

# DIPLOMA IN LEGAL SUPPORT

Qualification code: DPLE21 - NQF Level 6 (360 credits)

SAQA ID: 109774, CHE NUMBER: H/H16/E112CAN

Campus where offered:

Soshanguve South Campus

## REMARKS

a. *Admission requirement(s) and selection criteria:*

• **APPLICANTS WITH A SENIOR CERTIFICATE OBTAINED BEFORE 2008:**

**Admission requirement(s):**

A Senior Certificate or an equivalent qualification with a D symbol at Higher Grade or a C symbol at Standard Grade for English.

**Selection criteria:**

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **20**.

• **APPLICANTS WITH A NATIONAL SENIOR CERTIFICATE OBTAINED IN OR AFTER 2008:**

**Admission requirement(s):**

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification, with an achievement level of at least 4 for English (home language or first additional language) and 3 for any other additional language.

**Selection criteria:**

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **20** (excluding Life Orientation).

• **APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL):**

**Admission requirement(s):**

A National Certificate (Vocational) with a bachelor's degree or a diploma, endorsement, with at least 50% for English (home language or first additional language) and 50% for an additional language and 50% for Mathematics or Mathematical, 40% for Life Orientation (excluded for APS calculation) and 50% for any other two compulsory vocational subjects.

**Selection criteria:**

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **20** (excluding Life Orientation).

b. *Assessment procedure:*

No further assessment will be done. Applicants who achieve the minimum APS will be considered until the programme complement is full.

Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP). Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, [www.tut.ac.za](http://www.tut.ac.za).

c. *Recognition of Prior Learning (RPL), equivalence and status:*

See Chapter 30 of Students' Rules and Regulations.

d. *Intake for the qualification:*

January only.

e. *Presentation:*

Day classes.



- f. *Minimum duration:*  
Three years.
- g. *Exclusion and readmission:*  
See Chapter 2 of Students' Rules and Regulations.
- h. *Work-Integrated Learning in Legal Support:*  
See Chapter 5 of Students' Rules and Regulations.

## CURRICULUM

### FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
CAP105X	Communication for Academic Purposes	(5)	(10)	
ILS125D	Information Literacy Skills (block module)	(5)	(2)	
LFS125X	Life Skills (block module)	(5)	(2)	
LED105D	Legal Drafting I	(5)	(16)	
LOA105D	Law Office Administration I	(5)	(20)	
LSY105D	Legal Support Technology I	(5)	(16)	

### FIRST SEMESTER

CPL115X	Computer Literacy	(5)	(10)	
LLS115D	Legal Practice for Legal Support	(5)	(14)	

### SECOND SEMESTER

CLS115D	Civil Procedure for Legal Support	(5)	(10)	
CVP115D	Conveyancing Practice I	(5)	(10)	
LSS115D	Legal Support Skills	(5)	(10)	

TOTAL CREDITS FOR THE FIRST YEAR: **120**

### SECOND YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
LED206D	Legal Drafting II	(6)	(20)	Legal Drafting I
LOA206D	Law Office Administration II	(6)	(20)	Law Office Administration I
LSY206D	Legal Support Technology II	(6)	(20)	Legal Support Technology I

### FIRST SEMESTER

CIG316D	Civil Litigation	(6)	(10)	Civil Procedure for Legal Support
CVP216D	Conveyancing Practice II	(6)	(10)	Conveyancing Practice I
LAC316D	Legal Accounting	(6)	(12)	
LCO216D	Law of Contracts	(6)	(8)	

### SECOND SEMESTER

BOC316D	Bills of Cost	(6)	(10)	
WDE216D	Wills and Deceased Estate Administration	(6)	(10)	

TOTAL CREDITS FOR THE SECOND YEAR: **120**



### THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
WLE306D	Work-Integrated Learning in Legal Support	(6)	(120)	
TOTAL CREDITS FOR THE THIRD YEAR:			<b>120</b>	
TOTAL CREDITS FOR THE QUALIFICATION:			<b>360</b>	

### MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the department or in the study guide that is applicable to a particular module. At time of publication, the syllabus content was defined as follows:

