

# SCHOOL OF LEGAL STUDIES

PROGRAMME TITLE	LEVEL	SAQA ID
Legal Secretary	N4	66880
	N5	66959
	N6	67004

## PROGRAM DESCRIPTION

The qualification is aimed at learners who work or want to work as a senior administrator and particularly for those wanting to develop those skills within the legal sector. The qualification will provide you with valuable legal knowledge and the practical skills you need to become a qualified and professional Legal Secretary. Legal secretaries provide a high level of administrative support for lawyers and legal executives. They help with the day-to-day tasks involved in running a legal services or law firm.

## CAREER OPPORTUNITIES

- Legal secretary – Conveyancing
- Personal Assistant – Legal
- Legal Administrative Assistant
- ☐ Insurance Litigation Legal Secretary
- Legal secretary – Litigation

## MODULES PER SEMESTER

<b>Semester one (Year one)</b> <ul style="list-style-type: none"> <li>• Office Practice N4</li> <li>• Entrepreneurship &amp; Business Management N4</li> <li>• <i>English language for Higher Education*</i></li> </ul>	<b>Semester two (Year one)</b> <ul style="list-style-type: none"> <li>• Information Processing N4</li> <li>• Communication N4</li> <li>• <i>Internet &amp; Email*</i></li> </ul>
<b>Semester one (Year two)</b> <ul style="list-style-type: none"> <li>• Office Practice N5</li> <li>• Communication N5</li> <li>• Information Processing N5</li> <li>• Legal PracticeN5</li> </ul>	<b>Semester two (Year two)</b> <ul style="list-style-type: none"> <li>• Office Practice N6</li> <li>• Communication N6</li> <li>• Information Processing N6</li> <li>• Legal PracticeN6</li> </ul>

*\*This examination is set and managed by the college; the aim is to improve certain academic qualities of the learner*

## DURATION & MODE OF STUDY

- Full Time: Minimum 2 Years
- Part Time: Minimum 2 Years
- In-Service Training: 18 Months (After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.)

## ENTRY REQUIREMENTS

- Grade 12 - Matric,
- A senior certificate or
- National Certificate (N3) or a relevant Nated equivalent qualification

## ADMISSION PERIODS

January and June every year

## STUDY MATERIALS

Textbooks are recommended and supplied by the College.

## PRICING

For the current pricelist please contact the College.

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**EXAMINATION AUTHORITY**

All examinations which hold twice a year are set and conducted by the Department of Higher Education and Training.

**CERTIFICATE & DIPLOMA ISSUANCE**

Certificates of completion and Diplomas are issued to learners by the Department of Higher Education and Training on successful completion of each level and the mandatory 18 months practical work experience.

**STUDYING BEYOND THE DIPLOMA STAGE**

The qualification obtained from this study can be used to apply to study further in any University or Higher education colleges in the country because it is nationally recognized qualification.

**ARTICULATION**

Based on Report 191 from the Department of Higher Education & training, a learner who has successfully completed all the three levels i.e. N4 - N6 may pursue the following path in order to obtain the National-N Diploma

- Complete all compulsory instructional offerings required for the issuance of the National N Diploma Obtain
- work experience for a minimum of 18 months in the field related to his or her studies and provide documentary evidence to the Department of Higher Education & training of applicable experience in relevant field to the candidate’s program of study.
- Candidate must present the N4, N5 and N6 certificates in addition to letter from Employer to the Department of Higher Education & training to apply for the National N Diploma.

**DISCLAIMER NOTICE**

The information contained in this FACT SHEET is accurate at the time of this publication. In the event of factors beyond the control of HillCross Business College occurring hence causing the contents of this fact sheet and or of the program to change, HillCross Business College will make frantic effort to formally notify current and affected learners. Meanwhile HillCross Business College will as much as possible ensure the intactness of the information contained herein.

Learner/Parent/Sponsor Assent	For Official Use
<p>I,....., herewith acknowledge that I fully understand the information contained herein based on the qualification stated within this context.</p> <p>Signature.....</p> <p>Name (Parent/Guardian/sponsor).....</p> <p>Signature (Parent/Guardian/Sponsor).....</p>	