Paralegal Prospectus

Register Today!

Go for it!
Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa

Make your mark with Damelin

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Namibia
Shop 17, Mezzanine Floor
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Post your registration form to:
The Registrar, Damelin Correspondence,
P.O Box 31001, Braamfontein, 2017

Damelin Correspondence College (Pty) Ltd Co. Reg. No: 1996/000339/07
Professionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014
Prov. Reg. No. 2008/07/0037
Umakul Pro. Accr. No TET 00475 PA
DCC is a Registered Credit Provider NCRCP 2325

www.dcc.edu.za
info@dcc.edu.za

Make your mark with Damelin

Enrol • Qualify • Achieve
With one of the most employer recognised colleges
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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 Correspondence College 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 Correspondence College is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin Correspondence College certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037
- Damelin Correspondence College (Pty) Ltd Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za. The provisional accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475 PA. 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 Correspondence College focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin Correspondence College’s expertise includes programme development, curriculum design, content, and student support methods that are right up to date.
- Damelin Correspondence College is a Registered Credit Provider, NCRCP 2325

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

Yours sincerely
Rakesh Patel
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 branches in most major cities, Damelin Correspondence College has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin Correspondence College 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 Correspondence College 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 Correspondence College’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.
Providing for Students with Disabilities or Audio Needs

Damelin Correspondence College 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 Correspondence College 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.

Admission requirements – Recognition of Prior Learning

Damelin Correspondence College applies the South African Qualification Authority’s (SAQA) policy of recognising prior learning. Therefore, if students do not meet the admission requirements of a particular learning programme, as stated in the entrance requirements for each course, they should contact the College to evaluate their prior learning and experience and decide if they can gain admission to the programme of their choice.
Damelin Correspondence College
Business Career Programmes

Damelin Correspondence College 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 Correspondence College 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 form 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
- Debt Collecting short course certificate
- Civil Litigation short course certificate
- Criminal Law and Procedure short course certificate
- Wills and Estates short course certificate
- Property Law and Conveyancing short course certificate
- Business Law short course certificate
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 Correspondence College 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 important that a student’s choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn’t have the necessary educational background. It might also prove a blow to the student’s self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined, in this prospectus, the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Correspondence College Student Consultant, who will be able to answer any queries.

**Assessment methods**

Internal assessments can be portfolios of evidence or assignments based or written exams.

External assessment consists of assignments and written exams per subject. These are set and managed by external assessment bodies (such as ICB - Institute of Certified Bookkeepers or IBS (Institute of Business Studies)).

National qualifications assessments consist of portfolios of evidence (formative and summative assessments)

**Awards**

Upon successful completion of all the applicable assessment requirements as stated in your study material you will be awarded the relevant award.
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 Correspondence College 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 2007
- MS Excel 2007
- MS Outlook 2007

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 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.
Paralegal Diploma

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 Correspondence College 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 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.
Conveyancing Secretary Diploma

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 Correspondence College 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 2007
• MS Excel 2007
• MS Outlook 2007

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.
Commercial Law Diploma

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 Correspondence College 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.
Programme Type

The Damelin Correspondence College 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.
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 Correspondence College 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 2007
- **Word 2007**
  This powerful word processing application package from Microsoft is similar to a desktop publishing application.
- **Excel 2007**
  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 2007**
  Microsoft Outlook provides a complete set of e-mail features with calender, 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.
10 Steps to Success

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, therefore 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**
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 plus the certified copies of the relevant support documents to meet the entrance requirement of your chosen course to Damelin by:
- Posting it to Damelin Correspondence College, P.O Box 31001, Braamfontein, 2017, OR
- Taking it to your nearest Damelin office.

**Step 3**
Once the academic process has been successfully completed 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 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 Information Guide, a summary of important details;
- Certification Road Map, 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 and Envelopes, to make it easy for you to send in your assignments and queries to the College.
Step 5
Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

Step 6
Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

Step 7
Complete regular assignments to check how you are doing.
- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self-assessment exercises, to help you make sure that you are in control of your work at all times.
- At the end of each module, there is a progress assignment which you can complete and send to the College for marking and/or model answers.

Note that the assignments are not compulsory, for examinable courses, and you can register for exams when you are ready.

Step 8
Enter for the examinations
- Follow the instructions on your Certification Road Map on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

Step 9
Write the examinations
- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

Step 10
Qualify for your award
- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

Help is only a phone call away!
Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Correspondence College Student Consultant at the following number:

0860 61 61 61