



Short Learning Programme

IIE LEGAL OFFICE SUPPORT SHORT LEARNING PROGRAMME (Contact Part-time)

INTRODUCTION

The purpose of this short learning programme (SLP) is to provide aspirant law students, future paralegal assistants and/or persons who wish to work in a law office in an administrative capacity with a holistic overview of the essential activities occurring in the typical attorney's office. While theory is discussed, the focus is on the acquisition of practical skills.

WHO SHOULD ATTEND

For those with the skills, drive and initiative, the legal work environment is a place of great opportunity and reward. Students interested in commencing or furthering a career within the legal environment should attend.

ENTRANCE REQUIREMENTS

Students should meet the following requirements:

- Be proficient in English.
- Should have three to four years' work experience.
- Must be able to prepare for lectures and engage in self-directed study outside the classroom and be prepared for dynamic discussion in the classroom.

DURATION

Lectures are conducted once a week in the evening or on a Saturday morning over 11 weeks.

PROGRAMME EVALUATION

The completion of a portfolio of evidence.

PROGRAMME CONTENT

This SLP will allow students to demonstrate the following:

- An understanding of the structure of the South African legal profession.
- A basic proficiency in the administrative systems typically encountered in an attorney's office.
- A basic knowledge of communication systems and methods utilised in the practice of law.
- A basic knowledge of attorney's accounts and common accounting systems.
- A basic knowledge of civil court documents and procedure.
- A basic knowledge of, for example, debt collections, administration of estates, wills, notarial executed documents, affidavits, powers of attorney, conveyancing and the like.

What is The Teaching and Learning Strategy of The IIE's Varsity College, and how will it help prepare me for the 21st century working world?

At The IIE's Varsity College we are proud of and passionate about our shift away from the 'traditional lecturing' methodology to our blended-learning strategy – the VCBlend.

This blended-learning strategy extends learning beyond the confines of the classroom and creates opportunities for our students to work collaboratively, with peers and their educators, to construct their understanding of concepts. Student engagement is supported by the use of a learning management system (LMS) and the online learning materials that have been developed to underpin our teaching strategy.

The Blended Learning environment is such that it encourages and promotes independent study, research, and online engagement, both in and outside of the classroom. To this effect The IIE's Varsity College supports this learning environment by promoting campus environments that will enable such learning, and by encouraging students to BYOT (Bring Your Own Technology) so as to develop the necessary academic and digital literacies over the duration of this qualification.

This student-focused approach compels our students to be accountable for their learning while developing the critical skills they will need to thrive in the rapidly changing 21st century work environment.

As such, academic life for our students is dynamic, challenging and relevant.

CERTIFICATION

Legal Office Support is an SLP that is certified by The Independent Institute of Education (The IIE). Varsity College is an educational brand of The IIE. Students enrolled for this SLP can submit an application for academic credit upon completion, to be exempt from the equivalent full qualification module when registering for The IIE Higher Certificate in Legal Studies qualification, provided that the student meets the requisite entry requirement.

All SLPs have been specifically designed for working adults. These SLPs differ from The IIE full qualifications also available through Varsity College which are registered on the National Qualifications Framework (NQF). Before registration students must ensure that the programme selected best suits their individual learning and workplace objectives.

British Accreditation Council

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private

providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an Independent Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an Independent Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE’s Varsity College students can be confident that their IIE learning experience meets international best practice standards.

**Please note that content is subject to change*

Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.