



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

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

Law, Military Science and Security / Justice in Society

Unit Standard 119505 · NQF Level 5 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips paralegal professionals with a foundational understanding of the legal concepts, principles, theories, and values essential for effective practice within the South African legal framework. Learners will develop the ability to apply these elements in a paralegal context, ensuring compliance with relevant legislation and ethical standards.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	119505
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 fundamental legal concepts, principles, theories, and values to paralegal tasks and decision-making.
- Analyse the South African legal system and the role of paralegals within it.
- Evaluate the ethical and professional responsibilities of paralegals in various legal contexts.
- Demonstrate the ability to interpret and apply relevant legislation and case law.
- Implement effective legal research and documentation practices in a paralegal setting.

WHO SHOULD ATTEND

- This course is designed for individuals working or aspiring to work as paralegals in law firms, corporate legal departments, or public sector organisations.
- It is also suitable for legal support staff seeking to formalise their knowledge of fundamental legal principles.

COURSE OUTLINE

Day 1: Introduction to the South African Legal System

- Overview of the South African legal system.
- Sources of law: Constitution, legislation, common law, custom, case law.
- Court structure: Constitutional Court, Supreme Court of Appeal, High Courts, Magistrates' Courts.
- Key legal terminology: plaintiff, defendant, appellant, respondent, jurisdiction.
- Introduction to the paralegal profession and ethical considerations.

Day 2: Constitutional Law and Human Rights

- The Constitution of the Republic of South Africa, 1996.
- The Bill of Rights: rights to equality, dignity, freedom of expression, etc.
- Limitation of rights and the limitation clause.
- Application of the Bill of Rights to vertical and horizontal disputes.
- Case law examples: landmark Constitutional Court decisions.

Day 3: Sources of Law and Legal Interpretation

- Primary sources: legislation, case law, common law, customary law.
- Secondary sources: textbooks, journal articles, law reports.
- Statutory interpretation: literal, golden, mischief rules.
- The role of precedent (stare decisis) in South African law.
- Practical exercises in interpreting legal provisions.

Day 4: Law of Contract: Formation and Validity

- Elements of a contract: offer, acceptance, consideration, capacity, legality, possibility.
- Offer and acceptance: communication, revocation, termination.
- Consideration and its role.
- Capacity to contract: minors, mentally ill persons, intoxicated persons.
- Legality of object and possibility of performance.

Day 5: Law of Contract: Breach and Remedies

- Types of breach: mora debitoris, mora creditoris, repudiation, malperformance.
- Remedies: specific performance, damages, cancellation, interdict.
- Assessment of damages: direct and consequential loss.
- Mitigation of damages.
- Case law on breach of contract.

Day 6: Law of Delict: Principles and Elements

- Definition and elements of a delict: act, wrongfulness, fault, causation, damage.
- Distinction between delict and crime, and delict and contract.
- Fault: dolus (intention) and culpa (negligence).
- Grounds of justification: consent, necessity, self-defence, provocation.
- Strict liability and vicarious liability.

Day 7: Law of Delict: Specific Forms and Remedies

- Specific delicts: defamation, injuria, negligence, nuisance.
- Aquilian action for patrimonial loss.
- Action for pain and suffering (non-patrimonial loss).
- Defences: consent, volenti non fit injuria, contributory negligence.

- Assessment of damages and apportionment of damages.

Day 8: Criminal Law: Principles and Offences

- Elements of a crime: actus reus, mens rea, unlawfulness.
- Categories of offences: common law and statutory offences.
- Crimes against the person: murder, assault, robbery.
- Crimes against property: theft, fraud, malicious damage to property.
- Inchoate crimes: attempt, conspiracy, incitement.

Day 9: Criminal Procedure and Evidence

- Criminal procedure: arrest, bail, trial, sentencing.
- Rights of the accused: right to silence, legal representation, fair trial.
- Rules of evidence: relevance, admissibility, burden of proof.
- Types of evidence: oral, documentary, real, circumstantial.
- Paralegal's role in supporting clients and attorneys.

Day 10: Law of Property and Ownership

- Concept of property and ownership.
- Movable and immovable property.
- Modes of acquisition: original (occupation, accession) and derivative (delivery, registration).
- Real rights: ownership, servitudes, pledges, mortgages.
- Possession and holdership.

Day 11: Family Law and Succession

- Marriage: civil, customary, religious, civil unions.
- Divorce: grounds, procedures, and consequences.
- Parental rights and responsibilities, child maintenance.
- Law of succession: wills, testate succession, intestate succession.
- Administration of deceased estates and role of the Master.

Day 12: Labour Law: Basic Principles

- Sources: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act.
- Employment contract and rights of employees.
- Unfair dismissal: substantive and procedural fairness.
- Dispute resolution: CCMA, bargaining councils, Labour Courts.
- Workplace forums and trade unions.

Day 13: Consumer Protection Law

- Consumer Protection Act: purpose, scope, and consumer rights.
- Right to fair marketing, fair contract terms, and product safety.
- National Credit Act: credit agreements, disclosure, reckless lending.
- Enforcement: National Consumer Commission, Consumer Tribunal.
- Case studies on consumer complaints.

Day 14: Legal Ethics and Professional Conduct

- Ethical principles: integrity, competence, diligence.
- Confidentiality and attorney-client privilege.
- Conflict of interest and its avoidance.
- Code of conduct for paralegals.
- Disciplinary processes and sanctions for misconduct.

Day 15: Legal Research and Writing Skills

- Legal research methodology: identifying issues, finding sources.
- Use of law libraries and online databases (e.g., SAFLII).
- Legal writing: memoranda, letters, affidavits.
- Citation and referencing: style guide.
- Practical exercise: drafting a legal memorandum.

Day 16: Practical Application: Case Studies and Simulations

- Case study 1: Contract dispute.
- Case study 2: Delictual claim.
- Case study 3: Criminal matter.
- Case study 4: Family law issue.
- Simulation: client interview, drafting of legal documents.

Day 17: Integration and Assessment

- Review of key concepts from all days.
- Integrated case study covering multiple areas.
- Written assessment: multiple choice and essay questions.
- Oral assessment: presentation of legal analysis.
- Feedback session and certificate preparation.

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 56,500.00	R 56,500.00
1	In-House	R 73,400.00	R 73,400.00
1	On-Campus (Pretoria)	R 84,700.00	R 84,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	01 Sep 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	02 Sep 2026	On-Campus	Durban, South Africa
11 Aug 2026	02 Sep 2026	On-Campus	Mauritius
12 Aug 2026	03 Sep 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	04 Sep 2026	On-Campus	Dubai, UAE
14 Aug 2026	07 Sep 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	08 Sep 2026	On-Campus	Durban, South Africa
18 Aug 2026	09 Sep 2026	On-Campus	Shenzhen, China

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 119505) 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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