



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Conduct Research In A Paralegal Context Training

Law, Military Science and Security / Justice in Society

Unit Standard 119500 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips paralegals and legal support staff with the skills to conduct effective legal research within a South African context. Participants will learn to identify relevant sources of law, apply research methodologies, and present findings in a professional manner. The training ensures compliance with ethical and procedural standards in the paralegal field.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	119500
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and access appropriate legal sources including statutes, case law, and regulations.
- Apply systematic research methodologies to gather and evaluate legal information.
- Analyze legal issues and synthesize findings to support case preparation.
- Demonstrate ethical research practices and respect for confidentiality.
- Present research findings in a clear, structured, and professional format.
- Evaluate the reliability and relevance of legal sources used.

WHO SHOULD ATTEND

- Paralegals, legal assistants, and administrative staff working in legal environments who need to conduct research as part of their daily duties.

COURSE OUTLINE

Day 1: Introduction to Legal Research and SAQA Context

- Overview of Unit Standard 119500 and SAQA requirements.
- Importance of research in paralegal practice.
- Types of legal sources: primary vs secondary.
- Ethics in legal research: confidentiality and integrity.
- Introduction to the legal research process.
- Practical exercise: Identifying sources in a case scenario.

Day 2: Legal Research Methodologies and Planning

- Formulating research questions from legal problems.
- Research methodologies: doctrinal, comparative, empirical.
- Planning the research process: timelines and resources.
- Identifying relevant legislation and case law.
- Boolean operators and keyword searching techniques.
- Practical exercise: Creating a research plan for a scenario.

Day 3: Locating and Accessing Legal Resources

- Online legal databases: SAFLII, LexisNexis, Juta.
- Physical resources: law reports, government gazettes.
- Retrieving statutes, regulations, and case law.
- Evaluating source reliability and currency.
- Citation and referencing methods (e.g., OSCOLA).
- Practical exercise: Locating and citing a case and statute.

Day 4: Analysing and Interpreting Legal Sources

- Statutory interpretation: literal, purposive, golden rule.
- Case analysis: facts, issues, reasoning, decision.
- Distinguishing ratio decidendi from obiter dicta.
- Synthesising sources to form coherent arguments.
- Critical evaluation of legal arguments.
- Practical exercise: Analysing a statute and a case.

Day 5: Organising and Recording Research Findings

- Organising findings: themes, chronology, legal issues.
- Note-taking methods: mind maps, summaries, tables.
- Annotated bibliographies and research logs.
- Data protection and confidentiality obligations.
- Drafting a research report structure.
- Practical exercise: Creating a research log for a case.

Day 6: Drafting Legal Research Reports and Opinions

- Components of a legal research report.
- Writing style: clarity, conciseness, objectivity.
- Structuring arguments and reasoning.
- Conclusions and actionable recommendations.
- Referencing and citation formatting.

- Peer review and editing techniques.
- Practical exercise: Drafting a research report.

Day 7: Integration, Assessment, and Professional Application

- Comprehensive research project presentation.
- Oral defence and Q&A; session.
- Self-assessment against Unit Standard outcomes.
- Feedback and improvement strategies.
- Professional ethics and lifelong learning.
- Career applications: using research in practice.
- Course wrap-up and certification guidance.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	11 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	12 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Mauritius
06 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed — on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 119500) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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