National Certificate Paralegal Practice

Damelin correspondence
The Career Development College

Enrol • Qualify • Achieve
With one of the most employer-recognised colleges
Programme Types offered at Damelin Correspondence College (DCC)

1. National Qualifications are credit-bearing qualifications registered on the NQF (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a National qualification.

2. Agent Programmes are programmes for which Damelin Correspondence College offers tuition, but where DCC does not issue the final certificate. The Agent Body issues the final certificate and manages the final examinations.

3. Damelin Correspondence College Programmes are DCC’s own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the Damelin Correspondence College Academic Board.

Damelin Correspondence College Programmes fall into four categories:

- Damelin Correspondence College Career Programmes are DCC’s own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

- Damelin Correspondence College Continuous Professional Development (CPD) Short Courses are courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

- Damelin Correspondence College 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 enrol on a full programme.

- Damelin Correspondence College Self-Employment Programmes are 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.
National Certificate: Paralegal Practice NQF Level 5, ID 49597

Course Overview
Join the exciting world of the Paralegal and be equipped with the basic knowledge and understanding of the South African Legal system, fundamental laws, their application and social context in the legal environment.

Programme Type
The National Certificate: Paralegal Practice NQF Level 5, ID 49597 is a National Qualification, which is accredited by SASSETA.

Entrance requirements
Communication and Mathematical Literacy at NQF Level 4 and Computing skills at NQF Level 3.

Course Duration
You should be able to complete the course within 18 months.

Course Content
- SA Legislation
- Paralegal Communication Practices
- Paralegal Guidance
- Problem Solving in the Legal Environment
- Administrative and Organisational Support
- Ethical conduct, values and professionalism
- Legal Research Technology and Methodology

Assessment
You are required to complete all assignments and write and pass an exam per subject. Once you have successfully passed all 7 subjects, you will be required to write and pass a Final Integrated Summative Assessment (FISA) to achieve the complete qualification. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College for marking, together with the prescribed examination fee before the closing date for the next examination. In order to achieve your award you have to pass all compulsory assignments and exams. A letter will be forwarded to you from Damelin Correspondence College after successful completion of your assignments and exams explaining the verification and uploading process.

Award
On successful completion of this course and verification by SASSETA, you will be issued with your National Certificate: Paralegal Practice NQF Level 5: ID 49597.
From the General Manager

Take your next step now!
Follow through on your decision to enhance your life and your future prospects by enrolling for the National Certificate: Paralegal Practice course today!

Why study with Damelin Correspondence College?
- Quality study material designed specifically for home study.
- The freedom to study at YOUR own pace, where and when it suits YOU.
- The widest range of courses for today's world.
- Free consultations with Damelin Correspondence College's career counselling and development specialists.
- Free study choice advice from Damelin Correspondence College's Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and attention from qualified tutors.

Umalusi Accreditation
Damelin Correspondence College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za
Umalusi Provisional Accreditation No: FET 00475 PA

DHET Registration
Damelin Correspondence College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014.
Provisional Registration No. 2008/FEO7/037 - see www.dhet.gov.za. For further information please refer to our website: www.dcc.edu.za.
Damelin Correspondence College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Ajanth Choudhree
Damelin Correspondence College General Manager
Register Today!

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Damelin Correspondence College (Pty) Ltd. Provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Provincial Reg. No. 2006/03/0027
Previsionally accepted for validation, the Council for Quality Assurance in General and Further Education and Training, www.valuas.org.za
Completion of the Career Development College course is a registered credit provider: MREC 7225

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