

## DIPLOMA IN LAW

Dip (Law) - NQF Level 6 (360 credits)

**Qualification code: DPLW20**

SAQA ID: 112483, CHE NUMBER: H/H16/E065CAN

Campus where offered:

Soshanguve South and Mbombela campuses

### 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).

**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) AT NQF LEVEL 4:**

**Admission requirement(s):**

A National Certificate (Vocational) at NQF Level 4 with a bachelor's degree or a diploma, endorsement, with at least 50% for English (home language or first additional language) and 50% for Mathematics or Mathematical Literacy, 40% for Life Orientation (excluded for APS calculation) and 50% for any other three 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(s):*

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 and evening classes. Evening classes will only be offered on Soshanguve South Campus, and is subject to sufficient capacity.
- f. *Minimum duration:*  
Three years.
- g. *Exclusion and readmission:*  
See Chapter 2 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)	
LED105D	Legal Drafting I	(5)	(16)	
LFS125X	Life Skills (block module)	(5)	(2)	
LPP105D	Legal Practice for Paralegals	(5)	(20)	
SLP105D	Skills for Law Practitioners	(5)	(12)	
WLW105D	Simulation in Law I	(5)	(12)	

#### FIRST SEMESTER

ISA115D	Introduction to South African Law	(5)	(12)	
---------	-----------------------------------	-----	------	--

#### SECOND SEMESTER

ATH115D	Applied Technology	(5)	(10)	
CHL115D	Constitutional and Human Rights Law	(5)	(12)	
PFL115D	Persons and Family Law	(5)	(12)	

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
LET206D	Legal Technology	(6)	(8)	Applied Technology
WLW206D	Simulation in Law II	(6)	(12)	Simulation in Law I

#### FIRST SEMESTER

CRL216D	Criminal Law	(6)	(10)	
DRE216D	Deeds Registration I	(6)	(10)	
ILW216D	Insolvency Law	(6)	(10)	
LCD216D	Law of Contracts and Delict	(6)	(10)	

#### SECOND SEMESTER

BLA216D	Business Law	(6)	(10)	
CIP216D	Civil Procedure	(6)	(10)	



LLA216D	Labour Law	(6)	(10)	
LSU216D	Law of Succession	(6)	(10)	
TOTAL CREDITS FOR THE SECOND YEAR:			<b>120</b>	

### THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
LOM306D	Law Office Management	(6)	(16)	
LED306D	Legal Drafting III	(6)	(20)	Legal Drafting II
WLW306D	Simulation in Law III	(6)	(12)	Simulation in Law II

#### FIRST SEMESTER

ADE316D	Administration of Deceased Estates	(6)	(10)	Law of Succession
BOC316D	Bills of Cost	(6)	(10)	Civil Procedure
LAC316D	Legal Accounting	(6)	(12)	

#### SECOND SEMESTER

SCT316D	Specific Contracts	(6)	(10)	Law of Contracts and Delict
---------	--------------------	-----	------	-----------------------------

**plus any three of the following modules:**

ALL316D	Applied Labour Law	(6)	(10)	Labour Law
CIG316D	Civil Litigation	(6)	(10)	Civil Procedure
CPV316D	Criminal Procedure	(6)	(10)	Criminal Law
DRE316D	Deeds Registration II	(6)	(10)	Deed Registration I
IPR316D	Insolvency Practice	(6)	(10)	Insolvency Law
LEV316D	Law of Evidence	(6)	(10)	Criminal Law
LGL316D	Local Government Law	(6)	(10)	
LRE316D	Labour Relations	(6)	(10)	Labour Law
PLW316D	Public Law	(6)	(10)	
SWL316D	Social Welfare Law	(6)	(10)	

