



THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES

**GAUTENG
2010**

****SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY****

The South African School of Paralegal Studies, which is conveniently situated next to the railway station in Rondebosch, was established in 1992 to provide specialized training for legal support staff of professional practices, financial institutions, corporations and those wanting to embark upon a legal career.

Certain courses conducted by the School and its sister entity THE SOUTH AFRICAN INSTITUTE OF LEGAL TRAINING also appeal to the self-employed businessperson or owners/managers of small to medium companies. In 1997 a new course was introduced aimed at providing matriculants as well as other interested people with basic legal knowledge as well as computer and office skills enabling them to start a career as a paralegal.

Our Chief-Principal, Dr Günter Pabst, is a board member of the following institutions:

- Standards Giving Body for Legal Education & Training at SAQA (South African Qualifications Authority)
- South African Paralegal Society



What is a Paralegal?

Paralegals or Legal Assistants are people who are able to work in a legal environment. Paralegals have a sound basic knowledge of the legal principles relevant to the field in which they are working and as a result are able to work independently to perform legal tasks. Although not qualified to represent clients, Paralegals perform various important legal tasks and other administrative duties in the office. In an attorney's practice, for example, the Paralegal relieves the workload of the attorney by performing much of the routine legal work or research.



Career Opportunities

Apart from the obvious position of working as a legal assistant in a legal practice, numerous employment opportunities exist for Paralegals. A perusal of the career section of the local newspaper will frequently show that the market place is looking for the services of Paralegals in many areas. The skills of a Paralegal will be an asset in any legal environment, both in the public and private sector: Legal practitioners, Community centres and Advice offices, Banks, Insurance Companies, Magistrates, Estate Agents and Civil Service Departments.

Are you interested in a career in the legal world but unable to study for years at a university?
Register for a paralegal studies course at The South African School of Paralegal Studies!

Our Mission: "Training paralegals to play a vital role in South African justice."

37 South Street
CARLETONVILLE
2500

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Dr Danie van Zyl
Elsie van den Berg

OVERVIEW OF COURSES



Paralegals or legal assistants are persons with legal skills who are employed or wish to be employed by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance of legal work.

 <p>SENIOR PARALEGAL DIPLOMA (part-time) COMMERCIAL LAW DIPLOMA (part-time)</p> <p>The Senior Paralegal or Commercial Law diploma is ideal for people already working in an environment where legal skills are advantageous or who want to enter the legal field and want to achieve a broad legal background. The subjects covered in the courses are: Criminal Law & Procedure, Civil Litigation, Property Law & Conveyancing, Business Law, Debt Collecting and Wills & Estates. The courses can be completed in between nine and twenty-one months. Students obtain certificates for each short learning programme completed. The Senior Paralegal or Commercial Law Diploma reflects a record of all six short learning programmes successfully completed.</p>	 <p>SHORT CERTIFICATE COURSES (part-time)</p> <p>Short certificate courses are aimed at students who want to gain legal knowledge in individual legal subjects. There are six courses (short learning programmes) to choose from, namely Criminal Law & Procedure, Civil Litigation, Property Law & Conveyancing, Business Law, Debt Collecting and Wills & Estates. We offer two courses per term, each course runs for eight weeks from 18h00 to 20h30, once a week. Exams will be written two weeks after the last lecture. Certificates are handed to those who pass. The South African School of Paralegal Studies has been granted approval status for its short learning programmes by the Safety and Security Sector Education and Training Authority (SASSETA).</p>
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Entry requirement: ●South African matric, or
●tertiary level learning through life experience for persons 23 years or older.

