



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

Apply Advanced Legal Concepts Principles Theories And Values Within A Paralegal Sector Training

Law, Military Science and Security / Justice in Society

Unit Standard 119502 · NQF Level 5 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips paralegals with advanced legal concepts, principles, theories, and values essential for effective practice within the South African legal framework. Participants will deepen their understanding of legal reasoning, ethical standards, and the application of theoretical knowledge to real-world paralegal scenarios.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	119502
Accreditation	SAQA Accredited · NQF Level 5 · 20 Credits
Duration	17 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply advanced legal principles and theories to complex paralegal tasks and case management.
- Evaluate the impact of legal values and ethical considerations on paralegal practice.
- Analyze case law and legislative frameworks to support legal decision-making.
- Demonstrate competence in drafting advanced legal documents and correspondence.
- Implement strategies for effective client communication and legal research.
- Design solutions for ethical dilemmas using relevant legal theories and values.

WHO SHOULD ATTEND

- Paralegals, legal assistants, and legal support professionals seeking to enhance their advanced legal knowledge and skills for career progression within the paralegal sector.

COURSE OUTLINE

Day 1: Introduction to Legal Concepts and Frameworks

- Overview of South African law: sources and divisions.
- Key legal concepts: rights, duties, liability.
- Legal principles: rule of law, justice, equity.
- Introduction to legal theories: positivism, natural law.
- Core legal values: dignity, equality, freedom.
- Role and responsibilities of a paralegal.
- Ethics and professional conduct.
- Unit standard outcomes and assessment criteria.

Day 2: Constitutional Law and Human Rights

- Supremacy of the Constitution.
- Structure of government: legislative, executive, judicial.
- The Bill of Rights: scope and limitations.
- Equality, human dignity, and freedom.
- Socio-economic rights: housing, healthcare, education.
- Constitutional remedies and enforcement.
- Impact of constitutional law on paralegal practice.
- Case studies on rights violations.

Day 3: Criminal Law and Procedure

- Classification of crimes: felonies, misdemeanours.
- Elements of a crime: actus reus, mens rea.
- Defences: justification, excuse, alibi.
- Criminal procedure: arrest, bail, charge, trial.
- Rights of the accused: legal representation, silence.
- Victim's rights and support.
- Role of paralegals in criminal matters.
- Practical exercise: drafting a bail application.

Day 4: Law of Delict and Tort

- Definition and elements of delict.
- Conduct, wrongfulness, fault, causation, damage.
- Grounds of justification: consent, necessity, self-defence.
- Types of damages: patrimonial, non-patrimonial.
- Strict liability and vicarious liability.
- Delict vs. breach of contract.
- Remedies: damages, interdicts.
- Case analysis: motor vehicle accident claims.

Day 5: Law of Contract

- Elements: offer, acceptance, consideration, capacity, legality.
- Types of contracts: written, verbal, tacit.
- Terms: express, implied, conditions, warranties.
- Breach: types (mora, repudiation, malperformance).
- Remedies: specific performance, cancellation, damages.

- Void, voidable, and unenforceable contracts.
- Consumer protection in contracts.
- Practical: drafting a service agreement.

Day 6: Family Law and Domestic Relations

- Legal requirements for marriage.
- Customary marriages and civil unions.
- Divorce: grounds, procedures, and orders.
- Maintenance obligations.
- Parental rights and responsibilities.
- Children's rights and the Children's Act.
- Domestic violence and protection orders.
- Role of paralegals in family matters.

Day 7: Labour Law and Employment Relations

- Sources of labour law: LRA, BCEA, EEA, SDA.
- Employment contracts and terms.
- Rights: working hours, leave, remuneration.
- Unfair dismissal: substantive and procedural fairness.
- Dispute resolution: CCMA, bargaining councils.
- Collective bargaining and trade unions.
- Discrimination and affirmative action.
- Practical: drafting a dismissal dispute referral.

Day 8: Property Law and Land Rights

- Classification of property: movable, immovable.
- Ownership and co-ownership.
- Real vs. personal rights.
- Deeds registration system.
- Land reform: restitution, redistribution, tenure.
- Leases: residential and commercial.
- Servitudes and mortgages.
- Role of paralegals in property transactions.

