



IIE Higher Certificate in Legal Studies

Faculty 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
LEOS5122	Legal Office Support	5	15				
Year Long							
XHLS5129	Work Integrated Learning					5	15

Timetables

This qualification is aimed at students who wish to complete full-time face-to-face studies for the duration of their qualification. This means that students are expected to be available throughout the day for class in the academic year depending on how the timetable is structured. Students may also be required to write assessments or submit coursework or assignments outside of normal class time. Students who would like to pursue part time employment opportunities outside of the academic programme must prioritise their studies and avoid committing to work schedules until after they have received their timetables and academic calendar from the institution. Students must also note that timetables remain subject to change throughout the academic year.

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.

THE IIE IS ACCREDITED AS AN INDEPENDENT HIGHER EDUCATION INSTITUTION BY THE BRITISH ACCREDITATION COUNCIL.

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