

Prospectus



Paralegal

Enrol Qualify Achieve

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Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.



Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered with the Department of Education until 31 December 2014. Registration no. 2008/FE07/037 - see www.education.gov.za.
- Damelin Correspondence College (Pty) Ltd has provisional accreditation with UMALUSI and is a confirmed candidate for full accreditation. UMALUSI is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za. The accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee's education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin's expertise includes programme development, curriculum design, content, and student support methods that are right up to date.

Register now and be one step closer to the career position you desire, and the future you are aiming for.

Yours sincerely

Thivhudziwi Vele
Damelin Correspondence College Principal

DCC's Learning Opportunities

DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

Damelin Correspondence College offers you the following learning opportunities :

National qualifications are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

DCC Provider Programmes are DCC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

Agent Programmes are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

Continuous Professional Development (CPD)

Programmes are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

Orientation Programmes are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

Self-employment Programmes were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.

Why Choose Damelin Correspondence?

Employer Credibility

Today's job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years' experience in preparing students for employment, and 30 campuses around the country, Damelin has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin graduates.

Flexibility and Commitment to the Student

Studying by correspondence has several advantages over attending classes at a campus:

- Students can register at any time of the year
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

Career Counselling & Development Service

Students are encouraged to make use of Damelin's free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.

Why Choose Damelin Correspondence?

cont...

Providing for Students with Disabilities or Audio Needs

Damelin seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio. Phone 031 309 4800.

Recognition of Prior Achievement

Our Internal Policy of recognition of prior achievements is applied to this programme. Therefore, should students not meet the admission requirements as described in the brochure, they should contact Damelin Correspondence College to evaluate their prior achievement, to decide if they can gain entrance to the course of their choice.

For further information and distance learning guidance visit our website at:

www.dcc.edu.za

Damelin Business Career Programmes

Damelin certificates and diplomas have gained prestige in the business industry and are evidence of thorough training and a high level of competence, providing hands-on skills for those who want to advance their careers in the South African business environment.

Most of the Damelin business qualifications are structured on various levels within career programmes; each learning programme constituting a full outcomes-based qualification. In order to progress to further levels within the programme, the students must have completed the relevant subjects on the previous levels, or obtained exemption from these subjects based on their prior learning or experience.

Paralegal Studies

A relatively new career in South Africa – and one for which the demand is steadily increasing – is that of the paralegal, or legal assistant, employed by lawyers, law offices, governments agencies and other organisations. The duties of a paralegal include performing specifically delegated, substantive legal work. Although they do not represent the clients, a paralegal's tasks will include a range of legal work, research that does not require the attention of the fully qualified practitioner, and administrative duties in the office.

This concept is a long-established one in Europe, where skilled paralegals lighten their employer's workload by carrying out much of the routine legal work independently. Apart from the obvious position of working as a legal assistant in a legal practice, numerous employment opportunities exist for a paralegal.

The skills of a paralegal will be an asset in any legal environment, both in the public and private sector as legal assistants for Legal Practitioners; Judges and Magistrates; Banks; Estate Agents; Insurance Companies and many others.

Damelin Correspondence College offers a complete range of Paralegal learning programmes to assist the student in his or her studies towards a position as a Paralegal. These include:

- Legal Secretary Diploma
- Paralegal Diploma
- Conveyancing Secretary Diploma
- Commercial Law Diploma
- Short Learning Programme in Debt Collecting
- Short Learning Programme in Civil Litigation
- Short Learning Programme in Criminal Law and Procedure
- Short Learning Programme in Wills and Estates
- Short Learning Programme in Property Law and Conveyancing
- Short Learning Programme in Business Law

Learning Programme Endorsement

The South African Institute of Legal Training (SAILT) is a sister entity of the South African School of Paralegal Studies and endorses all the Damelin Paralegal programmes.

The South African School of Paralegal Studies was established in 1992 to provide specialised training for legal support staff of professional practices, financial institutions, corporations and those wanting to embark upon a career in this field. The South African Institute of Legal Training also appeals to the self-employed business person, owner or manager of small to medium companies.