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

TOTAL CREDITS FOR THE QUALIFICATION: **360**

### 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:

#### A

#### ADMINISTRATION OF DECEASED ESTATES (ADE316D)

**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. (Total notional time: 100 hours)



**APPLIED LABOUR LAW (ALL316D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Practical application of Individual Labour Law and Common Law as it pertains to labour law, contract of employment, basic conditions of employment, employment equity, Unemployment Insurance Act, 2001 (Act No. 63 of 2001); Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993), Occupational Health and Safety Act, 1993 (Act No. 85 of 1993). Collective labour law: the Constitution of South Africa; Labour Relations Act, 1995 (Act No. 66 of 1995); and introduction to dismissals. (Total notional time: 100 hours)

**APPLIED TECHNOLOGY (ATH115D)****CONTINUOUS ASSESSMENT****(Module custodian: End User Computing Unit)**

This module provides 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). Online exams are mapped with End-User Computing: SAQA 49077 (61591) Core Element as well as Internet and Computing Core Certification (IC3). (Total notional time: 100 hours)

**B****BILLS OF COST (BOC316D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Draft bills of cost for taxation purposes. (Total notional time: 100 hours)

**BUSINESS LAW (BLA216D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Introduction to the different forms of business undertakings. Registration requirements and legal aspects relating to the operation of sole proprietorships, partnerships, close corporations and companies. (Total notional 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 notional time: 100 hours)

**CIVIL PROCEDURE (CIP216D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Introduction to the Magistrates' Court Act, 1944 (Act No. 32 of 1944), Magistrates' Court Rules, Supreme Court Act, 1959 (Act No. 59 of 1959) 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 notional time: 100 hours)

**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 notional time: 100 hours)



**CONSTITUTIONAL AND HUMAN RIGHTS LAW (CHL115D)****1 X 2-HOUR PAPER*****(Module custodian: Department of Law)***

Introduction to Constitutional law, Constitutional values, The Bill of Rights, Constitutional remedies and Constitutional reviews. Legal standing in constitutional and human rights matters. Organs (branches) of government, including the legislature, the executive and the judiciary. Levels (or layers) of government. The Constitution and other areas of the law, including separation of powers. The role of oversight institutions in a constitutional democracy. Constitutionally authorised legislations. Recent developments in constitutional and human rights law. (Total notional time: 120 hours)

**CRIMINAL LAW (CRL216D)****1 X 2-HOUR PAPER*****(Module custodian: Department of Law)***

Introduction to Criminal Law, overview of the criminal justice system and the application of criminal law principles; and basic concepts. Unlawfulness and grounds of justification. Causation. Fault (criminal capacity, intention and negligence). Parties to crime. Definitional elements of selected specific crimes and the drafting of charge sheets. (Total notional time: 100 hours)

**CRIMINAL PROCEDURE (CPV316D)****1 X 2-HOUR PAPER*****(Module custodian: Department of Law)***

The Criminal Procedure Act, 1977 (Act No. 51 of 1977) (as amended) and the Constitution of the Republic of South Africa, 1996. Basic concepts in criminal procedure. The role players in the criminal justice system. Pre-trial rights of the offender: right to life, security of the person, to remain silent, legal representation and privacy. Pre-trial rights of the offender: right to be released on warning or bail. The powers or authority of the police. Juveniles in the criminal justice system. The plea phase; Plea and sentencing agreement. The trial phase. The sentencing and post-sentencing phase. (Total notional time: 100 hours)

**D****DEEDS REGISTRATION I (DRE216D)****1 X 2-HOUR PAPER*****(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 notional time: 100 hours)

**DEEDS REGISTRATION II (DRE316D)****CONTINUOUS ASSESSMENT*****(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 notional time: 100 hours)

**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 notional time: 20 hours)

**INSOLVENCY LAW (ILW216D)****1 X 2-HOUR PAPER*****(Module custodian: Department of Law)***

Introduction of the Law of Insolvency. Voluntary surrender. Compulsory sequestration. Legal position of the insolvent. Vesting of assets of the solvent spouse. Creditors and their rankings. Composition and rehabilitation. (Total notional time: 100 hours)