#### B

**BILLS OF COST (BOC316D)** **1 X 2-HOUR PAPER**  
*(Module custodian: Department of Law)*  
Draft bills of cost for taxation purposes. (Total tuition time: ± 100 hours)

#### C

**CIVIL LITIGATION (CIG316D)** **1 X 2-HOUR PAPER**  
*(Module custodian: Department of Law)*  
Magistrates' Court Act, 1944 (Act No. 32 of 1944), Magistrates' Court Rules, Supreme Court Act, 1959 (Act No. 59 of 1959), Uniform rules. The nature of a defended matter (litigation). Draft all pleadings in defended matters. The use of expert witnesses. Subpoenas. Pre-trial conference. Brevet to council. Withdrawal of attorney. Court-annexed Mediation. (Total tuition time: ± 100 hours)

**CIVIL PROCEDURE FOR LEGAL SUPPORT (CLS115D)** **1 X 2-HOUR PAPER**  
*(Module custodian: Department of Law)*  
Introduction to the Magistrates' Court Act, 1994 (Act No. 32 of 1944), Supreme Court Act, 1959 (Act No. 59 of 1959), Magistrates' Court Rules and Uniform Rules. Distinguish between action and application proceedings. Chronological order of steps in undefended civil matters. Jurisdiction. The South African court system. National Credit Act, 2005 (Act No. 34 of 2005). Letters of demand. Simple Summons and Combined Summons. Provisional Sentence Summons. Default Judgment. Warrant of Execution. Section 65 steps. Emolument Attachment Orders. Garnishee Orders. Debt counselling process. Distinguish between motion court and trial court. (Total tuition time: not available)

**COMMUNICATION FOR ACADEMIC PURPOSES (CAP105X)** **1 X 3-HOUR PAPER**  
*(Module custodian: Department of Applied Languages)*  
A workable knowledge of English is an essential skill for any graduate who is required to conduct themselves successfully in a professional working environment. This module will equip students with the competencies required to compose a selection of written texts related to communicating both internally and externally within a professional environment. In addition, the module includes strategies that are essential for the effective communication in various situations, including small groups to avoid unproductive conflict, a multicultural context, etc. (Total tuition time: not available)

**COMPUTER LITERACY (CPL115X)** **CONTINUOUS ASSESSMENT**  
*(Module custodian: Department of End User Computing)*  
Students have to acquire foundational knowledge in computing fundamentals, essential digital skills in key applications based on MS Office Suite and network basics (i.e. MS Outlook and Internet). Students will do online exams that are mapped with SAQA. (Total tuition time: not available)



**CONVEYANCING PRACTICE I (CVP115D)****1 X 3-HOUR PAPER (OPEN BOOK)***(Module custodian: Department of Law)*

General concepts and introduction. Parties involved in preparing and registering deeds. General requirements for preparing and lodging deeds. The procedure for registering deeds. The power of attorney to pass transfer. General transfers. (Total tuition time: not available)

**CONVEYANCING PRACTICE II (CVP216D)****1 X 3-HOUR PAPER (OPEN BOOK)***(Module custodian: Department of Law)*

Estate transfers. Sectional titles. Conventional and sectional mortgage bonds. Miscellaneous acts in relation to registered mortgage bonds. Instalment sale agreements of immovable property in terms of the Alienation of Land Act, 1981 (Act No. 68 of 1981). (Total tuition time: not available)

**I****INFORMATION LITERACY SKILLS (ILS125D)****CONTINUOUS ASSESSMENT***(Module custodian: Directorate of Library and Information Services)*

Introduction of information literacy. Development of a search strategy and application of a search string to search engines and academic databases. Evaluation of information sources. Ethical and legal use of information. (Total tuition time: not available)

**L****LAW OF CONTRACTS (LCO216D)****1 X 2-HOUR PAPER***(Module custodian: Department of Law)*

General Principles of the Law of Contract. (Total tuition time: not available)

**LAW OFFICE ADMINISTRATION I (LOA105D)****CONTINUOUS ASSESSMENT***(Module custodian: Department of Law)*

Introduction to business concepts and the business environment. Functions of administrative legal office management. The process of problem-solving and effective legal communication. Introduction to the basics of human resources. Employee wellness. Quality and quantity control in law firms. Productivity in law firms. Administrative systems in law firms. Legal documentation. Managing office activities in law firms. Basic customer service management in law firms. (Total tuition time: not available)