Chief Principal Dr. Gunter Pabst is a board member of the Standards Generating Body for Legal Education and Training at SAQA and the National Paralegal Institute of SA.

Admission Requirements

It is essential that once the student has decided on the programme they would like to enrol for, they must bear in mind their present level of education and experience. It would be to the detriment of their studies should they enrol in a learning programme for which they don't have the necessary educational background. It is far better to adopt a conservative approach and build a solid foundation for further study. Admission requirements for each learning programme are outlined in this brochure, however, should the student have any doubts, a Damelin Student Consultant is available to answer any questions.

Student Assessment

To qualify for the Diploma or Short Learning programmes the student must pass written assignments and a Damelin examination. For examination dates please contact Damelin Correspondence College for more information.

Legal Secretary Diploma

Career Prospects

The Legal Secretary Learning Programme will equip the student with excellent secretarial skills as well as a thorough knowledge of law and legal procedures in South Africa. The skills of a Legal Secretary are an asset in law offices, banks, insurance companies, estate agents and many other business as graduated Legal Secretaries progress on their career path they will gain valuable knowledge to become a Paralegal.

Programme Type

The Legal Secretary Diploma is a **Provider Programme**.

Admission Requirements

A Grade 12 (Std. 10) or an equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should contact the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Legal Secretary Diploma consists of 12 subjects:

- Business and Office Administration I
- Communication
- Legal Office Practice Management
- Computyping
- Accounting I
- Debt Collecting
- Wills and Estates
- Introduction to SA Law
- Civil Litigation
- Criminal Law & Procedure
- Property Law & Conveyancing

Select 1 of the following, and please note that students are not required to write an examination on the following subjects:

- MS Word 2003 Proficient
- MS Excel 2003 Proficient
- MS Outlook 2003 Proficient

Programme Duration

Students should be able to complete this learning programme in 30 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date of the next examination.

Certification

On successful completion the student will receive a Damelin Correspondence College Legal Secretary Diploma, endorsed by SAILT.

Aim High

Should students choose to register for more than one learning programme, they will benefit from significant discounts.

Career Prospects

The Paralegal Learning Programme offers the opportunity to study towards a Diploma and is aimed at students who wish to be employed by lawyers, law and auditing firms, banks and other financial organisations, as well as in the private sector, as Legal Assistants or Paralegals. The learning programme will provide the student with the required skills and knowledge to enter the legal environment without having to study for years at a university, while enabling the opportunities to develop into a knowledgeable employee in a very dynamic environment.

Programme Type

The Paralegal Diploma is a **Provider Programme**.

Admission Requirements

A Grade 12 (Std. 10) or an equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should contact the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Paralegal Diploma consists of 7 subjects.

- Legal Office Practice Management
- Civil Litigation
- Criminal Law and Procedure
- Debt Collecting
- Wills and Estates
- Introduction to SA Law
- Property Law and Conveyancing

Programme Duration

Students should be able to complete this learning programme in 24 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date of the next examination.

Certification

On successful completion the student will receive a Damelin Correspondence College Paralegal Diploma, endorsed by SAILT.

Aim High

Should students choose to register for more than one learning programme, they will benefit from significant discounts.

Career Prospects

The Conveyancing Secretary Learning programme will provide the student, in addition to performing secretarial duties, to specialise in Property Law and Conveyancing. This learning programme not only gives practical examples of conveyancing procedures, but also deals with the property registration system of South Africa.

Programme Type

The Conveyancing Secretary Diploma is a **Provider Programme**.

Admission Requirements

A Grade 12 (Std. 10) or equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should contact the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Conveyancing Secretary Diploma consists of 6 subjects:

- Property Law & Conveyancing
- Business & Office Administration I
- Accounting I
- Computyping
- Communication

Select 1 of the following, and please note that students are not required to write an examination on the following subjects:

- MS Word 2003 Proficient
- MS Excel 2003 Proficient
- MS Outlook 2003 Proficient

Programme Duration

Students should be able to complete this learning programme in 24 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date of the next examination.