**INSOLVENCY PRACTICE (IPR316D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Uncompleted contracts and legal proceedings not yet finalised. Preservation of the estate pending the appointment of the trustee. Election of the trustee. Duties and powers of the trustee. Impeachable dispositions. Interrogation of the insolvent and other witnesses. Duties of the insolvent. Realisation of the estate assets. Partnership and sequestration. Winding-up of companies and close corporations. Business rescue. Introduction to South African Law. Basic concepts of South African Law. Sources of South African Law. Branches of South African Law. The Law of Neighbours. (Total notional time: 100 hours)

**INTRODUCTION TO SOUTH AFRICAN LAW (ISA115D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Basic concepts of South African Law. Sources of South African Law. Branches of South African Law. The Law of Neighbours. (Total notional time: 120 hours)

**L****LABOUR LAW (LLA216D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Introduction to Labour law. Sources of labour law. Common law (including contract of employment and independent contractor). Labour legislation as addressing individual and collective labour law. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1999) (as source to protect vulnerable individuals). Labour Relations Act, 1995 (Act No. 66 of 1995) as regulator of collective labour relations (Framework). (Total notional time: 100 hours)

**LABOUR RELATIONS (LRE316D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Introduction to labour relations and the South African labour landscape. Contemporary issues in the South African Labour market. Managing labour relations in the workplace. Collective bargaining and organisational rights. Negotiation in the Workplace. Dispute resolution. (Total notional time: 100 hours)

**LAW OF CONTRACTS AND DELICT (LCD216D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

General Principles of the Law of Contract. Elements of the Law of Delict. (Total notional time: 100 hours)

**LAW OF EVIDENCE (LEV316D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

The common law principles relating to the Law of Evidence. Constitution of the Republic of South Africa, 1996 and other legislation, which collectively cover the following subject matters: Basic concepts; Admissibility and the weight of evidence; evidence and proof; Prima facie, conclusive and sufficient proof; kinds of evidence: oral and documentary evidence; real evidence; sui generis evidence; the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002). Rules for excluding evidence: test for relevance; unconstitutionally obtained evidence. Rules for excluding evidence: similar fact evidence. Rules for excluding evidence: opinion evidence. Rules for excluding evidence: character evidence. Rules for excluding evidence: previous consistent statements. Rules for excluding evidence: hearsay evidence. Rules for excluding evidence; privilege. Special evidentiary procedures: admissions, pointings out and confessions. (Total notional time: 100 hours)

**LAW OF SUCCESSION (LSU216D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Introduction of content. Intestate Succession. Testate Succession. Master. Executor. Estate Duty. Insolvent deceased estates. Introduction to Liquidation and distribution Accounts. (Total notional time: 100 hours)

**LAW OFFICE MANAGEMENT (LOM306D)****1 X 3-HOUR PAPER****(Module custodian: Department of Law)**

HR issues. Administrative processes. Financial management. Business plan. Management tasks. (Total notional time: 160 hours)



**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 notional 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 notional 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 notional time: 200 hours)

**LEGAL DRAFTING III (LED306D)****CONTINUOUS ASSESSMENT*****(Module custodian: Department of Law)***

Report writing. Reading skills. Research skills. (Total notional time: 200 hours)

**LEGAL PRACTICE FOR PARALEGALS (LPP105D)****CONTINUOUS ASSESSMENT*****(Module custodian: Department of Law)***

Different practitioners of law. The Attorney's office. Ethics. Legal aid. Attorney's accounts. The South African Judiciary. Civil Court documents and procedure. Brief overview of debt collecting. Brief overview of administration of estates. Legal instruments. (Total notional time: 200 hours)

**LEGAL TECHNOLOGY (LET206D)****CONTINUOUS ASSESSMENT*****(Module custodian: Department of Law)***

Introduction to the internet-based legal research. Databases and referencing for legal research. Practical legal research project. Programme for Conveyancing. (Total notional time: 80 hours)