**LAW OFFICE ADMINISTRATION II (LOA206D)****CONTINUOUS ASSESSMENT***(Module custodian: Department of Law)*

Human resource issues in a legal office. Advanced administrative processes in a legal office. Financial management in a legal office. Business plan. Management tasks in a legal office. Basic conditions of employment in a legal office. Law Practice Management. (Total tuition time: not available)

**LEGAL ACCOUNTING (LAC316D)****CONTINUOUS ASSESSMENT***(Module custodian: Department of Law)*

Introduction to accounting for attorneys. Value added tax (VAT). The double entry principle and cash transactions. Non-cash transactions. The closing off process and the compilation of trial balance statements. (Total tuition time: ± 120 hours)

**LEGAL DRAFTING I (LED105D)****CONTINUOUS ASSESSMENT***(Module custodian: Department of Law)*

Business writing skills. Report writing. Comprehension testing. Compiling agendas and minutes of meetings. Summarising court cases. Completing forms used in the legal environment. Drafting affidavits. Introduction to Legal Research. (Total tuition time: ± 160 hours)

**LEGAL DRAFTING II (LED206D)****CONTINUOUS ASSESSMENT***(Module custodian: Department of Law)*

Index and paginating court documents. Skills testing on reading, writing and comprehension. Writing skills. (Total tuition time: ± 200 hours)



**LEGAL PRACTICE FOR LEGAL SUPPORT (LLS115D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Different Practitioners of Law. The Attorney's Office. Business and Trust monies. Legal instruments. Ethics. The South African Judiciary. Different Government Departments and their functions in relation to the practice of law. Introduction to Constitutional Law. Introduction to business entities and the Companies and Intellectual Property Commission. Introduction to Trusts. (Total tuition time: not available)

**LEGAL SUPPORT SKILLS (LSS115D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Essential skills for Legal Support staff. Operating office equipment. Numeracy skills and personal budgeting. (Total tuition time: not available)

**LEGAL SUPPORT TECHNOLOGY I (LSY105D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Typing skills (speed and accuracy). MS Outlook. Introduction to computer programme for law office (Legal Suite or AJS or Ghost Practice or similar). (Total tuition time: not available)

**LEGAL SUPPORT TECHNOLOGY II (LSY206D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Dictaphone typing. Internet based legal and general research. Programmes used in law firms (Conveyancing / Administration of Estates / Debt collecting / Office management / Bookkeeping). (Total tuition time: not available)

**LIFE SKILLS (LFS125X)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Student Development and Support)**

Academic, personal and socio-emotional skills development for students in higher education. Personal and social dimensions address: effective planning and self-management (goal setting and time management); Adjusting to university life (student life, diversity and change); Intra- and interpersonal skills development (conflict management, self-esteem, relationship management); Effective living (healthy living, HIV education, substance abuse); Academic dimension addresses: academic skills for university (e.g. critical thinking, creativity, managing assignments and assessments). (Total tuition time: not available)

**W****WILLS AND DECEASED ESTATE ADMINISTRATION (WDE216D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Reporting the estate. Appointment of an Executor/Representative. Functions and duties of an Executor/Representative with specific emphasis on drafting the estate account (liquidation and distribution account). Claims in terms of maintenance of surviving spouse and dependants. Estate duty return. Dealing with objections. Pay estate debts, distributing assets, transfer of immoveable property vouchers, reconciliation account and the Master's filing slip. Requirements of a valid will. (Total tuition time: not available)

**WORK-INTEGRATED LEARNING IN LEGAL SUPPORT (WLE306D)****WORK-INTEGRATED LEARNING****(Module custodian: Department of Law)**

Plan, organise and execute all legal support activities at a law firm or related office. Prepare, draft and receive legal documents on several legal subjects. Participate as legal support staff in creating a positive legal environment, in sharing knowledge of the law, in preparation for a case or law meetings, in professional development in the field of work, in improving human relationships and in contributing to office development. (Total tuition time: not available)