Certification

On successful completion the student will receive a Damelin Correspondence College Conveyancing Secretary Diploma, endorsed by SAILT.

Aim High

Should students choose to register for more than one learning programme, they will benefit from significant discounts.

Career Prospects

The Commercial Law Diploma is aimed at the professional and small business individual. This learning programme provides the student with a sound basic knowledge of the law, allowing them to work independently as Legal Assistants with the ability to perform specifically delegated, substantive legal work in law offices, private enterprises, government agencies and other organisations employing legal support staff. The student will be given practical advice on various subjects, such as how to avoid the typical pitfalls of business, successfully manage a business, read and write contracts, handle tax, deal with labour related queries and many more.

Programme Type

The Commercial Law Diploma is a **Provider Programme**.

Admission Requirements

A Grade 12 (Std. 10) or an equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should contact the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Structure

The Commercial Law Diploma consists of 6 subjects:

- Criminal Law & Procedure
- Civil Litigation
- Property Law and Conveyancing
- Debt Collecting
- Wills and Estates
- Business Law: Labour Law, Contract Law, Corporate Law (includes company & tax law)

Programme Duration

Students should be able to complete this learning programme in 24 months.

Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date of the next examination.

Certification

On successful completion the student will receive a Damelin Correspondence College Commercial Law Diploma, endorsed by SAILT.

Aim High

Should students choose to register for more than one learning programme, they will benefit from significant discounts.

Damelin Paralegal Short Course Certificates

Programme Type

The Damelin Paralegal Short Course Certificates are **Continuous Professional Development Programmes**.

These short learning programmes enable students to study the legal principles involved and to identify possible problem areas in their business activities. The student can choose from any of the following short learning programmes to enhance their career in the legal support field.

Debt Collecting Short Course Certificate

This learning programme focuses on legal procedures for the recovery of debts, including the drafting of summonses, letters of demand 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.

Civil Litigation Short Course Certificate

This learning programme examines the basic procedures in pre-trial preparation of documents (pleadings) and the use of precedents in litigation. The rules of both the Magistrates' and High Courts will be studied from the beginning of the process through to the trial and execution of judgement

Criminal Law and Procedure Short Course Certificate

This learning programme provides students with knowledge of criminal law and criminal procedures; dealing with the general principles; prosecution; search and seizure; pre-trial examination; responsibilities; consent; admission of guilt; typical mistakes of the accused and their avoidance.

Wills and Estates Short Course Certificate

This learning programme is 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.

Property Law and Conveyancing Short Course Certificate

This learning programme 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 and notarial deeds; sectional title work; deceased estate transactions and land partitions.

Damelin Paralegal Short Course Certificates

Business Law Short Course Certificate

This learning programme gives overviews on four Legal subjects of importance for the world of business:

- Contract Law gives a broad overview of the principles of the law of contract.
- Corporate Law deals with sole proprietorships, partnerships, companies, close corporations and the business trust.
- Labour Law looks at the employment contract and deals with current labour legislation and its impact on the labour environment.
- Tax Law focuses on individual income tax and its application.
- This subject looks at the relevance and intentions of insolvency and sequestration.

The following applies to all the short learning programmes:

Admission Requirements

A Grade 12 (Std. 10) or equivalent. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should contact the nearest Damelin branch to discuss the prospects for entrance to the learning programme.)

Programme Duration

Students should be able to complete this course in 12 months.

Student Assessment

To qualify for Short Learning Programme, the student must write 1 formal exam. For examination dates please contact the College for more information.

Certification

On successful completion the student will receive the relevant Damelin Correspondence College Short Course Certificate, endorsed by SAILT.

Business and Office Administration I

This subject covers the secretary's role, career path, image and grooming and how to communicate. The student will also be exposed to conventional and electronic office skills and techniques.

Communication

The student will cover theoretical aspects of written and oral communication and how to communicate effectively as a Legal Secretary.

MS Office 2003

■ **Word 2003 – MOUS**

This powerful word processing application package from Microsoft is similar to a desktop publishing application.