 <p>We have already trained staff from:</p> <p>LAW FIRMS & AUDITORS Adams & Adams; A. Silberstein & Associates; Balsillie Watermeyer & Cawood; BDO Spencer Stuart; Bernadt Vukic Potash Getz; Bisset Boehmke & McBlain, Bowman Gilfillan; Butler Blanckenberg; CA Friedlander; Cliffe Dekker Fuller Moore Inc.; Deloitte & Touch; Ernst & Young; Fairbridge Aderne & Lawton; Findlay & Tait; Hofmeyer Herbstein Gihwala & Cluver; Gelb, Simon & Shapiro; Greenwoods; Herold Gie & Broadhead; Ince Wood & Raubenheimer; Jan S de Villiers & Son; Laubscher & Hattingh; Lex Help; Mallinicks; Mark Willies Attorneys; Miller Gruss Katz & Traub; Marais Muller; Nathan Sonnenberg Hoffman & Galombik; Pincus Matz Marquard Hugo-Hamann; Pohl & Stuhlinger; Professional Tax Services; Scot, Shapiro & Sonnenberg Inc.; Silberbauers; Smith Tabata Buchanan Boyes; Smuts Kemp & Smal; Thompson Smithers Inc.; Walker Malherbe,</p> <p>BANKS & FINANCIAL SERVICES ABSA Bank; Bay Trust; First National Bank; Investec Bank; Land & Agricultural Bank of SA; Momentum; Nedcor; NBS Bank; Old Mutual; Protea Assurance; Protea Finance; Sanlam; Seardel Investment Corp.; Standard Bank; Stannic; Syfrets; Synergy Insurance Brokers.</p> <p>COMPANIES & PRIVATE ORGANISATIONS AMC Classic; Black Sash Advice Office; BP British Petroleum; Cadbury SA; Cape Plastics; Catholic Welfare & Development; CG Smith Sugar Ltd.; Chevron SA; Constantiaberg Mediclinic; Claremart Auctions; Engen; Gray Security Services; Irving & Johnson; Key Recruitment Group; Legal Wise; Logans Sportsmans Warehouse; Makro; Manprop Realtors; M-Kem; Mortgage SA; N1 City Hospital; National Union of Distributive and Allied Workers; National Union of Metalworkers of South Africa; Oceana; Pam Golding Properties; Permprop; Pick 'n Pay; Plessey Projects; Princess Alice Hospital; Rawson Properties; Rex Trueform Clothing; Truworthis; Seeff Properties; Shell SA; Steer & Co.; Stellenbosch Farmers Winery; V&A Waterfront (PTY) Ltd.; Woolworth; Virgin Active;</p> <p>STATAL & PARASTATAL ORGANISATIONS Advocates Chambers; Airport Company; Building Industrial Council; Cape Consumers; Cape Technikon; Chas Everitt; City of Cape Town; Department of Health; Department of Defence; Department of Environmental Affairs and Tourism; Department of Justice; Department of Land Affairs; Department of Public Works; Department of Transport; Eskom; Land Claims Commission; Parliament (ANC Caucus); SA Navy; SA Police; SA Rugby; South African Telecommunications Regulatory Authority; South Peninsula Administration; Spoornet; Telkom; The State Attorney; Transnet Housing; UCT Legal Aid Clinic; Transnet; University of Stellenbosch; Western Cape Education Department; Western Cape Regional Services Council.</p>
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CORE SUBJECTS FOR THE

◆ SENIOR PARALEGAL & COMMERCIAL LAW DIPLOMA

◆ SHORT CERTIFICATE COURSES

PRETORIA NIGHT SCHOOL AND NORTH WEST NIGHT SCHOOL

All evening courses run for eight weeks on one evening per week from 18h00 to 20h30 with an examination held two weeks after the last lecture. Property Law & Conveyancing and Debt Collecting are offered twice a year, all other subjects once a year. In the first term Wills & Estates is offered for seven weeks on a Saturday from 09h00 – 12h00 with an examination held two weeks after the last lecture. The final examination for each subject will be of **115 minutes** duration.

WITS SATURDAY SCHOOL

As an alternative to the Pretoria Night School, students may attend in Johannesburg when lectures are presented on Saturday mornings (4 consecutive Saturdays) see time table.

Each subject can be chosen separately as a Short Certificate Course.

