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 Advanced Legal Concepts Principles Theories And Values Of Specialised Law Within A Paralegal Sector Training

Law, Military Science and Security / Justice in Society

Unit Standard 119507 · NQF Level 5 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips paralegals with advanced legal concepts, principles, theories, and values necessary to apply specialised law in a South African context. It deepens understanding of legal frameworks and enhances the ability to handle complex legal matters within the paralegal sector.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	119507
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 resolve complex legal issues in specialised law.
- Analyze the values underpinning specialised legal systems and their impact on paralegal practice.
- Evaluate the application of legal concepts in diverse specialised law contexts.
- Demonstrate competence in interpreting and implementing specialised legal provisions.
- Integrate theoretical knowledge with practical skills to advise on specialised legal matters.
- Assess the ethical and professional responsibilities when applying specialised law.

WHO SHOULD ATTEND

- Paralegals, legal assistants, and legal support staff seeking to advance their knowledge in specialised areas of law.
- It is also suitable for professionals transitioning into the paralegal field.

COURSE OUTLINE

Day 1: Introduction to Specialised Law in the Paralegal Context

- Overview of specialised law areas (e.g., labour, family, criminal).
- Core legal principles: rule of law, justice, equality.
- Legal theories: positivism, natural law, legal realism.
- Values: ubuntu, access to justice, human dignity.
- Structure of South African courts and sources of law.

Day 2: Constitutional Law Foundations for Paralegals

- The Constitution of the Republic of South Africa, 1996.
- Bill of Rights: rights and limitations.
- Constitutional bodies: Human Rights Commission, Public Protector.
- Remedies: declaration of invalidity, damages, interdicts.
- Case study: applying constitutional rights in a client matter.

Day 3: Labour Law Principles and Practice

- Basic conditions of employment (BCEA).
- Labour Relations Act (LRA): unfair dismissal, unfair labour practice.
- Employment Equity Act (EEA): affirmative action.
- CCMA processes: conciliation, arbitration.
- Drafting a referral form for unfair dismissal.

Day 4: Family Law and Domestic Relationships

- Marriage Act, Recognition of Customary Marriages Act.
- Divorce Act: grounds, mediation, parenting plans.
- Children's Act: best interests, care, contact.
- Maintenance Act: duties, enforcement.
- Domestic Violence Act: protection orders, duties of police.

Day 5: Criminal Law and Procedure for Paralegals

- Criminal law: actus reus, mens rea, specific offences.
- Criminal Procedure Act: arrest, bail, charge sheets.
- Rights of accused: silence, legal representation.
- Sentencing options: fines, imprisonment, correctional supervision.
- Victim empowerment and impact statements.

Day 6: Law of Delict and Civil Remedies

- Elements of delict: conduct, wrongfulness, fault, causation, harm.
- Types of delict: assault, defamation, negligence.
- Damages: patrimonial, non-patrimonial, special.
- Prescription Act: time limits.
- Case study: drafting a letter of demand for a delictual claim.

Day 7: Contract Law Essentials

- Requirements for valid contract: offer, acceptance, consideration.
- Types of contracts: written, oral, implied.
- Breach: anticipatory, actual, repudiation.
- Remedies: specific performance, cancellation, damages.

- Consumer Protection Act: plain language, cooling-off periods.

Day 8: Property Law and Land Rights

- Ownership, possession, and holdership.
- Land reform: Restitution of Land Rights Act, Land Reform (Labour Tenants) Act.
- Extension of Security of Tenure Act (ESTA).
- Prevention of Illegal Eviction from and Unlawful Occupation of Land Act (PIE).
- Drafting a lease agreement and eviction notice.

Day 9: Administrative Law and Access to Information

- Administrative law principles: legality, reasonableness, procedural fairness.
- Promotion of Administrative Justice Act (PAJA): review grounds.
- PAIA: requesting records, exemptions.
- Role of the Information Regulator.
- Practical: completing a PAIA request form.

Day 10: Consumer Protection and Debt Recovery

- Consumer Protection Act: rights, redress.
- National Credit Act: credit agreements, reckless lending.
- Debt collection process: letters of demand, summons.
- Magistrates' Court Rules: debt recovery.
- Alternative dispute resolution: ombuds, mediation.

Day 11: Environmental Law and Sustainability

- Environmental right in Constitution (Section 24).
- NEMA: principles, environmental impact assessments.
- Biodiversity Act, Protected Areas Act.
- Waste management and pollution control.
- Public participation in environmental decisions.

Day 12: Intellectual Property Law Basics

- Copyright Act: works, duration, fair use.
- Trade Marks Act: registration, infringement.
- Patents Act: requirements, process.
- Designs and domain names.
- Practical: conducting a trademark search.

Day 13: Ethics, Professional Conduct, and Values

- Legal Practice Act: code of conduct.
- Confidentiality, privilege, and disclosure.
- Conflict of interest: identification and management.
- Professional values: integrity, competence, service.
- Case studies on ethical dilemmas.

Day 14: Legal Research and Writing Skills

- Sources of law: statutes, case law, textbooks.
- Legal research methodology: keywords, indexes.
- Drafting: letters of demand, legal opinions.
- Affidavits: format, content, notarisation.
- Using SAFLII, LexisNexis, and government portals.

Day 15: Court Procedures and Litigation Support

- Magistrates' Court and High Court rules.
- Case management: pleadings, notices, discovery.
- Preparing trial bundles and indexes.
- Subpoenas, witness statements, and summaries.
- Appeals: notice, record, heads of argument.

Day 16: Alternative Dispute Resolution (ADR)

- ADR: mediation, arbitration, conciliation.
- Arbitration Act and rules.
- Mediation techniques: communication, problem-solving.
- Negotiation strategies: interests, positions.
- Drafting settlement agreements and consent orders.

Day 17: Integration, Assessment, and Professional Practice

- Comprehensive case study: multi-area legal problem.
- Practical tasks: drafting documents, advising clients.
- Assessment: portfolio of evidence, role-play.
- Professional development: CPD, networking.
- Course review and feedback.

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 56,000.00	**R 56,000.00**
1	On-Campus (Pretoria)	R 62,200.00	**R 62,200.00**

UPCOMING SESSIONS

Start	End	Method	Venue
02 Dec 2026	24 Dec 2026	On-Campus	Shenzhen, China
03 Dec 2026	25 Dec 2026	On-Campus	Mauritius
04 Dec 2026	28 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
04 Dec 2026	28 Dec 2026	On-Campus	Kinshasa, DRC
07 Dec 2026	29 Dec 2026	Online	—
07 Dec 2026	29 Dec 2026	On-Campus	Nairobi, Kenya
08 Dec 2026	30 Dec 2026	On-Campus	Johannesburg, South Africa
09 Dec 2026	31 Dec 2026	On-Campus	Victoria Falls, Zimbabwe

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 119507) and click **Get A Quotation**. 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za