■ **Excel 2003 – MOUS**

The excel spreadsheet application is by far the most popular programme of its kind worldwide, and is useful for working with figures and on spreadsheets.

■ **Outlook 2003 – MOUS**

Microsoft Outlook provides a complete set of e-mail features with calendar, task lists and add-ons to allow you to synchronise your information.

Legal Office Practice Management

This subject includes an introduction to Legal Office Practices, the Constitution and objects of the Law Societies and the Attorneys Fidelity Fund, Trust and business concepts.

Introduction to South African Law

This subject covers an introduction to the concept of 'law', the study of the hierarchy of the courts, the concept of Judicial Precedent; SA legal system and the inter-relation of the different fields of law.

Civil Litigation

An introduction to civil procedures in the courts of South Africa. This subject examines the basic procedures in pre-trial preparation of documents (pleadings) and the use of precedents in litigation. The rules of both the Magistrates' and High Courts will be studied from the beginning of the process and up to the trial.

Criminal Law and Procedure

Provides students with knowledge of Criminal Law principles and specific crimes; criminal procedures including the procedure before trial, the trial, sentence and review thereof and appeals; prosecution; search and seizure; pre-trial examination; responsibilities; consent; admission of guilt; typical mistakes by the accused and how to avoid them.

Debt Litigation

A subject focussing on legal procedures for the recovery of debts, including the drafting of summonses, letters of demand and obtaining judgement. Also looked at are warrants of execution, attachment orders, costs and fees and debt collecting against firms and partnerships.

Wills and Estates

Designed for those dealing with the administration of deceased estates or the future drafting of wills. The syllabus is comprehensive and designed to deal specifically with problem areas. Practical tuition on the winding-up of deceased estates and attending to the requirements of the Master of the High Court is included.

Property and Conveyancing

This learning programme gives practical examples of conveyancing procedures, and also deals with the property registration system of South Africa. Also included 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 and notarial deeds; sectional title work; deceased estate transactions and land partitions.

Business Law

Contract Law

The student will be instructed on the definition of a contract and all the conditions in contracts.

Labour Law

Labour Law covers the types of employment contracts and their formation, the common law duties of the employer and the employee, labour disputes, negotiation and bargaining councils and many more.

Corporate Law

Corporate Law informs the student of the current legal provisions concerning companies and close corporations.

The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, so bringing you one step closer to the career of your choice, or the advancement that you aspire to.

Step 1

Choose the programme that best suits you:

- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

Step 2

Decide how you wish to pay for your studies:

- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

Step 3

Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form to Damelin by:

- Posting it to Damelin Correspondence College, P.O. Box 590, Cape Town, 8000, OR
- Taking it to your nearest Damelin office.

Step 4

Once you have registered, Damelin will send you your first study pack containing the following:

- Your **Student Card**, which identifies you as a student wherever you go;
- Your **Damelin Study Notes**, which have been designed to make you feel as if you have your own personal teacher;
- Your **Study Methods Booklet**, which includes helpful study hints;
- Your **Information Guide**, a summary of important details;
- Your **Examinations Guide**, which tells you how to enter for your examinations;
- Your **Personal Study Programme**, which shows you the study units or items that you will need for each subject that you are studying; and
- Your **Assignment Covers, Student Query Forms and Envelopes**, to make it easy for you to send in your assignments and queries to the College.



correspondence

The Career Development College

Register Today!

Our branches:

BRAAMFONTEIN

1st Floor, Mineralia House, 78 De Korte Street,
Braamfontein 2001

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CAPE TOWN

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P.O. Box 4180, Cape Town 8024

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DURBAN

The Educor Gallery, Educor House, 325 Smith Street,
Durban 4001

P.O. Box 2553, Durban 4000

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PORT ELIZABETH

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NAMIBIA

Shop 17, Mezzanine Floor, BPI House,
269 Independence Avenue, Windhoek

Tel: +264 61 308 835

Post your registration form to:
**The Registrar, Damelin Correspondence,
P.O. Box 590, Cape Town 8024**
Visit our website: www.dcc.edu.za
e-mail: info@dcc.edu.za

Make your mark with **Damelin**