<p>PROPERTY LAW & CONVEYANCING</p> <p>This course not only gives practical examples of conveyancing procedures, but also deals with the property registration system of South Africa. Also studied are the duties and functions of the Registrar of Deeds and the Conveyancer; title deeds and the drafting of deeds and documents; registration of mortgage and notarial deeds; sectional title work; deceased estate transactions and land partitions.</p> <p style="text-align: center;">GhostConvey <i>Introduction to Ghost Convey Workshop presented by Korbitec (optional).</i></p>	<p>BUSINESS LAW</p> <p>This course gives overviews on four subjects of importance for the world of business:</p> <ul style="list-style-type: none"> • Contract Law gives a broad overview of the principles of the law of contract. • Corporate Law deals with sole proprietorships, partnerships, companies, close corporations and the business trust. • Labour Law looks at the employment contract and deals with current labour legislation and its impact on the labour environment. • Tax Law focuses on individual income tax and its application.
<p>CRIMINAL LAW & PROCEDURE</p> <p>Provides students with knowledge of criminal law and of criminal procedures; dealing with the general principles; prosecution; search and seizure; pre-trial examination; responsibilities; consent; admission of guilt; typical mistakes of the accused and their avoidance. Criminal Law also focuses on the requirements of specific crimes such as murder, rape, robbery, housebreaking, ...</p>	<p>WILLS & ESTATES</p> <p>Designed for those dealing with the administration of deceased estates or the drafting of wills. The syllabus is comprehensive and designed to deal specifically with problem areas that can occur. Practical tuition on the winding-up of deceased estates and attending to the requirements of the Master of the High Court.</p>
<p>DEBT COLLECTING</p> <p>The course focuses on legal procedures for the recovery of debts, including the drafting of letters of demand; summonses and obtaining judgement. Also looked at are warrants of execution, Garnishee orders and Emolument Attachment orders, Section 57, 58, 65 proceedings, prescription and forms of security. Provisions of the National Credit Act and its debt enforcement procedures are also dealt with. The aim of the course is to assist any person who is responsible for the collection of debt from individuals, companies or close corporations.</p>	<p>CIVIL LITIGATION</p> <p>The course will examine the basic procedures in pre-trial preparation of documents (pleadings) and the use of precedents in litigation. The rules of both the Magistrates' and High Courts will be studied from the beginning of the process through to the trial and execution of judgement.</p>

On registration all students receive professionally edited course notes compiled by experts in practice.

Our lecturers are experienced and qualified legal practitioners (attorneys, conveyancers, advocates).

SCHEDULE 2010
SENIOR PARALEGAL DIPLOMA
COMMERCIAL LAW DIPLOMA
SHORT CERTIFICATE COURSES



Senior Paralegal & Commercial Law students can choose two subjects per term or three subjects in the first term, which means they can complete their course after a period of three terms = 9 months. Alternatively one subject can be chosen per term, which means the Senior Paralegal or Commercial Law Diploma studies will take longer to complete, which is within a period of 21 months (seven terms) since the course was started.

PRETORIA NIGHT SCHOOL AND NORTH WEST NIGHT SCHOOL

All evening courses run for eight weeks on one evening per week from 18h00 to 20h30 with an examination held two weeks after the last lecture. Property Law & Conveyancing and Debt Collecting are offered twice a year, all other subjects once a year. In the first term **Wills & Estates** is offered for seven weeks on a **Saturday from 09h00 – 12h00** with an examination held two weeks after the last lecture. **The Wills & Estates Exam will be written on a Saturday Morning at 09:00.**

First term:

Property Law & Conveyancing (Tuesdays), Civil Litigation (Thursdays), Wills & Estates (Saturdays)

- | | | |
|---------------|--------------------------|------------------------------|
| ◆ Commencing | 16, 18, 20 February 2010 | Introductory Workshop |
| ◆ Concluding | 06, 08, 03 April 2010 | to Ghost Convey presented on |
| ◆ Examination | 20, 22, 17 April 2010 | 07 April 2010 by Korbitec.** |

Second term:

Criminal Law & Procedure (Tuesday s), Debt Collecting (Thursdays)

