



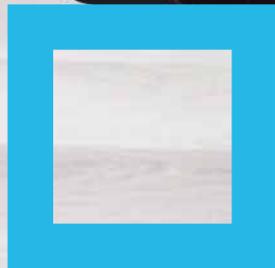
Higher Certificate in Legal Studies

School of Law

**HIGHER
CERTIFICATE**

**CONTACT:
FULL-TIME**

For those with the skills, drive and initiative, the legal work environment is a place of great opportunity and reward. This higher certificate develops and provides students with a broad range of foundational legal skills including communication, various aspects of South African law and legal office management. However, the content of this Higher Certificate is not limited to only persons with an interest in the law.



Career opportunities

This Higher Certificate in Legal Studies (HCLS) qualification will provide students with a foundational knowledge and basic skills in legal principles and legal practice, with a primary view to capacitating students to work in a legal environment and a secondary view to advancing to a degree qualification in a similar field, should they so choose. The following career opportunities, among others, exist for graduates of this qualification:

- Attorney's Assistant
- Legal Secretary
- Para-legal Assistant
- General Law-office Assistant
- Front Office Manager of a legal firm
- Legal Research Assistant
- Clerk of the Court
- Maintenance Clerk
- Maintenance Investigator
- Court Stenographer
- Legal Clerk

Curriculum

| Semester 1 | | | | Semester 2 | | | |
|------------|--|-----|--------|------------|-------------------------------------|-----|--------|
| Code | Module Name | NQF | Credit | Code | Module Name | NQF | Credit |
| LELS5111 | Legal and Literacy Skills | 5 | 15 | ASML5122 | Aspects of Mercantile Law | 5 | 15 |
| FSAL5121 | Fundamentals of the South African Legal System | 5 | 15 | DCCP5112 | Debt Collection and Civil Procedure | 5 | 15 |
| ASPL5111 | Aspects of Private Law | 5 | 15 | PEMA5122 | Principles of Employment Law | 5 | 15 |
| LEOSS122 | Legal Office Support | 5 | 15 | XHLS5129 | Work Integrated Learning | 5 | 15 |

Admission requirements

| Minimum Admission Requirements | NSC: HC pass with | English 40% |
|--------------------------------|-----------------------------|---|
| | NC (V): HC pass with | English 40% |
| | SC: Endorsement - none with | English 40% |
| | SC(a): HC pass with | English 40% |
| | International | A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 40% or equivalent for English. |

Should you have any other school leaving qualification not mentioned above, please contact a consultant.