



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

Represent Clients Within A Paralegal Context Training

Law, Military Science and Security / Justice in Society

Unit Standard 119504 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips paralegals with the skills to effectively represent clients in legal contexts, including client interviews, case preparation, and communication with legal professionals. It ensures ethical and professional conduct within the South African legal framework.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	119504
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

- Apply the principles of client representation in a paralegal context.
- Analyze client needs and legal issues to prepare accurate case documentation.
- Evaluate ethical considerations and legal boundaries when representing clients.
- Demonstrate effective communication skills in client interviews and legal correspondence.
- Implement case management strategies to support client representation.
- Design a client representation plan that adheres to South African legal standards.

WHO SHOULD ATTEND

- Paralegals, legal assistants, and junior legal practitioners seeking to enhance their client representation skills within a paralegal context.

COURSE OUTLINE

Day 1: Introduction to Paralegal Practice and Ethical Framework

- Overview of the South African legal system and sources of law.
- Definition and functions of a paralegal.
- Ethical duties: confidentiality, conflict of interest, and competence.
- Professional codes of conduct and disciplinary procedures.
- Legal frameworks: Legal Practice Act, rules of court.
- Client intake procedures and initial consultation protocols.

Day 2: Communication and Interviewing Skills for Paralegals

- Principles of client-centered communication.
- Interviewing techniques: open-ended questions, paraphrasing, summarising.
- Handling sensitive information and vulnerable clients.
- Note-taking and record-keeping best practices.
- Drafting client correspondence and instructions.
- Barriers to effective communication and how to overcome them.

Day 3: Legal Research and Case Analysis

- Introduction to legal research methodology.
- Sources of law: statutes, case law, regulations, textbooks.
- Using online databases (e.g., SAFLII, LexisNexis).
- Citation and referencing in legal documents.
- Case analysis: facts, issues, rules, application, conclusion (IRAC).
- Preparing research memoranda for supervising attorneys.

Day 4: Drafting Legal Documents and Court Forms

- Principles of legal drafting: plain language, structure, and style.
- Drafting affidavits, notices, and summonses.
- Completing court forms for various proceedings (e.g., High Court, Magistrate's Court).
- Pleadings: particulars of claim, plea, and counterclaim.
- Reviewing documents for errors and consistency.
- Practical exercises in drafting and editing.

Day 5: Client Representation in Court and Tribunal Proceedings

- Overview of court hierarchy and jurisdictions.
- Role of paralegals in litigation support.
- Preparing briefs and bundles for counsel.
- Client preparation: what to expect, dress code, behaviour.
- Tribunal procedures: CCMA, rental housing tribunals, etc.
- Managing court files and deadlines.

Day 6: Alternative Dispute Resolution and Client Advocacy

- ADR overview: mediation, arbitration, negotiation.
- Paralegal's role in ADR: preparation and representation.
- Negotiation strategies and techniques.
- Drafting settlement agreements and consent papers.
- Ethics in ADR: impartiality and confidentiality.

- Practical role-play exercises in mediation.

Day 7: Integration, Assessment, and Professional Development

- Review of key concepts from Days 1-6.
- Case study simulation: from intake to resolution.
- Mock assessment tasks and feedback.
- Professional development resources and networks.
- Career pathways for paralegals in South Africa.
- Final Q&A; and course evaluation.

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
31 Jul 2026	10 Aug 2026	On-Campus	Dar es Salaam, Tanzania
03 Aug 2026	11 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Mauritius
05 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	18 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 119504) 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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