- ◆ Commencing 04, 06 May 2010
- ◆ Concluding 22, 24 June 2010
- ◆ Examination 06, 08 July 2010

Third term:

Business Law (Tuesdays), Wills & Estates (Thursdays)

- ◆ Commencing 13, 15 July 2010
- ◆ Concluding 31 August, 02 September 2010
- ◆ Examination 14, 16 September 2010

Fourth term:

Property Law & Conveyancing (Tuesdays), Debt Collecting (Thursdays)

- | | | |
|---------------|-----------------------|---------------------------------|
| ◆ Commencing | 21, 23 September 2010 | Introductory Workshop |
| ◆ Concluding | 09, 11 November 2010 | to Ghost Convey presented on |
| ◆ Examination | 23, 25 November 2010 | 10 November 2010 by Korbitec.** |

** "Introduction to Ghost Convey – Ghost Convey is a workflow system that automates document assembly and the correspondence associated with mortgage bond registrations and property transfers. It has also spawned a number of Total Conveyancing Management desktop packages designed to help conveyancers manage their practices more efficiently. Workshop attendees will be introduced to these features in Ghost Convey including our Transfers, Bonds, Developments and Consents modules" – Korbitec. No computer training will be provided.

(All dates subject to confirmation)
Secure parking and safe access to the classroom provided.

WITS SATURDAY SCHOOL

Two short certificate courses run for four consecutive Saturdays from 8:30 to 13:00

Examinations will be written at 18H00. **The Wills & Estates Exam for the first term will be written at 09:00 on the Saturday Morning**

First term:

◆ Wills & Estates	16, 23, 30 January & 6 February 2010	
◆ Property Law & Conveyancing	13, 20, 27 February & 6 March 2010	Introductory Workshop to Ghost Convey presented on 07 April 2010 by Korbitec.**
◆ Civil Litigation	13, 20, 27 March & 3 April 2010	
◆ Examination	17, 20, 22 April 2010	

Second term:

◆ Criminal Law & Procedure	08, 15, 21 & 29 May 2010
◆ Debt Collecting	05, 12, 19 & 26 June 2010
◆ Examination	06, 08 July 2010

Third term:

◆ Business Law	10, 17, 24 & 31 July 2010
◆ Wills & Estates	07, 14, 21 & 28 August 2010
◆ Examination	14, 16 September 2010

Fourth term:

◆ Property Law & Conveyancing	25 September, 2, 09 & 16 October 2010	Introductory Workshop to Ghost Convey presented on 10 November 2010 by Korbitec.**
◆ Debt Collecting	21, 30 October & 06, 13 November 2010	
◆ Examination	23, 25 November 2010	

** "Introduction to Ghost Convey – Ghost Convey is a workflow system that automates document assembly and the correspondence associated with mortgage bond registrations and property transfers. It has also spawned a number of Total Conveyancing Management desktop packages designed to help conveyancers manage their practices more efficiently. Workshop attendees will be introduced to these features in Ghost Convey including our Transfers, Bonds, Developments and Consents modules" – Korbitec. No computer training will be provided.

(All dates subject to confirmation)

Secure parking and safe access to the classroom provided.



Tel: 018 7861872
Fax: 018 7873155

SHORT CERTIFICATE COURSES

R	700.00	Registration
R	170.00	Notes + Course Material
R	1,200.00	Lectures
R	380.00	Examination
R	2,450.00	NETT
R	343.00	VAT
R	2,793.00	TOTAL

PAYMENT OPTIONS: (Please tick the appropriate on the registration form)

Option 1 (R 2,450.00 excl. VAT) (R 2,793.00 incl. VAT)

* Full payment on date of registration

Option 2 (R 2,550.00 excl. VAT) (R 2,907.00 incl. VAT)

◆ Registration fee R 700.00 + R 100.00 handling fee + R 357.00 VAT (= R 1,157.00 total) on date of registration.

◆ Course material R 170.00 + lecture fees R 1,200.00 (= R 1,370.00) on date of 1st lecture

◆ Examination fee of R 380.00 one week prior to examination.

