
- Business Law;
- Call Centre & Customer Care Support
- Property Law & Conveyancing
- Effective Sales
- Wills & Legal Administration of Deceased Estates

Practical and workplace component, learners will undergo a Soft Skills & Professional Image Training, which is inclusive in the total fees. This prepares the learner for workplace training and later real employment. This training includes CV creation and role-plays within the workplace.

We assist our unemployed learners with job shadowing required to achieve competency in the workplace component, a mentor is assigned to each learner to ensure tasks are completed correctly and that the learner is guided throughout the workplace training. Our employed learners have the option of completing their workplace training at their place of employ.

Delivery & Assessment:

Full-Time lectures take place from 09:00 – 12:30 pm two days per week, as per dates as per the training schedule over a period of 8 months and workplace training is integrated with theory component over a period of 4 months. Internal mentors are allocated to the learner to assist with workplace training and activities.

Part-Time lectures take place from 09:00 – 12:00 pm Saturdays over a period of 10 months with integrated workplace training. Internal mentors are allocated to the learner to assist with workplace training and activities.

Assessments are written at the training venue on dates set out on the training schedule provided to learners upon commencement of the course. Although our training schedules are subject to change, learners will be duly notified of all such changes. Learners will also complete online assessments.

Study Material

Learners can choose to receive printed modules or an e-tablet on which their material is loaded. The material whether printed or e-tablet becomes the property of the learner and will not be returned after completion of the course to Arke Consulting & Training Services.

Qualification

THE QUALIFICATION – OVERVIEW

National Certificate: Paralegal Practice

NQF Level 5, 132 credits

Accredited with SASSETA with SAQA Code 49597

ACCREDITED MODULES

MODULES	US ID	US DESCRIPTION	LEARNING COMPONENTS	CREDITS	NQF LEVEL
Module 1 Legal Principles & Practice	119508	Demonstrate an understanding of SA Law and the legal system with specific emphasis on Paralegalism	Core	15	5
	15093	Demonstrate Democracy as a form of Governance in a diverse Society	Elective	5	5
	119503	Demonstrate an understanding of procedure in courts and other fora	Core	20	5
	119505	Apply fundamental legal concepts, principles, theories and values within a paralegal sector	Fundamental	20	5
Module 2 Business Principles & Practice	119509	Guide and refer clients in terms of legal enquiries	Core	10	5
	14505	Apply the principles of ethics and Professionalism to a business environment	Core	6	6
	13948	Negotiate an agreement or deal in an authentic work situation	Elective	5	4
	8647	Apply workplace communication skills	Fundamental	10	5
	7865	Improve service to customers	Core	6	5
	11994	Monitor, reflect and improve on your own performance	Fundamental	3	5
Module 3 Office Support & Administration	110531	Plan, organise and control day-to-day administration of an office support function	Core	4	5
	115855	Create, maintain and update record keeping systems	Core	5	5
Module 4 Research Methodology	115823	Gather and Manage information for decision making	Core	5	5
	8663	Plan and conduct a research project	Core	6	5
Module 5 Aspects of Finance & IT	114738	Perform financial planning and control functions for a small business	Elective	6	4
	116104	Use technology effectively in the practice of Law	Core	6	6

COMPETENCY

It is required that the learner must attend a pre-assessment meeting before qualifying to complete an assessment. Each module (1-5) has 2 Formative (tests) assessments and 3 Summative (exams) assessments. Learners must be found competent in the Formative assessments in order to qualify to write a Summative Assessment. This requirement is to ensure learners are fully prepared before completing an assessment.

RE-WRITES

Should the learner not be found competent in a summative assessment the learner will have an opportunity to re-write at no extra cost. However, should the learner be found competent but not satisfied with the result the learner can opt to a re-write at a cost of R 80.00 a script.

Training Delivery

Training will be delivered as follows: –

- learners must attend a minimum of 368 hours face-to-face lectures – as per training schedule;
- interaction with learners;
- class activities and evaluation quiz's;
- continuous assessments through formatives and summatives;
- pre and post-assessment sessions with learners.

Practical Assessments entail activities which will be completed throughout the course duration:

- learners must complete a minimum of 336 hours on practical assessments;
- learners are expected to complete the assessments after lectures as this does not form part of the notional hours scheduled for lecture time;
- learners are allowed to complete as individual assessments or where required as group work;
- Assessments are assessed at the end of each module and handed back to the learner for remedials;
- Legibility and neatness will be taken into account.

Workplace Readiness programme will be completed in the learner's workplace/ Host Company:

- learners must complete a minimum of 536 hours within the workplace;
- Host Company will receive a document which outlines activities to be signed-off;
- Host Company will provide the details of the person overseeing the learner;
- the learner will be well informed about activities that are to be completed in the workplace.

The learner is provided with 70 hours which are set aside for building the Portfolio of Evidence. Further provision is made for learners who have been ranked 'not yet competent' to attend:

- Revision
- Re-writes (this can be in the form of a written assessment, oral or presentation etc.)

Payment Terms

COURSE FEE

R 21 000.00 total payment due (as per proforma invoice) upon registration.

CORPORATE

Supplier / Vendor Forms to be emailed to info@arke.co.za. Payments as per the terms stipulated upon receipt of the Purchase Order as per the Service Level Agreement.

LEARNERSHIPS (WORKPLACE ACCREDITATION)

Employers Registered with SASSETA wishing to implement a Learnership from another Seta

- Contact the SETA to which the learnership belongs to ascertain if the employer fulfils all the requirements to implement the learnership.
- Complete the SASSETA learnership agreement and submit it to SASSETA
- SASSETA will register the Learnership Agreement and issue the employer with a confirmation letter.

Employers not Registered with SASSETA wishing to implement a SASSETA Learnership

- The employer contacts the relevant professional body / AQP / SASSETA to become an accredited workplace provider.
- Once accredited, the employer completes their SETA's learnership agreement.
- The employer submits the learnership agreement to their SETA. The Learnership Agreement will be registered by the other SETA.