

Legal Secretary – Fact Sheet

Type of qualification

- Full-time
- Certificates and diplomas are conferred by the Department of Higher Education & Training (DHET)
- All qualifications are nationally recognised by industry and universities

About the qualification

Attorneys, busy legal firms and legal departments require the services of competent legal secretaries. A legal secretary needs to have excellent administrative and secretarial skills and a working knowledge of law and legal procedures. They are also expected to be proficient in typing, office computing and have good communication skills.

The Legal Secretary N4, N5 and N6 qualifications are designed to give you the specialist knowledge and understanding that is required to work within the legal profession or the legal department of a large firm. Once students have successfully achieved all three N4 – N6 certificates and have worked for 18 months or 2 000 hours as a legal secretary, they will be entitled to receive the highly respected National N Diploma: Legal Secretary.

On completion of this national diploma, you'll be able to confidently display your secretarial skills, with an in-depth understanding of various aspects of South African law, including terminology, the justice system and the administrative procedures followed in a legal office.

Career & Job Opportunities

This programme will prepare you for many career opportunities, including:

- Legal secretary
- Legal assistant
- Legal typist
- Commercial law secretary
- Legal assistant or paralegal
- Tax secretary

Administration assistant

Who should attend

- Litigation secretary
- Office manager
- Executive personal assistant
- Office administrator
- Receptionist
- Managing assistant
- Conveyancing secretary/typist

This programme is ideal for those who are interested in law, thrive when working under pressure and have good organisational skills as well as attention to detail.

Admission Requirements

- National Senior Certificate (NSC) or Senior Certificate or
- An appropriate National Certificate (N3) or equivalent qualification

Duration

Full-time: 18 months of theoretical classes, followed by an 18 month practical component.

Certification

Students write national examinations which are set and administered by the DHET.

Successful students achieve the following certification which is conferred and issued by the DHET:

- National Certificate: N4 Legal Secretary (SAQA ID: 66880)
- National Certificate: N5 Legal Secretary (SAQA ID: 66959)
- National Certificate: N6 Legal Secretary (SAQA ID: 67004)

Once you have successfully achieved all three N4–N6 certificates and have worked for 18 months (minimum of 2000 hours) in a legal or business environment, your logbook will be submitted to the DHET. Once you receive DHET approval, you will qualify to receive the highly respected **National N Diploma: Legal Secretary** (SAQA ID: 67035).

Course material

Study material and textbook fees are included in the tuition fee. Students are required to cover the cost of any additional materials required for practicals and activities.

Subjects per level

N4	N5	N6
<ul style="list-style-type: none">• Office Practice N4• Information Processing N4• Communication N4• Computer Practice N4	<ul style="list-style-type: none">• Office Practice N5• Information Processing N5• Communication N5• Legal Practice N5	<ul style="list-style-type: none">• Office Practice N6• Information Processing N6• Communication N6• Legal Practice N6

Subject outlines

Office Practice N4

- Telephone techniques and telephone aids

- Reception and basic etiquette
- Postal services and office supplies
- Preparing, collecting, processing and filing documents

Office Practice N5

- Management of the secretarial office
- Self management
- Time and task management
- Diary control and follow-up systems
- Managing the filing and retrieval system
- Managing telephone usage
- Dealing with messengers
- Access control and security
- Assisting with travel arrangements
- Organising meetings, conferences and seminars
- Financial record-keeping and administration
- Using auxiliary services: Financial services, telecommunication services, transport services, storage facilities, insurance services etc.

Office Practice N6

- Functions of management, the role of the manager and role of the secretary
- Human resources and dealing with confidential information
- Supervision and the motivation of personnel
- Handling difficult situations
- Handling the manager's failure
- Business etiquette
- Catering and entertaining in the office
- Liaising with clients at executive level
- Organising executive corporate functions

Legal Practice

The attorney's practice

- Different legal practitioners in private and public capacity
- Differences between attorneys and advocates and their personnel structures
- The handling procedure and prescribed documentation relevant to mail
- Security files, closed files, protocol filing and removal of files
- Compiling a statement of account for client tasks executed
- Business and trust accounts
- The role and duties of the secretary/administrative clerk
- Ethics of justice and the importance of secrecy

Litigation and debt collection

- The meaning of jurisdiction
- The nature and working of the supreme courts, the lower courts and tribunals
- Court officers and officials
- The procedures involved in civil actions
- Debt collection in the magistrate's courts

Legal documents

- Affidavits, power of attorney, underhand agreements, supreme court and lower court summons
- Complete various legal documents correctly

Wills and deceased estates

- Requirements for and contents of a valid will
- Administration and winding up of a deceased estate
- Affidavits, power of attorney, underhand agreements, supreme court and lower court summons

Basic conveyancing

- The deeds office and contract of purchase
- Deed of transfer and supporting documents
- Steps for registration of a transfer
- Mortgage bonds
- Sectional titles *Notarial practice The law of contract Specific contracts*
- The contract of sale
- Credit agreements

Communication

- Communication in the employment interview
- Communication skills and techniques needed for: Concise communication, business letters, circulars and sales

- letters, reports, meeting correspondence, questionnaires
- Critical thinking skills
- Non-verbal factors that influence communication
- Presentation skills
- How to listen analytically in order to provide sound feedback.

Language Policy

All classes and assessments are conducted in English. Learners need to be able to understand spoken English and complete their assessments in English.

Disclaimer

Amilak Training Center reserves the right to change the programme content due to changes in the regulatory environment, market requirements and other reasons. All possible measures will be taken to minimize inconvenience to students.

*I, (student name),
hereby acknowledge that I understand the information stated in this factsheet and fully comprehend the specifics explained above pertaining to the National N Diploma: Educare.*

Student signature _____ *Date* _____