SENIOR PARALEGAL DIPLOMA & COMMERCIAL LAW DIPLOMA

R	2,100.00	Registration
R	1,020.00	Notes + Course material
R	7,050.00	Lectures
R	2,280.00	Examination
R	12,450.00	NETT
R	1,743.00	VAT
R	14,193.00	TOTAL

PAYMENT OPTIONS: (Please tick the appropriate on the registration form)

Option 1 (R12,450.00 excl. VAT) (R14,193.00 incl. VAT)

* Full payment on date of registration

Option 2 (6 x Short Certificate Courses =

R 14,700.00 excl. VAT + R 2,058.00 = R 16,758.00)

◆ At registration

R 2,100.00 Registration fee

R 2,058.00 VAT

= R 4,158.00

◆ At the start of each course

R 170.00 course material

R 1,550.00 lectures = R 1,720.00

◆ One week prior to examination

= R 380.00 = R 2,100.00 x 6

= R 12,600.00

TOTAL R 16,758.00



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(PLEASE TICK)

Senior Paralegal Diploma* Commercial Law Diploma* Short Certificate Course

* The Senior Paralegal or Commercial Law Diploma reflects a record of all six short learning programmes successfully completed.

Please indicate the subjects and terms with which you will commence your studies.

Subject	Term	Subject	Term
Property Law & Conveyancing*		Debt Collecting	
Civil Litigation		Business Law	
Criminal Law & Procedure		Wills and Estates	
* When doing Property Law and Conveyancing, <i>I would like to do the free Introductory Workshop to Ghost Convey</i>			Yes / No

Surname (Mr/Mrs/Ms/Miss) _____ First name(s) _____

Date of birth _____ Country of birth _____

ID No. _____ Age: _____ Gender: female male

Note: Compulsory to supply certified copy of ID and Matric Certificate with enrolment form.

South African Citizens & Permanent Residents: Please complete following information required by government for statistical purposes. Please tick the relevant block. Your Race: African Coloured Indian White

Street Address _____ Postal Code _____

Postal Address _____ Postal Code _____

Tel: _____ Fax: _____ E-mail: _____

To whom must the invoice be addressed? _____

Is the recipient of the invoice registered for VAT Yes Your Vat Reg. Nr. _____ No

Company name + address _____

Tel: _____ Fax: _____ E-mail: _____

Position at employment/Short description of current duties/Person you report to _____

Address to which correspondence shall be sent: Home: Business: (Please tick)

OPTION FOR PAYMENT ___ 1 ___ 2

TERMS OF AGREEMENT

- I acknowledge that I am fully aware of and understand the details contained in the course brochure.
- I understand that notice of cancellation of this registration must be given in writing. If such notice is received by the School no later than two weeks before the start of the course, the registration fee is non-refundable. If such notice is received later than two weeks before the start of the course I will be liable for the full registration, notes, course and exam fees whether or not I attend the course or I attend all the lectures.
- I agree, that should any of the amounts due remain unpaid, my full fees shall become payable immediately and interest at 18% will be levied thereon and I may forfeit my right of attendance until arrears have been settled.
- I understand that the Senior Paralegal or Commercial Law diploma must be completed within 21 months and should any courses be postponed beyond this time by agreement, the fees will increase to the official fees applicable for that time period.
- I understand that I remain liable for the full fees in the event that the person/entity named above to which the invoice is to be addressed will not pay, regardless the reasons.
- I understand that in the event of any legal action being taken against me to claim outstanding fees, I shall be liable for the costs of such action on an attorney and client scale together with collection commission and interest.
- For any additional copy of our course notes the school will charge a set amount.
- The rules regarding examinations set out by the Principal are binding. The decision of the examiner(s) pertaining to the results are final. Students who fail are permitted to rewrite, but only when the next exam for the respective course is run again; a further exam fee will be payable.
- I choose my domicilium at my home address as indicated above.

Signed at: _____ On: _____ Signature: _____