Day 9: Law of Succession and Estate Administration

- Testate succession: capacity, formalities.
- Intestate succession: Intestate Succession Act.
- Wills: revocation, amendment, interpretation.
- Executors and administrators.
- Estate administration process.
- Trusts: types and creation.
- Estate duty and taxation.
- Practical: drafting a simple will.

Day 10: Administrative Law and Judicial Review

- Administrative law and constitutional framework.
- Administrative action: definition and scope.
- Right to lawful, reasonable, and procedurally fair action.

- PAJA: grounds for review.
- Remedies: setting aside, substitution, damages.
- Ombudsman and public protector.
- Role of paralegals in administrative appeals.
- Case study: challenging a government decision.

Day 11: Consumer Protection and Business Law

- Consumer Protection Act: scope and purpose.
- Consumer rights: right to information, fair marketing.
- Supplier obligations and liability.
- National Credit Act: credit agreements and consumer protection.
- Debt review and over-indebtedness.
- Alternative dispute resolution in consumer matters.
- Role of paralegals in consumer complaints.
- Practical: drafting a consumer complaint letter.

Day 12: Legal Research and Writing

- Sources of law: statutes, case law, textbooks.
- Legal databases and libraries.
- Research methodology: identifying issues, finding authority.
- Writing legal opinions and memoranda.
- Drafting letters: demand, advice, instruction.
- Citation: South African Law Reports, statutes.
- Avoiding plagiarism.
- Practical: researching a legal issue and writing a memo.

Day 13: Alternative Dispute Resolution (ADR)

- Overview of ADR and its legal framework.
- Mediation: process and role of mediator.
- Arbitration: binding vs. non-binding.
- Negotiation strategies and techniques.
- Conciliation and ombudsman services.
- Drafting settlement agreements.
- Ethics in ADR.
- Role-play: conducting a mediation session.

Day 14: Court Procedures and Litigation Support

- Court hierarchy: Magistrates, High Court, Supreme Court of Appeal.
- Civil procedure: summons, pleadings, discovery, trial.
- Criminal procedure: charge, plea, trial, sentencing.
- Pre-trial conferences and case management.
- Evidence: admissibility, burden of proof.
- Drafting pleadings and affidavits.
- Role of paralegals in litigation support.
- Practical: preparing a trial bundle.

Day 15: Ethics, Professional Responsibility, and Practice Management

- Ethical principles: integrity, confidentiality, competence.

- Code of conduct for paralegals.
- Conflict of interest and client confidentiality.
- Professional negligence and liability.
- Practice management: file management, timekeeping.
- Billing and trust accounts.
- Dealing with ethical dilemmas.
- Case studies on ethical issues.

Day 16: Advanced Applications and Integration

- Integrating constitutional, criminal, civil, and other laws.
- Complex case studies: family law with property issues.
- Multi-party disputes and litigation strategies.
- Legal drafting: comprehensive documents.
- Time management and prioritisation.
- Review of key principles and theories.
- Mock assessment exercises.
- Feedback and improvement areas.

Day 17: Final Assessment and Course Wrap-Up

- Final written assessment (theory and practical).
- Oral or practical component if applicable.
- Assessment review and feedback.
- Course evaluation and reflection.
- Certification process and next steps.
- Resources for continued learning.
- Networking and professional bodies.
- Closing remarks.

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 **20 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,500.00	R 41,500.00
1	In-House	R 54,000.00	R 54,000.00
1	On-Campus (Pretoria)	R 62,200.00	R 62,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
18 Aug 2026	09 Sep 2026	On-Campus	Abu Dhabi, UAE
19 Aug 2026	10 Sep 2026	On-Campus	Durban, South Africa
20 Aug 2026	11 Sep 2026	On-Campus	Shenzhen, China
21 Aug 2026	14 Sep 2026	On-Campus	Harare, Zimbabwe
21 Aug 2026	14 Sep 2026	On-Campus	Dubai, UAE
24 Aug 2026	15 Sep 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	15 Sep 2026	On-Campus	Abu Dhabi, UAE
25 Aug 2026	16 Sep 2026	On-Campus	Durban, South Africa

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 119502) 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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