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

Personal, socio-emotional and academic skills development for students in higher education. This module includes 1. Intra- and interpersonal skills (e.g. emotional intelligence, relationships, and conflict management); 2. General study skills (e.g. time management, goal setting, learning styles); 3. Health and wellness (e.g. HIV/AIDS, GBV issues, substance abuse); 4. Student life and adjustment (e.g. identity development, adjusting to a higher education environment); and 5. Financial management. (Total notional time: 20 hours)

**LOCAL GOVERNMENT LAW (LGL316D)****1 X 2-HOUR PAPER*****(Module custodian: Department of Law)***

Introduction to local government in South Africa. Sources of local government law. The legal nature of local government institutions. The rights and duties of local government institutions. The power and functions of municipal governments. Legislative authority of local government. (Total notional time: 100 hours)

**P****PERSONS AND FAMILY LAW (PFL115D)****1 X 2-HOUR PAPER*****(Module custodian: Department of Law)***

Introduction to the law of persons and related concepts. The beginning of legal personality. Age as determinant of status of a person. Other relevant elements that impact upon the status of a person. Termination of legal personality and organ donation. Introduction to family law. Adoption and surrogacy. Consequences of marriage. Divorce. Consequences of divorce. Children after divorce. Customary marriage. Civil unions. Domestic partnerships. (Total notional time: 120 hours)



**PUBLIC LAW (PLW316D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Interpretation of Statutes. Introduction to legal interpretation. The commencement and coming to an end of legislation. Theories, dimensions, and guidelines to legal interpretation. Constitutional interpretation. Administrative Law. Introduction to administrative law. Administrative action in terms of section 33 of the Constitution of the Republic of South Africa, 1996. Judicial review. Remedies under Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000). (Total notional time: 100 hours)

**S****SIMULATION IN LAW I (WLW105D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Observing the professional conduct of a Prosecutor/ Lawyer/ Court/ Paralegal (legal environment, activities, recording of information on various aspects of law and/or cases, utilising of case law and, statutes) in the legal environment. This is done through site visits where students are to observe a civil and a criminal case. (Total notional time: 120 hours)

**SIMULATION IN LAW II (WLW206D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Plan, organise and execute all legal professional activities at a simulated law firm/ court or related office. Prepare, draft and receive legal documents on several legal subjects. Participate as paralegal, 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 notional time: 120 hours)

**SIMULATION IN LAW III (WLW306D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Practical experience in preparing and participating in either the moot court or the community legal education project. Moot Court. Students prepare and argue a case. Community Education Project. Students give a presentation to the community (residents / schools / Advice Offices) on a legal topic. (Total notional time: 120 hours)

**SKILLS FOR LAW PRACTITIONERS (SLP105D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Essential life skills. Communication. Student life involvement. Community legal engagement. Numeracy skills and personal budgeting. Negotiation and mediation. (Total notional time: 120 hours)

**SOCIAL WELFARE LAW (SWL316D)****1 X 2-HOUR PAPER****(Module custodian: Department of Law)**

Introduction to the Constitution of the Republic of South Africa, 1996: historic developments and key values. International and regional protection of social welfare rights. The Application and Interpretation of the Constitution relevant to social welfare rights. Socio-economic rights: distinction between first and second generation rights, the justifiability of socio-economic rights, negative and positive obligations imposed on the state. Right to housing. Healthcare, food, water, social security. Children's rights. Educational rights. Capita selecta of legislation applicable to the above-mentioned rights. (Total notional time: 100 hours)

**SPECIFIC CONTRACTS (SCT316D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Law)**

Consumer Protection Act, 2014 (Act No. 19 of 2014). National Credit Act, 2005 (Act No. 34 of 2005). Contract of sale. Lease. Agency. Insurance. Franchise agreements. Surety contract. (Total notional time: 100 hours)

