

Qualification Guide: National Certificate: Paralegal Practice 2018

Welcome as a learner in the National Certificate: Paralegal Practice (NQF Level 5).

1. Entry Requirements

- A grade 12 certificate
- An equivalent NQF Level 4 qualification

2. Costs

The following is a breakdown of all the costs for this qualification.

2.1 Tuition fees

Payments Structure

Terms	Amount
Registration Fee	R250.00
Deposit	R2000.00 (As soon as you pay the deposit you will receive Learner Guide Module 1)
Installment	R1599.00 x 10 months
Sub Total	R16 000.00 + R2240.00 (14% VAT)
TOTAL	R18 240.00

2.2 Examination Fees

Examination fees – R150.00 per module per learner AND
Re-examination fees – R150.00 per module per learner

3. How to enrol

Complete the enclosed registration form and attach the following documents:

- A copy of your ID/Passport
- Copy of your latest qualifications
- Proof of registration payment
- Proof of deposit payment
- Fax all above documents to the fax number indicated with our bank details below:

4. How to pay your fees:

- Please make use of the specified banking details below which is applicable to you, and fax your proof of payment to the number indicated:

HJN PRETORIA LEARNERS:

Fax number: 012 320 0317
Account Name: HJN Training Pretoria
Bank: FNB Bank, The Reds 250 655
Account no: 626 712 506 96
Ref: ID number/PLK

HJN POLOKWANE LEARNERS:

Fax number: 015 291 3931
Account Name: HJN Training Polokwane
Bank: FNB Bank, The Reds 250 655
Account no: 626 712 692 09
Ref: ID number/PLK

HJN JOHANNESBURG LEARNERS:

Fax number: 011 403 0544
Account Name: HJN Training Johannesburg
Bank: FNB Bank, The Reds 250 655
Account no: 626 712 577 83
Ref: ID number/JHB

HJN VEREENIGING LEARNERS:

Fax number: 016 421 3560
Account Name: HJN Training Vereeniging
Bank: FNB Bank, The Reds 250 655
Account no: 626 712 411 08
Ref: ID number/VAAL

HJN DISTANCE LEARNERS:

Fax number: 086 758 4562
Account Name: HJN Training Distance
Bank: FNB Bank, The Reds 250 655
Account no: 625 670 942 57
Ref: ID number/DIS

5. Study Material

Your study material consists of the following:

- Learner Guides
- Assessments (Assignments)
- Qualification Guide

A Learner will receive study material after payment of the deposit.

6. Examinations

Examinations will be written during the first semester (June) and the second semester (October). It is required that learners submit one assignment per module. Learners must achieve a minimum of 60% per assignment. Two Modules will be written during June 2017 (Module 1, and 2) and three Modules during October 2017 (Module 3, 4 and 5).

Below is an outline of all modules and unit standards of the qualification.

SAQA ID 49597: National Certificate Paralegal Practice - NQF Level 5 – 131 Credits

	Module	Contents (Unit standards covered)	Unit standard	Total Credits
		FIRST SEMESTER		
1.	Legal Principles and Practice (60 Credits)	<ul style="list-style-type: none"> ▪ Demonstrate an understanding of South African Law and the legal system with specific emphasis on Paralegalism ▪ Demonstrate insight into democracy as form of governance and its implications for a diverse society ▪ Apply fundamental legal concepts, principles, theories and values within a paralegal sector ▪ Demonstrate an understanding of procedure in courts and other fora 	119508 15093 119505 119503	15 Credits 5 Credits 20 Credits 20 Credits
2.	Business Principles and Practice (40 Credits)	<ul style="list-style-type: none"> ▪ Monitor, reflect and improve on own performance ▪ Apply workplace communication skills ▪ Negotiate an agreement or deal in an authentic work situation ▪ Improve service to customers ▪ Apply the principles of ethics and professionalism to a business environment ▪ Guide and refer clients in terms of legal enquiries 	11994 8647 13948 7865 14505 119509	3 Credits 10 Credits 5 Credits 6 Credits 6 Credits 10 Credits
		SECOND SEMESTER		
3.	Office Support and Administration (9 Credits)	<ul style="list-style-type: none"> ▪ Create, maintain and update record keeping systems ▪ Plan, organise and control the day-to-day administration of an office support function 	115855 110531	5 Credits 4 Credits
4.	Research Methodology (11 Credits)	<ul style="list-style-type: none"> ▪ Gather and manage information for decision-making ▪ Plan and conduct a research project 	115823 8663	5 Credits 6 Credits
5.	Aspects of Finance and IT (12 Credits)	<ul style="list-style-type: none"> ▪ Perform financial planning and control functions for a small business ▪ Use technology effectively in the practice of law 	114738 116104	6 Credits 6 Credits

Welcome to HJN Training, should you need any more information please do not hesitate to call us on 078 177 4023. Website www.hjntraining.co.za.

Thank you



HJN VAN ROOYEN / CEO



REGISTRATION FORM

SECTION 1: PERSONAL DETAILS

First Name: _____ Surname: _____

ID Number: _____ *(ID COPY TO BE ATTACHED)*

Race: White: African: Coloured: Indian:

Gender: Male: Female: Home Language: _____

Highest qualification attained: _____ Signature: _____

SECTION 2: COMMUNICATION DETAILS

Work no: _____ Home no: _____

Cell no: _____ Fax no: _____

E-mail: _____

Postal address – for all correspondence : _____

Code: _____

Employer Name: _____ Contact no: _____

Employer Address: _____ Suburb: _____

!!!! REGISTRATION FEE IS NOT REFUNDABLE!!!!

SECTION 3: PROGRAM DETAILS: Please indicate with a the qualification you are registering for:

QUALIFICATIONS	NQF LEVEL	DEPOSIT	TERM	TOTAL	<input checked="" type="checkbox"/>
• National Diploma: Policing	6	R3 000.00	1 Year	R19 950.00	<input type="checkbox"/>
• National Certificate: Traffic Management	5	R 2 000.00	1 Year	R18 240.00	<input type="checkbox"/>
• National Certificate: Paralegal Practice	5	R2 000.00	1 Year	R18 240.00	<input type="checkbox"/>
• National Certificate: Close Protection	5	R2 000.00	1 Year	R18 240.00	<input type="checkbox"/>
• Private Investigator		R2 500.00	Distance	R13 680.00	<input type="checkbox"/>

SIGNATURE OF LEARNER: _____ **Date:** _____

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