



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@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Demonstrate An Understanding Of South African Law And The Legal System With Specific Emphasis On Paralegalism Training

Law, Military Science and Security / Justice in Society

Unit Standard 119508 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course provides a foundational understanding of South African law and the legal system, with a specific focus on the role and functions of paralegals. It equips learners with the knowledge to navigate legal processes, understand key legislation, and apply paralegal principles in various contexts.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	119508
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the structure and hierarchy of South African courts and legal institutions.
- Apply key principles of South African law, including the Constitution, common law, and statutory law.
- Analyze the role and ethical responsibilities of paralegals within the legal system.
- Evaluate the impact of legal aid and access to justice in South Africa.
- Implement basic legal research and document preparation skills relevant to paralegal practice.

WHO SHOULD ATTEND

- This course is designed for individuals seeking to enter the paralegal profession or enhance their understanding of South African law, including legal assistants, administrative staff in legal environments, and those interested in community justice.

COURSE OUTLINE

Day 1: Introduction to South African Law and the Legal System

- What is law? Purpose and functions.
- Sources of South African law: Constitution, legislation, common law, case law, custom.
- Overview of the legal system: courts, legislature, executive.
- Branches of law: public law (constitutional, criminal, administrative) and private law (contract, delict, property).
- Introduction to legal terminology.

Day 2: The Constitution and Bill of Rights

- The Constitution of the Republic of South Africa, 1996.
- Supremacy clause and rule of law.
- Structure and content of the Bill of Rights.
- Application of rights: vertical and horizontal.
- Limitation of rights (section 36).
- Enforcement of rights: standing and remedies.
- Role of the Constitutional Court and its jurisdiction.

Day 3: The Court System and Hierarchy

- Lower courts: Magistrates' Courts (district and regional).
- High Courts: divisions and jurisdiction.
- Supreme Court of Appeal.
- Constitutional Court.
- Specialized courts: Labour Court, Land Claims Court, Electoral Court, etc.
- Small Claims Court.
- Judicial officers and their roles.
- Court procedures and case flow.

Day 4: Legal Profession and Ethics

- Legal profession: attorneys, advocates, paralegals, legal advisors.
- Regulation: Legal Practice Act, Legal Practice Council.
- Role of paralegals: scope of practice, limitations.
- Ethical duties: confidentiality, conflict of interest, competence.
- Professional conduct and disciplinary procedures.
- Access to justice and pro bono services.

Day 5: Sources of Law and Legal Research

- Primary sources: Constitution, statutes, regulations, case law.
- Secondary sources: textbooks, journal articles, law reports.
- Legal research methodology: identifying issues, finding sources, updating.
- Using online legal databases (e.g., SAFLII, LexisNexis).
- Reading and understanding case citations.
- Interpreting statutes: literal, purposive, contextual approaches.
- Preparing a legal memorandum.

Day 6: Criminal Law and Procedure

- Elements of a crime: actus reus, mens rea.
- Classification of offences: felonies, misdemeanours, common law vs statutory.

- Criminal procedure: arrest, bail, charge, trial, sentencing.
- Rights of accused: section 35 of the Constitution.
- Role of paralegals: client interviews, gathering evidence, drafting statements.
- Victim support and impact statements.
- Sentencing options and appeals.

Day 7: Civil Law and Procedure

- Civil law: contract, delict, property, family law.
- Civil procedure: summons, pleadings, discovery, trial, judgment.
- Jurisdiction and choice of forum.
- Alternative dispute resolution: negotiation, mediation, arbitration.
- Drafting simple pleadings and notices.
- Role of paralegals: document management, client communication, trial preparation.
- Enforcement of judgments.

Day 8: Labour Law and Dispute Resolution

- Labour legislation: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act.
- Rights: unfair dismissal, unfair labour practices.
- CCMA and Labour Court procedures.
- Collective bargaining and trade unions.
- Workplace disputes: misconduct, incapacity, operational requirements.
- Role of paralegals: assisting with referrals, representation at CCMA.
- Drafting of contracts and policies.

Day 9: Family Law and Social Welfare

- Marriage: requirements, types (civil, customary, religious).
- Divorce: grounds, procedure, ancillary orders.
- Children: parental responsibilities and rights, maintenance, custody.
- Domestic violence: Protection from Domestic Violence Act.
- Maintenance enquiries and maintenance courts.
- Child protection and foster care.
- Role of paralegals: referrals, completion of forms, support.

Day 10: Land and Housing Law

- Property law: ownership, possession, servitudes.
- Land reform: Restitution of Land Rights Act, Land Reform (Labour Tenants) Act.
- Housing: Prevention of Illegal Eviction from and Unlawful Occupation of Land Act (PIE).
- Rental housing: Rental Housing Act, leases.
- Eviction procedures and defences.
- Role of paralegals: client advice, referrals, mediation.
- Land Claims Court and Commission.

Day 11: Consumer Protection and Administrative Law

- Consumer Protection Act: rights, remedies, prohibited conduct.
- National Credit Act: credit agreements, debt counselling.
- Administrative law: right to just administrative action (section 33 of Constitution).
- Promotion of Access to Information Act (PAIA).
- Promotion of Administrative Justice Act (PAJA).

- Ombudsman schemes: banking, insurance, etc.
- Role of paralegals: assisting with complaints, letters, referrals.

Day 12: Practical Integration and Assessment Preparation

- Case studies: criminal, civil, labour, family, consumer.
- Drafting exercises: letters, affidavits, memoranda.
- Role-play: client interview, referral, advice.
- Ethics in practice: scenarios.
- Review of key concepts.
- Assessment preparation: format, expectations.
- Final Q&A; 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 **15 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
31 Jul 2026	17 Aug 2026	On-Campus	Accra, Ghana
03 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	18 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	19 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	20 Aug 2026	On-Campus	Mauritius
06 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE

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 119508) 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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