



## National Certificate: Legal Secretary N4-6

### Overview:

The purpose of this qualification is to provide qualifying learners with the skills and knowledge necessary to become a competent legal secretary.

### Duration:

18 months Theory (Semesters)

18 months Practical experience in workplace

### Admission Requirements:

- Grade 12 or equivalent
- With English and Mathematics Literacy

### 1st Semester (Level: N4 ID Number: 50404021)

| Code      | Instructional Offering   | Credits | Fields |
|-----------|--------------------------|---------|--------|
| 040221214 | Office Practice N4       | 0,125   | 3      |
| 06020254  | Information Processing N | 0,125   | 10     |
| 05140344  | Communication N4         | 0,125   | 4      |
| 21010024  | Public Administration N4 | 0,125   | 3      |

### 2nd Semester (Level: N5 ID Number: 50504019)

| Code     | Instructional Offering    | Credits | Fields |
|----------|---------------------------|---------|--------|
| 06020275 | Information Processing Ns | 0,125   | 10     |
| 04021225 | Office Practice Ns        | 0,125   | 3      |
| 05140395 | Communication NS          | 0,125   | 4      |
| 1303115  | Legal Practice NS         | 0,125   | 8      |



### **3rd Semester (Level: N6 - Optional ID Number: 50604022)**

#### **This qualifies the candidate for a Diploma**

| <b>Code</b> | <b>Instructional Offering</b> | <b>Credits</b> | <b>Fields</b> |
|-------------|-------------------------------|----------------|---------------|
| 13030126    | Legal Practice N6             | 0,125          | 8             |
| 06020286    | Information Processing N6     | 0,125          | 10            |
| 04021236    | Office Practice NS            | 0,125          | 3             |
| 05140406    | Communication N6              | 0,125          | 4             |

#### **Learning Methods & Delivery:**

- All our training is delivered in a classroom environment. We have learning platform for those students in the working environment with a blended learning class.
- Referral and assistance to workplace.
- National examinations written at the exam center.

**For additional information please contact [info@jfa2training.co.za](mailto:info@jfa2training.co.za)**